

# ICJR 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 document details the Semi-Annual Performance Report questions and instructions for the Grants to Improve Criminal Justice Response Program (ICJR Program). The performance report is due to OVW in JustGrants 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). The performance report data will first be entered by the grantee into an online, interactive performance reporting form in the VAWA IMPACT Tool. Once the report has been completed online, the tool will generate a PDF for the grantee to download and submit into JustGrants.

All grantees should read each section to determine which questions must be answered based on the activities engaged in under the grant during the current reporting period. Optional sections begin with a question that asks if ICJR Program funds were used to support the respective activities during the current reporting period. If grant funds were not used for an activity during the 6-month reporting period, the grantee should select “no.” 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 ICJR Program grant-funded staff or if ICJR Program funds substantially support their activities. If a grantee has not been able to collect or report data as requested on the performance reporting form, please discuss this in the last question within the Narrative section.

For performance report related questions, call, email or visit the website of the VAWA Measuring Effectiveness Initiative (VAWA MEI).

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

For grant related questions, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

For JustGrants account related questions, 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>

## General Information

This section is required. All grantees must complete this section.

### 1. Date of report

Enter the date this form is completed.

### 2. Reporting period

Enter the period and year for the 6-month reporting period being reported on. A new reporting form must be filled out 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 performance report

Indicate if this is a regular performance report or the final performance report for the grant award being reported on.

### 6. Point of contact

Provide the name, agency name, mailing address, telephone number, and e-mail address for the contact person responsible for the day-to-day coordination of the grant. This person should understand what the grant funds were used for and should be familiar with the performance reporting information submitted.

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

Indicate whether the grantee is a faith-based organization.

### 8. Is this a culturally-specific community-based organization?

Indicate whether the grantee is a culturally-specific community-based organization. A culturally-specific community-based organization is one that:

- Has a focus on any underserved population, i.e., has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population;
- Is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population;
- At a minimum, has some expertise or demonstrated capacity to work effectively on

domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through collaboration with another entity.

## **9. Does this grant specifically address and focus on tribal populations?**

Select “yes” if the ICJR Program grant specifically focuses on tribal populations and indicate which tribes or nations the grantee agency serves or intends to serve. Report only on tribes or nations intentionally served. Do not include a tribe or nation if they are served incidentally by the program.

### **EXAMPLE 1:**

A victim services organization is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and the grantee provides services to anyone who lives on the reservation that needs services. Select “yes” and report that the grant specifically addresses and focuses on the Nez Perce tribe, but do not report other tribes whose members reside on the reservation.

### **EXAMPLE 2:**

A grantee agency used ICJR Program funds to provide training events for law enforcement in a non-tribal area. Police from a nearby reservation attend a training event. This training did not address tribal codes, nor was there an intention to specifically train tribal police, even though they are welcome to attend the training. Select “no” because the grant does not specifically address or focus on tribal populations, even though tribal populations are welcome to attend ICJR Program-funded activities offered.

## **10. Does your grant support the creation of products in languages other than English or provide services in languages other than English?**

Select “yes” if the agency used ICJR Program funds to provide services or products in languages other than English. Selecting “yes” will prompt the grantee to list out any languages. Please be specific and name the relevant languages. Select “no” if the agency does not use ICJR Program funds to provide services or products in languages other than English.

## **11. What percentage of your ICJR Program grant was directed to each of these areas?**

Report the area(s) addressed by the ICJR Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. This question is required even if the grantee was not able to spend grant funds during the reporting period. The grantee may choose how to calculate this. Grantees should consider training, staff time, victims services, etc. when determining how to calculate the percentage of funds directed to each area.

### **EXAMPLE:**

A victim services agency receives ICJR Program funding to offer legal advocacy services for victims/survivors of sexual assault and domestic violence. During the current

reporting period approximately 25% of the ICJR Program-funded clients are sexual assault victims/survivors and the rest are victims/survivors of domestic violence. If all services received are approximately the same to all clients, one could estimate that approximately 25% of the project's funds are directed to sexual assault and 75% to domestic violence. If the services received by domestic violence victims/survivors are more comprehensive than those received by sexual assault victims/survivors, the percentage of funds directed to domestic violence would be greater.

**DEFINITION: Victimization categories**

- **Sexual assault:** Any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- **Domestic violence:** Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, shares a child in common with the victim or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- **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. 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 people involved in the relationship.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

## Staff Information

### 1. Were ICJR Program funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

Select “yes” if ICJR Program funds were used to pay for staff salary/wages. ICJR Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

### 2. 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 only partially funded with these grant funds as well as consultants/contractors. FTEs are reported in decimals, not as percentages.

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.

#### What is an FTE?

An FTE (full-time equivalent) is the unit of measurement used to report the hours worked by ICJR Program-funded staff. A 100% ICJR Program-funded staff person who worked full time for the entire 6-month reporting period will be reported as 1.00 FTE.

#### Prorating FTEs

FTEs must be prorated whenever grant funds paid for a portion of a staff person’s time, a contractor, stipend, and when staff are hired partway through the reporting period. Any staff time that represents less than a full-time person working the entire reporting period and paid entirely with ICJR Program funds should be prorated to reflect the portion directly supported with ICJR Program funds.

#### What is 1.00 FTE at your agency?

If the ICJR Program-funded agency considers 40 hours per week to be full-time, then 1.00 FTE is equal to 1,040 working hours in a 6-month reporting period: 40 hours per week multiplied by 26 weeks. If the grantee agency considers something other than 40 hours to be full-time, determine how many hours per week is considered full-time and multiply that number of hours by 26 weeks. This will be the total number of hours in a 6-month reporting period for 1.00 FTE.

#### EXAMPLE 1:

If the ICJR Program-funded agency considers 35 hours per week to be full-time, then 1.00 FTE is equal to 910 working hours in a 6-month reporting period: 35 hours per week multiplied by 26 weeks.

#### EXAMPLE 2:

If the ICJR Program-funded agency considers 37.5 hours per week to be full-time, then 1.00 FTE is equal to 975 working hours in a 6-month reporting period: 37.5 hours per week multiplied by 26 weeks.

#### Choosing a Staff Category

Report staff by function/activity performed, not by job title or location of the employee. If a staff member spends their ICJR Program-funded time conducting different types of activities, separate their FTE value into those different staff categories. First calculate the total FTE of that staff person based on how many ICJR Program-funded hours they worked each reporting period. Then split up their FTE into the staff categories by estimating the percentage of their time performing each job function.

#### DEFINITION: Staff Categories

- **Administrator:** Staff time spent in administrative positions including, but not limited to financial manager, executive director, and shelter manager.
- **Attorney (does not include prosecutor):** An attorney or lawyer who is legally acting on behalf of a victim/survivor. Activities conducted by a ICJR Program-funded attorney will be captured in the Victim Services and Legal Services Sections.
- **Abuser Intervention Program staff:** Staff who work within a ICJR Program-funded offender rehabilitation program. These ICJR Program-funded activities will be captured in the Abuser Intervention Program Section.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victim/survivors. ICJR Program-funded counseling activities will be captured in the Victim Services Section.
- **Court personnel:** Court officials and other staff within the court (including judicial assistants, reporters, law clerks, and bailiffs) who are subject to the judge's direction and control. This does not include the attorneys or lawyers in a judicial proceeding. A grantee should fill out the Courts Section if court personnel time is supported by ICJR funding.
- **Information technology staff:** Staff conducting activities related to technology maintenance, such as building or maintaining computer infrastructures of the company, assisting users with computer and software issues, handling software updates and license renewals and technology contracts, ensuring compliance with quality standards, or overseeing data storage.
- **Investigator (prosecution-based):** Staff employed by a prosecution office who investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. Activities conducted by a ICJR Program-funded investigator will be captured in the Case Investigations Section.

- **Law enforcement officer:** A sworn officer or agent of the United States authorized by law or by a government agency to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law. Most general law enforcement officers are uniformed personnel who carry out patrols, answer calls for service or help, investigate incidents, refer cases for prosecution, enforce or serve orders of protection/no-contact orders, or conduct community policing. Law enforcement-based detectives might be staff who are not mandated to wear uniforms but do investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. These ICJR Program-funded activities will be captured in the Case Investigations Section.
- **Legal advocate (does not include attorney or paralegal):** A staff person who assists victims with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy activities within the civil justice system. This category does not include the work of attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates. These ICJR Program-funded activities will be captured in the Victim Services Section.
- **Outreach staff:** Staff time spent conducting unsolicited outreach to victim/survivors to inform them about services available to them.
- **Paralegal:** Staff assigned tasks by attorneys/lawyers, such as to review and organize client files, conduct factual and legal research, prepare documents for legal transactions, draft pleadings and discovery notices, interview clients and witnesses, and assist at closings and trials. Generally, paralegals may not advise clients or represent clients in court, take depositions, or sign pleadings. Activities conducted by a ICJR Program-funded paralegal will be captured in the Victim Services and Legal Services Sections.
- **Probation officer/offender monitor:** Staff time spent advising and monitoring the movements of criminal offenders who are on probation, recommending rehabilitation programs for offenders, or conducting monitoring activities to ensure offender compliance with the conditions of probation. These ICJR Program-funded activities will be captured in the Probation/Offender Monitoring Section.
- **Program coordinator:** Staff time spent coordinating specific aspects of the program. This category includes staff functioning as a training coordinator, a prevention/education coordinator, a victim services coordinator, and/or as a legal services coordinator.
- **Prosecutor:** Professional prosecutors conduct activities such as reviewing the charges against any person arrested by the police, deciding whether to charge an individual with an offense and determining what that offense should be, making sentencing recommendations, and prosecuting cases. These ICJR Program-funded activities will be captured in the Prosecution Section.

- **Sexual assault nurse examiner/sexual assault forensic examiner (SAFE/SANE):** A registered nurse who provides comprehensive health care to victims of sexual assault. Services provided by a ICJR Program-funded SANE/SAFE will be captured in the Victim Services Section.
- **Support staff:** Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.
- **Trainer/educator:** Staff time spent training or presenting training material to non-grant funded staff and other professional staff (who may be located at other agencies/organizations). These ICJR Program-funded activities will be captured in the Training Section. Also report educator staff time in the trainer category. Staff time spent educating the non-professionals such as students, parents, victims, and the public by presenting educational material and information. ICJR Program-funded education activities will be captured in the Community Education Section.
- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. ICJR Program-funded translation and interpretation services provided to victims will be captured in the Victim Services Section. Translation of printed materials such as flyers or training materials will be reported in the Products Section.
- **Victim advocate:** Staff time spent supporting a victim with accessing needed resources or services, providing crisis intervention and safety planning, and providing support during medical exams. These ICJR Program-funded activities will be captured in the Victim Services Section.
- **Victim assistant (governmental, includes victim-witness specialist/coordinator):** Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court. This type of staff provides victim assessment and coordination/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. These ICJR Program-funded activities will be captured in the Victim Services Section.
- **Other (specify):** 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."

### FTE Calculation Examples

#### EXAMPLE 1:

If you have one full-time receptionist whose salary is 100% funded with ICJR Program funds and a full-time bookkeeper whose salary is 25% funded with ICJR Program funds, report 1.25 FTE under support staff.

**EXAMPLE 2:**

A staff member, whose salary is 100% funded with ICJR Program funds, spends approximately 20 hours a week coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report as 0.50 under “program coordinator”, 0.40 under “victim advocate”, and 0.10 under other as “evaluator.”

**EXAMPLE 3:**

During the six-month reporting period, an employee was hired to work full-time and worked only during the last three months of the reporting period. In this case, you would need to pro-rate the FTEs to reflect three months of the six-month reporting period. The correct FTE for that staff person would be 0.50 FTEs, or 3 months/6months.

**EXAMPLE 4:**

If you contracted with an information technology specialist for full-time services for two months during the reporting period, report that person as “Information technology staff”, 0.33 FTEs, or 2 months/6 months.

**EXAMPLE 5:**

A staff member works 20 hours a week. The staff member spends 10 hours a week coordinating the victim services program, and 10 hours providing victim advocacy. Report this as 0.25 under “program coordinator”, and 0.25 under “victim advocate.”

# Training

## 1. Were ICJR Program funds used to support training activities during the current reporting period?

If ICJR Program funds were used for training during the current reporting period, Select “yes.”

### DEFINITION: Training

Training means providing information on sexual assault, domestic violence, dating violence, stalking, and/or any additional victimizations funded under the OVW grant that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims/survivors.

**Do not report on Community Education/Public Awareness activities (activities providing general information) in this section.** Providing general information to community members, victims, parents, or the general public is not considered training.

**Do not report trainings provided to ICJR Program-funded staff in these questions.** OVW considers this to be professional development.

**Do not report any OVW trainings you attended as a participant in this section.**

## 2. Live training events

Report the total number of live training events provided during the current reporting period that were either provided by ICJR Program-funded staff or directly supported by ICJR Program grant funds. Include both virtual and in-person events. Do not report on pre-recorded (i.e., asynchronous) trainings in this question.

### DEFINITION: Training Event

A training event is defined by the intended audience. A training event is not defined by how long the training event lasted. If the intended audience is different for each presentation of material, each presentation is considered a separate event. If the intended audience is the same across multiple presentations (such as at a conference), the presentations are considered one single event for one intended audience.

### EXAMPLE 1: Multiple-day event for one audience

A training was provided to one intended audience over the course of three days. The sum of the material presented over the three-day course was considered the “curricula” which the intended audience was expected to learn. Report this as one live training event in Training Question 2.

### EXAMPLE 2: Multiple-day event for different audiences

A training was provided to three different audiences over the course of a week-long conference. The material presented to each audience was the same material. Report this as three live training events in Training Question 2.

**EXAMPLE 3: Using funds to send non-grant-funded staff to a training**

A local agency offered a training on sex trafficking. The agency used ICJR Program grant funds to pay for the cost of sending five non-grant-funded staff to that training. Report this as one live training event in Training Question 2 and report five professionals trained in Training Question 3. Remember, do not consider ICJR Program-funded staff for this section. OVW considers training of ICJR Program-funded staff to be professional development.

**EXAMPLE 4: Partially-funded trainer**

A grantee has a full-time trainer. Half of the trainer's salary is paid for by the ICJR Program grant, and half through other means. All trainings are conducted either in-person or through a live webinar, which means they are live events. Report half of the trainings that the trainer conducted as ICJR Program-funded live training events in Training Question 2 and report the number of professionals who attended those events in Training Question 3.

**3. Total number of people trained at live training events**

Report the total number of people at both virtual and in-person live training events that were supported with ICJR Program funds during the current reporting period. ICJR Program-funded staff who attended training events should not be counted as people trained.

**4. Most frequently trained**

Report the top three types of professionals trained at the ICJR Program-funded live training events. Select the type of professional from the dropdowns. Use the category that is most descriptive of the people who attended the training events. These should be people trained by ICJR Program-funded staff or people attending training events that were directly supported with ICJR Program funds during the current reporting period. ICJR Program-funded staff attending training should not be considered when answering this question.

**5. Describe the content of the ICJR Program-funded live training events.**

Discuss the topics addressed in training events reported in Training Question 2. For example, this space could be used to describe the conferences that were reported in Training Question 2 and to discuss the types of presentations at the conferences.

Responses must be limited to 2,000 characters.

**6. Were ICJR Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?**

Select "yes" if ICJR Program funds were used to develop, create, and/or launch pre-recorded trainings during the 6-month reporting period. If a grantee indicates yes, it will prompt follow-up questions to provide more details on these trainings.

## **7. Number of pre-recorded trainings**

Report the number of pre-recorded trainings developed, created, and/or launched with ICJR Program funds during current reporting period.

## **8. Describe the target audience and content of the pre-recorded trainings supported with ICJR Program funds during the current reporting period.**

Discuss the content topics addressed by the pre-recorded trainings developed, created, and/or launched with ICJR Program funds during current reporting period. Describe the intended audiences by stating which types of professionals the trainings were created for.

Responses must be limited to 2,000 characters.

## **9. Discuss the effectiveness of training activities funded or supported by your ICJR Program grant and provide any information you would like to share about your training activities beyond what you have provided in the data above.**

Some examples of topics that could be addressed here include:

- If training was provided to law enforcement officers, what changes in law enforcement practices is the grantee hoping to see? For instance, has there been a reduction in dual arrest rates in the community following a training on identifying the predominant aggressor?
- What are some changes to coordinated community response activities that have been adopted in response to ICJR Program-funded trainings?
- What are some challenges or barriers the grantee agency has experienced when providing training?

Responses must be limited to 2,000 characters.

## Coordinated Community Response

All grantees must complete this section.

### 1. Coordinated community response (CCR) activities

Select all agencies/organizations that the ICJR Program-funded agency provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. In the last column, indicate the agencies or organizations with which you have a mandatory collaboration for purposes of your ICJR Program grant. If ICJR Program-funded staff participated in a task force or work group, check all attendees.

### 2. Discuss the effectiveness of CCR activities funded or supported by your ICJR Program grant and provide any additional information you would like to share about your CCR activities beyond what you have provided in the data above.

Some examples of topics that could be addressed here include:

- What relationships with other agencies/organizations is the ICJR Program-funded agency trying to improve or enhance?
- What changes is the grantee hoping to see within the community because of coordinated community response efforts?
- What systemic issues have been identified as areas for improvement in this community?

Responses must be limited to 2,000 characters.

## Policies and Legislation

### **1. Were ICJR Program funds used to develop, substantially revise, or implement policies or protocols or to develop or promote State, local, or tribal legislation and policies during the current reporting period?**

If ICJR Program funds were used to develop, substantially revise, and/or implement policies or protocols, or to develop or promote State, local, or tribal legislation and policies during the current reporting period, Select “yes.” This includes if ICJR Program-funded staff worked directly on these activities.

### **2. Type of organizations/agencies in which policies or protocols were developed, substantially revised, or implemented**

Check all the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using ICJR Program funds during the current reporting period.

### **3. Describe the protocols and/or policies developed, substantially revised, or implemented with ICJR Program funds during the current reporting period.**

Some examples of topics that could be addressed here include:

- What successes and challenges/barriers have the grantee experienced when developing, revising, or implementing policies/protocols?
- What systemic issues are being addressed with the newly developed, revised, or implemented policies/protocols?

Responses must be limited to 2,000 characters.

### **4. Describe the development or promotion of State, local, or tribal legislation and policies with ICJR Program funds during the current reporting period.**

If ICJR Program funds were used to support the development or promotion of State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking during the current reporting period, please discuss those activities in the space provided.

Responses must be limited to 2,000 characters.

## Products

### 1. Were ICJR Program funds used to develop or substantially revise products during the current reporting period?

Select “yes” if ICJR Program-funded staff developed or revised products or if ICJR Program funds directly supported the development or revision of products. If not, Select “no.”

DEFINITION: Develop, revise, distribute

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

### 2. Describe the products developed or substantially revised with ICJR Program funds during the current reporting period.

Describe what type of products were developed or substantially revised. Provide details including the title/topic of the product and its intended audience. If the product was translated into a language other than English, please also state what languages the product was translated into (including Braille).

Responses must be limited to 2,000 characters.

## Data Collection and Communication Systems

**1. Were your ICJR Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?**

Select “yes” if ICJR Program funds or ICJR Program-funded staff were used to develop, install, or expand data collection and/or communication systems.

**2. Indicate the use of ICJR Program funds for data collection and/or communications systems.**

Specify how ICJR Program funds were used to support data collection and/or communication systems during the current reporting period. Check all categories that apply.

**3. Describe the purpose of the ICJR Program-funded data collection and/or communication systems.**

For example, this space could be used to describe how the data collection and/or communication system improvements will support the agency or will impact agency staff.

Responses must be limited to 2,000 characters.

## Specialized Units

### **1. Were ICJR Program funds used for specialized units in the criminal justice system during the current reporting period?**

If your ICJR Program-funded staff were part of a specialized unit or if ICJR Program funds were used to directly support a specialized unit, select “yes.” If not, select “no.”

#### **DEFINITION: Specialized Units**

A specialized unit is a centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges or other court personnel responsible for handling cases involving sexual assault, domestic violence/dating violence, stalking and/or any additional victimizations funded under the OVW grant. A specialized unit may consist of one person, even if that person is partially funded by your ICJR Program grant.

### **2. Indicate the victimizations addressed by the ICJR Program-funded specialized unit.**

Indicate all victimizations addressed by that the Specialized Unit during the current reporting period.

## System Improvement

### **1. Were ICJR Program funds used for system improvement during the current reporting period?**

Select “yes” if any ICJR Program-funded staff engaged in system improvement activities or if ICJR Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

### **2. Indicate the type of system improvement efforts you engaged in during the current reporting period with ICJR Program funds.**

Check all categories that apply.

### **3. Describe the system improvement activities supported with your ICJR Program funds during the current reporting period.**

For example, this space could be used to describe how the system improvements will improve the agency and/or impact staff.

Responses must be limited to 2,000 characters.

## Victim Services

In this section, only provide information that represents victims who accepted and/or requested ICJR Program-funded services during the 6-month reporting period. Victim services are typically provided by ICJR Program-funded staff or are services that grant funds directly paid for. Report all ICJR Program-funded victim services provided, including services provided by legal services agencies, victim services agencies, or by staff providing victim services within the law enforcement, prosecution, or court system. Do not report on activities performed by law enforcement officers or prosecutors in this section.

If funds are used to support ICJR Program-funded paralegals or attorneys, report the victims that accepted and/or requested ICJR Program-funded legal services in the Victim Services Section and then report the legal services they received in the Legal Services Section.

### 1. Were ICJR Program funds used to provide victim services (including legal services provided by an attorney or paralegal) during the current reporting period?

Select “yes” if ICJR Program funds were used to support victim services during the current reporting period. If the grantee funded a victim assistant or victim-witness coordinator within the law enforcement, prosecution, or court system, select “yes” and complete the Victim Services Section to capture that staff’s ICJR Program-funded work.

### 2. Number of primary victims served, partially served, and not served

Report the number of victims who were served, partially served, and not served with ICJR Program funds during the current reporting period. Report an unduplicated count. This means that each victim who requested or received services during the current reporting period should be counted only once in that reporting period. Report victims in each reporting period that they request services. Do not report secondary victims in this question.

#### DEFINITION: Served, Partially Served, and Not Served

When determining how to report a victim, consider their choice in accepting or receiving a ICJR Program-funded service.

- **Served:** A victim/survivor should be reported as served if they requested and/or accepted grant-funded services and the program was able to provide all of those services.
- **Partially Served:** A victim/survivor should be reported as partially served if they accepted and/or requested grant-funded services and the program was able to provide some, but not all, of those services.
- **Not Served:** A victim/survivor should be reported as not served if the program could not provide any of the grant-funded services that the victim accepted and/or requested.

#### DEFINITION:

- **Primary victim:** The sexual assault, domestic violence, dating violence, or stalking was experienced by the primary victim.
- **Presenting victimization:** Victims should be counted only once under the presenting victimization. Some victims may have experienced more than one type of victimization, and it may be clear which of those victimizations has led the victim to accept and/or request ICJR Program-funded services. When it is not clear which victimization type has led the victim to accept/request ICJR Program-funded support services, the grantee/service provider should use their discretion to select which victimization will be considered the presenting victimization for the purposes of this reporting form.
- **Unduplicated count:** Each victim who requested or received ICJR Program-funded services during the current reporting period should be counted only once in Victim Services Question 2 (regardless of how many different times they were served during the reporting period). It is possible for a victim to be fully served at one point during the reporting period and then have their status change to partially served due to requesting additional services that they only partially received.

#### EXAMPLE:

A victim requested criminal justice advocacy from the ICJR Program-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 the ICJR Program-funded attorney. The grantee was able to provide both services. Although this victim received two different ICJR Program-funded services, the grantee will only count that victim once as served in Victim Services Question 2.

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

#### When are victims not counted on the form?

Do not report a victim on this form if they:

- Did not request or accept any ICJR Program-funded services that they were offered/were eligible to receive;
- Only accepted and/or requested services that were funded by a different funding stream; or
- Are not a primary victim of sexual assault, domestic violence, dating violence, or stalking.

**EXAMPLE: Served**

A victim of domestic violence called a victim services program looking for help with getting a protection order. The ICJR Program-funded legal advocate helped the victim with the paperwork and the filing process, and then also accompanied the victim to the protection order hearing. Report this victim as “served” because the victim received all the ICJR Program-funded services they requested.

**EXAMPLE: Partially Served**

A victim of stalking came to the prosecutor’s office to get information about the criminal process. The ICJR Program-funded advocate spent time with the victim to explain what the victim could expect when filing for a protection order and to describe the different hearings that would take place. The victim asked the advocate to go to the arraignment with her, but the advocate was already scheduled to be in another courtroom on the date. The advocate referred the victim to a different victim services agency. The victim received information from the ICJR Program-funded advocate, but not the grant-funded court accompaniment she requested that are normally provided under the ICJR Program grant. Report this victim of stalking as “partially served” because the victim received some, but not all, of the ICJR Program-funded services they requested.

**EXAMPLE: Not Served**

A police officer responded to a sexual assault incident and the victim agreed to allow the police officer to ask the local agency to send an advocate to the hospital with the victim during her examination. Hospital accompaniment is a service provided by the ICJR Program grant. There was not an advocate available at the time requested, so the agency referred the victim to another agency. This would be reported as one victim of sexual assault “not served” because the victim did not receive the ICJR Program-funded service requested.

**EXAMPLE: When someone should not be reported**

A ICJR Program-funded outreach worker sent out letters to 175 victims of domestic violence based on police reports of domestic violence incidents. These letters were sent to inform victims of services available at the agency. Of the 175 victims contacted through this unsolicited outreach, 35 victims contacted the agency to request ICJR Program-funded services. Report the 35 victims who requested ICJR Program-funded services in Victim Services Question 2. Do not report on the other 140 victims in this question because they did not accept/request a ICJR Program-funded service.

**3. Number of victims who received ICJR Program-funded services for multiple victimizations**

Report an unduplicated count of victims reported in the previous question who received ICJR Program-funded support for more than one victimization.

**4. Select all the additional victimization types, including specific forms of abuse, for which these victims received ICJR Program-funded services**

Check all that apply.

#### DEFINITION: Additional victimization types

- **Sexual assault:** Any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- **Domestic violence:** Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, shares a child in common with the victim or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- **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. 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 people involved in the relationship.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- **Female genital mutilation/cutting (FGM/C):** FGM/C refers to procedures involving partial or total removal of female genitalia or other injury to female genital organs for any cultural, religious, or nontherapeutic purpose.
- **Adult victim of child sexual abuse:** A victim who is a legal adult over the age of 18 at the time they seek support services because they suffered any nonconsensual sexual act proscribed by federal, tribal, or state law when the victim lacked capacity to consent as a legal minor under the age of 18.
- **Sex Trafficking:** The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act. Causing a person who has not attained the age of 18 years to engage in a commercial sex act regardless of consent.
- **Labor Trafficking:** The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, by force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- **Economic abuse:** Within the context of domestic, dating violence, and abuse in later life is behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled. This includes using coercion, fraud, or manipulation to restrict a person's

access to money, assets, credit, or financial information; unfairly using a person's personal economic resources, including money, assets, and credit for one's own advantage, or exerting undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

- **Technological abuse:** An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.
- **Forced marriage:** A marriage to which one or both parties do not or cannot consent and in which one or more elements of force, fraud, or coercion is present. Forced marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault or stalking.

## 5. Describe how ICJR Program funds were used to serve victims who received grant-funded services for multiple victimizations.

For example, this space could be used to describe the prevalence of co-occurring victimizations in the community or the comprehensive wrap-around services the grantee provided victims who disclosed multiple victimization types.

Responses must be limited to 2,000 characters.

## 6. Select all of the reasons primary victims who requested ICJR Program-funded services were partially or not served

Indicate all programmatic reasons for partially served and not served victims. Reporting victims as partially served and not served does not reflect negatively on the agency. This information is being collected to identify unmet needs and barriers to service. OVW acknowledges that funded programs may not be able to serve all victims who request services.

### DEFINITION: Reason Categories

- **Conflict of interest:** The program could not serve the victim because current or previous relationships with that victim or other parties related to that victim would interfere with the ability of the program to serve that victim. For example, a ICJR Program-funded counselor declined to work with a victim because of a prior non-professional relationship with the victim.

- **Did not meet statutory requirements:** The program could not serve the victim with the ICJR Program-funded service requested because the victim did not meet requirements of statute. For example, a victim requested help with a divorce, but did not meet statutory residency requirements to file for a divorce in the jurisdiction.
- **Hours of operation:** Hours during which the program provides services were not compatible with the hours the victim was available to receive requested services. For example, a victim was only available to receive counseling after 6pm due to their work schedule, but the program was closed after 5pm and could not provide the ICJR Program-funded counseling requested.
- **Insufficient or lack of culturally appropriate services:** Services currently provided under the grant are not culturally appropriate for the victim. For example, a victim requested a counselor with a particular ethnic background to incorporate cultural practices into the counseling, but the program did not have a staff member to meet that request and referred the victim to another program to best meet the needs of the victim.
- **Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices):** Interpreter and/or translation services were not available when the victim requested to receive ICJR Program-funded services.
- **Insufficient or lack of services for people with disabilities:** The ICJR Program-funded services were not accessible to a victim with disabilities. For example, a ICJR Program-funded shelter has a rule against care attendants accompanying victims, and this prevented a victim with disabilities from being able to receive the ICJR Program-funded shelter services.
- **Insufficient or lack of services for people who are D/deaf or hard of hearing:** The services provided under the grant were not accessible to people who are D/deaf or hard of hearing.
- **Lack of childcare:** The victim was unable to receive requested ICJR Program-funded services because they needed childcare to attend/receive the ICJR Program-funded services but there was no childcare available.
- **Program reached capacity:** Program was operating at full capacity when a victim requested a ICJR Program-funded service. This includes instances where ICJR Program-funded staff caseloads were full and they could not accept additional clients, as well as instances when all available ICJR Program-funded shelter services were at capacity when a victim requested shelter.
- **Program rules not acceptable to victim:** A victim was technically eligible to receive a ICJR Program-funded service, but the victim was not willing to comply with rules of the program.

- **Program unable to provide service due to limited resources/priority setting:** Limited resources may include situations where the ICJR Program-funded activity was unavailable or entirely spent down. For example, the program had to turn down ICJR Program-funded transportation requests because the budget for that type of service was maxed out for the reporting period. Priority setting may include programmatic priorities set for types of cases staff will accept. For example, if the ICJR Program-funded legal advocate specializes in immigration matters and prioritizes those cases, and during the reporting period other types of cases were declined or referred to non-grant-funded staff or another agency.
- **Services inappropriate or inadequate for people with mental health issues:** Staff were not able, for any reason, to provide appropriate or adequate services for a victim with mental health problems. For example, the program did not have overnight staff, and the victim needed 24-hour supervision.
- **Services inappropriate or inadequate for people with substance abuse issues:** Staff were not able, for any reason, to provide appropriate or adequate services for a victim with substance abuse problems. For example, the ICJR Program-funded staff were not trained in best-practices for supporting substance abuse issues in a clinical setting, and so a victim with substance abuse issues who was requesting ICJR Program-funded services was referred to another agency.
- **Services otherwise not appropriate for victim:** For any reason, the program determined that a ICJR Program-funded service being requested by a victim was not appropriate for the victim, perhaps for clinical reasons or programmatic reasons.
- **Transportation:** The victim was unable to arrange for transportation to receive ICJR Program-funded services. This includes situations in which public transportation is not available or could not be paid for with ICJR Program funds.
- **Other:** Describe any other reason for not serving that is not captured above.

#### Examples of Inappropriate “Other” Reasons for Partially or Not Served Victims

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

##### EXAMPLE 1: “Victim refused services”

This is an inappropriate “other” reason because it indicates that the victim chose not to request/accept ICJR Program-funded services. Victim choice to request and/or accept ICJR Program-funded services is one of the most important factors to consider whether or not to report them. If ICJR Program-funded victim services staff offered services and the victim refused the services or did not respond to accept any ICJR Program-funded services, **do not count** this victim at all in the Victim Services Section.

##### EXAMPLE 2: “Service was not provided by our program”

This is an inappropriate “other” reason because the form is only interested in collecting data about services that were funded by the ICJR Program grant. Do not consider services that were funded by other sources. Only consider the program’s ability to

provide the ICJR Program-funded services that a victim chose to request and/or accept when determining if the victim should be counted as served, partially served, or not served.

- If a victim only requested/accepted services that are not funded by the ICJR Program grant, **do not count** this victim at all in the Victim Services Section.
- If a victim requested/accepted a ICJR Program-funded service and received that service, report this victim as **served**. This is regardless of any service the victim requested/accepted that was not funded by the ICJR Program grant.

#### EXAMPLE 3: “Could not locate victim”

This is an inappropriate “other” reason because it indicates that the victim chose to stop accepting/engaging in ICJR Program-funded services or that the victim chose not to accept/engage in ICJR Program-funded services.

- If the victim accepted some grant-funded services and then stopped accepting/engaging in ICJR Program-funded services, count this victim as **served**.
- If the victim indicated interest in accepting a ICJR Program-funded service but then never received any ICJR Program-funded services because they chose not to attend scheduled services or they chose not to answer phone calls, **do not count** this victim. The victim did not end up accepting ICJR Program-funded services.
- If the victim was placed on a waiting list for a ICJR Program-funded service they wanted to receive, and the program was not able to locate the victim at the time they would come off the waiting list (because the agency was then able to provide the service), report this victim as **not served**. Indicate “program reached capacity” in Victim Services Question 7 because the program was not able to provide the service when it was requested.

#### EXAMPLE 4: “Victim withdrew”

This is an inappropriate “other” reason because it indicates that the victim chose to stop accepting/engaging in ICJR Program-funded services. Even though the agency might consider the services incomplete, the reporting form is asking about the victim’s choice to accept/receive ICJR Program-funded services.

- If the victim received as much of the ICJR Program-funded services as they wanted to accept, and then chose to withdraw from services, report this victim as served.
- If the victim initially indicated that they would accept/request ICJR Program-funded services, went through an intake process, and then chose to withdraw their request for services, do not report this victim. The victim did not end up accepting ICJR Program-funded services.

## 7. Describe why grant-funded services were not provided, including barriers/challenges your agency faced when providing ICJR Program-funded services, and how those barriers impacted victims/survivors.

Responses must be limited to 2,000 characters.

## 8. Race/ethnicity

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

Report victims in each category they identify as. At least one race/ethnicity must be reported for each victim reported as fully served and partially served. Those victims for whom race/ethnicity is not known should be reported in the “unknown” category. The total race/ethnicity reported must be equal to or greater than the number of victims reported as served and partially served.

## 9. Sex

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

Report victims/survivors in each category that applies.

Due to [Presidential Executive Order 14168](#) and accompanying guidance from the Office on Management and Budget, OVW amended demographic questions as follows. The term “gender” was changed to “sex,” and the available responsive categories were limited to “male” and “female.” Grantees should report the data that is relevant to those categories in those categories. Grantees should not report data for victims for whom sex is unknown. The total number of victims reported in this section must be less than or equal to the total number of victims served and partially served. As always, victims do not have to share their demographic information to obtain services. Please direct any questions to [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov).

## 10. Age

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

Report the age of each victim reported as fully and partially served. Exactly one age must be reported for each victim reported as fully and partially served. Those victims for whom the age is not known should be reported in the “unknown” category. The total age reported must be equal to the number of victims reported as served and partially served.

## 11. Additional demographics

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

Report the number of victims who were served and partially served who identify with these additional demographics if they were willingly disclosed/identified by the victims. These additional demographics are not required.

**DEFINITION: Additional demographics**

- **People with disabilities:** This may include people who are vision-impaired, people with developmental disabilities, and people with diagnosed mental illness.
- **People whose primary language is not English:** 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:** This includes individuals who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims who identify within the audiological definition of severe to profound hearing loss and who don't have a cultural affiliation (deaf); and/or victims 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/or assistive technology to aid communication (hard of hearing).
- **People who are immigrants/refugees/asylum seekers:** This includes individuals who are/were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.
- **People who live in rural areas:** This includes individuals who live in a rural area or community. If unsure if an area is rural, any of the following definitions may be used: 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; or any incorporated place or census-designated place with fewer than 2,500 inhabitants that is located outside an urbanized area.

## 12. Victim services

Based on the victims reported as served and partially served, report the number of primary victims who received ICJR Program-funded services during the current reporting period. Count each victim only once for each type of service that the victim received under the "Number of victims served" column.

Under the "Number of times service was provided" column, report the total number of times victims received the ICJR Program-funded service during the current reporting period. The total for each type of service under the "Number of victims served" column should not be higher than the total number of victims reported as served and partially served. Do not report secondary victims receiving services in this question. Legal assistance provided by a ICJR Program-funded attorney or paralegal should be reported in the Legal Services Section.

### DEFINITION: Victim Services

- **Civil legal advocacy/court accompaniment:** Assisting a victim with civil legal issues, including preparing paperwork for protection orders; accompanying a victim to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim to an administrative hearing, such as unemployment, Social Security, TANF, or SNAP hearing.
- **Counseling services/support group:** Individual or group counseling or support provided by a volunteer, peer, or professional.

- **Criminal justice advocacy/court accompaniment:** Assisting a victim with criminal legal issues including notifying the victim of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
- **Crisis intervention:** Process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in their life. Report crisis intervention that occurs in person and/or over the telephone.
- **Culturally specific services:** Any services specifically designed to meet the cultural preferences/ideologies of the population of victims, including culturally-specific counseling/therapy, culturally-specific support groups etc.
- **Forensic exam:** A medical examination to collect and document evidence, evaluate and treat STDs and pregnancy, and refer victims to follow-up or medical care or counseling. Does not include accompanying the victim to a hospital, clinic, or medical office.
- **Hospital/clinic/medical response:** Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.
- **Language services:** Provision of interpretation and/or translation.
- **Transportation:** Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation
- **Victim advocacy:** Actions designed to help the victim obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.
- **Other:** Services that are not covered in the above available categories. ICJR Program-funded activities that might be reported in the "other" category include holistic services and supervised visitation/exchange services.

### 13. Hotline support, information, and referral

Report the number of hotline requests received from primary victims and the total number of hotline requests received on phone lines, text lines, or web-based communication paid for with ICJR Program funds or answered by ICJR Program-funded staff during the current reporting period. Do not report on agency-wide hotline requests. Hotline requests should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim services questions.

#### Partially-funded hotline:

If grant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline requests to reflect only the percentage of the budget supported by the ICJR Program funds.

**EXAMPLE 1:**

A victim texted the ICJR Program-funded hotline seeking information/referrals. Report this as 1 hotline request from a victim and include this in the total requests. The victim would not be reported in any other questions.

**EXAMPLE 2:**

A parent of a victim messaged the ICJR Program-funded hotline and requested information about available services for their child. The hotline staff provided the parent with the information. This parent would be counted once under “Total number of requests.”

**When are hotline requests from victims reported as primary victims who received ICJR Program-funded support services?**

If a victim reached out to the ICJR Program-funded hotline and received ICJR Program-funded services beyond a simple referral, report that victim as a primary victim served in Victim Services Question 2.

**EXAMPLE:**

A victim called the ICJR Program-funded hotline and requested information on available resources. While on the phone, the victim also received crisis intervention and victim advocacy. Since this victim received ICJR Program-funded services beyond a simple referral, report this victim as served in Victim Services Question 2.

## **14. Victim witness notification/unsolicited outreach to victims**

Report the number of ICJR Program-funded victim witness notification and unsolicited outreach activities during the current reporting period. These activities include informing victims of the available support services and/or providing information about the criminal justice system. For these activities, the ICJR Program-funded agency is initiating the first contact with the victim. These victims might have been identified in police reports or court documents.

Victims who are the recipients of these notification/outreach activities should not be reported as victims served or partially served unless they also received at least one of the ICJR Program-funded services reported in the victim services or shelter services questions. If a victim who received these unsolicited notification/outreach activities chooses to request and/or accept at least one ICJR Program-funded service, then report that victim as a primary victim served in Victim Services Question 2.

**EXAMPLE 1:**

A ICJR Program-funded outreach worker visited the homes of 10 victims during the current reporting period, providing them with information about available services. All ten victims choose not to accept or request any services. In this case, the program would only report 10 outreach activities in Victim Services Question 14. These victims would not be reported in any other questions because these victims did not accept any ICJR Program-funded services.

**EXAMPLE 2:**

A local agency sent out 75 letters during the current reporting period to inform victims of services available to them and provide information about the criminal justice system. Of these victims, eight of them chose to request ICJR Program-funded legal advocacy services at the agency. In this situation, the program would report 75 victims as receiving unsolicited outreach in Victim Services Question 14. The eight victims that requested ICJR Program-funded services would also be reported in Victim Services Question 2 as victims who accepted and/or requested victim services.

**15. Victim services staff assistance with protection orders**

Report the total number of temporary and/or final protection orders granted that ICJR Program-funded victim services staff helped victims during the current reporting period. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be referred to as protection from abuse orders, protection from harassment or anti-harassment orders, restraining orders, no-contact orders, or stay-away orders, and they may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years).

Do not report on the work of ICJR Program-funded attorneys or paralegals in this question. If a ICJR Program-funded attorney or paralegal assisted victims with obtaining protection orders, report those activities in the Legal Services Section.

**16. Discuss the effectiveness of victim services and legal services supported by your ICJR Program grant and to provide any additional information you would like to share.**

For example, this space could be used to describe the promising practices ICJR Program-funded staff are implementing to respond to victims or how ICJR Program funds have impacted the agency's capacity to provide services.

Responses must be limited to 2,000 characters.

## Legal Services

### 1. Were ICJR Program funds used to provide legal services to victims during the current reporting periods?

Select “yes” if ICJR Program-funded staff (i.e., attorneys or paralegals) provided these services or ICJR Program funds were used to support these services during the current reporting period.

The VAWA 2022 reauthorization expanded the definition of legal assistance to cover assistance provided by attorneys, Board of Immigration Appeals (BIA) accredited representatives, Veterans’ Affairs (VA) authorized representatives, and lay advocates in tribal court; and to include assistance in restorative practice processes and in post-conviction relief proceedings where conviction of a victim arose from the victimization.

All victims reported in the Legal Services Section must be reported in the Victim Services Section.

### 2. Number of victims who received assistance with legal issues.

Report an unduplicated count of victims who received assistance with at least one legal issue during the current reporting period. If a victim received assistance with more than one legal issue, count that individual once in this question and then also count that individual once in the following question. The number of victims reported as receiving assistance with legal issues cannot be greater than the number of victims reported as served and partially served in Victim Services Question 2.

### 3. Number of victims who received assistance with multiple legal issues.

Of the victims who received assistance with legal issues, report the number of victims who received assistance with more than one type of legal issue during the current reporting period. The total number of victims reported in this question cannot be greater than the total number of victims reported in Legal Services Question 2.

### 4. Legal issues

Under “Number of victims receiving legal assistance,” report the number of primary victims who received legal assistance from ICJR Program-funded attorneys or paralegals during the current reporting period. Count a victim once in each legal issue category for which they received assistance with ICJR Program grant funds.

Under “Number of cases closed or issues resolved,” report each case that was closed and each legal issue that was resolved during the current reporting period for which services were provided by ICJR Program-funded attorneys or paralegals. **Do not include cases that are pending or were not yet closed during the reporting period.** “Number of cases closed or issues resolved” may be less than “Number of victims receiving legal assistance.”

#### EXAMPLE:

During the current reporting period, the ICJR Program-funded attorney began representing a victim of domestic violence in a divorce proceeding that included issues

of child custody and child support, as well as a bankruptcy proceeding. The attorney also helped the victim obtain a final protection order against an acquaintance who was stalking her. The divorce, child custody, and child support matters were not resolved as of the end of the reporting period. This would be reported as (1) Protection orders, (1) Divorce, (1) Custody/visitation, (1) Child/spousal support, and (1) Consumer/finance under the “Number of victims receiving legal assistance” column. Then in the “Number of cases closed or issues resolved” (1) Protection orders and (1) Consumer/finance would be reported. The divorce, child custody, and child support matters would not be reported under “Number of cases closed or issues resolved” because those matters were not settled as of the end of the reporting period.

## Case Investigations

### 1. Were ICJR Program funds used to support case investigations during the current reporting period?

Select “yes” if ICJR Program funds directly supported case investigations or law enforcement activities during the current reporting period. This includes if ICJR Program funds support prosecution-based investigators.

For victim advocates who are employed by or located at a law enforcement agency, report their activities in the Victim Services Section.

### 2. Case flow

Report the total number of the following activities that were supported with ICJR Program funds relating to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents during the current reporting period. “Supported with ICJR Program funds” typically means that grant funds were used to pay for salary/wages/overtime of law enforcement officers or prosecution-based investigators who conducted activities related to case investigations. Remember to report ICJR Program-funded staff time in the Staff Section. Do not report on activities that are not performed by ICJR Program-funded staff.

For the purposes of this reporting form, each incident is one case and may involve one or more offenses, offenders, and/or victims.

#### DEFINITION: Case Flow Activities

- **Calls for assistance:** 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, or stalking incidents.
- **Incident reports:** Responses to a sexual assault, domestic violence, dating violence, or stalking-related call that is reported on an incident report.
- **Cases Investigated:** Cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.
- **Enforcement of warrants:** Instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.
- **Arrests:** Arrests made by ICJR Program-funded law enforcement, except dual arrests. This includes arrests for violations of court orders.
- **Dual arrests:** Responses by ICJR Program-funded law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. Dual arrests are discouraged by OVW and it is a goal of this office to reduce the number of dual arrests.
- **Referrals of cases to prosecutor:** Number of cases/incidents that were referred to the prosecutor’s office, including those referred for federal prosecution. These cases may involve multiple offenses.

**EXAMPLE 1:**

A ICJR Program-funded officer responds to a 911 call that involves a single victim who has been sexually assaulted and beaten by her current husband. The officer writes a report and collects evidence. This would be considered one case/incident even though it involves more than one type of crime. The STOP-funded program will need to choose which category to report this under – sexual assault or domestic violence.

**EXAMPLE 2:**

Use the same example above but add that the brother of the husband also participated in the assault of the victim. This would also be considered one case/incident even though there were multiple perpetrators. The ICJR Program-funded program will need to choose which category to report this under, sexual assault or domestic violence.

**EXAMPLE 3:**

Use the same example except that the brother was not present during the first incident but arrived later in the day and assaulted the victim. These would now be considered two separate cases/incidents because they did not occur at the same time.

**3. How many cases supported with ICJR Program funds were reviewed by supervisors for quality control and appropriate charges during the reporting period?**

A review of a case is a formal examination of a case file by someone in authority (e.g., supervisor) to determine whether practices can be improved or corrected. Report the total number of ICJR Program-funded cases that were reviewed for quality control and to determine if appropriate charges were pursued.

**4. Sexual assault kits**

Sexual assault kits are used by medical examiners to collect evidence during a sexual assault forensic exam; they include a checklist, materials, and instructions, along with envelopes and containers to package any specimens collected during the exam. The process for handling these kits varies greatly across jurisdictions.

Report the total number of sexual assault kits that were transferred to the local law enforcement agency by examiners and the number that were submitted by the law enforcement agency to the crime lab. Lastly, provide the number of kits that were fully processed by the crime lab for analysis during the current reporting period.

**5. Law enforcement assistance with protection orders**

Report the total number of temporary and/or final protection orders granted that ICJR Program-funded law enforcement helped with obtaining. These orders may also be referred to as restraining orders, anti-harassment orders, no-contact orders, or stay-away orders.

## **6. Enforcement of protection orders**

Report the number of protection orders served by ICJR Program-funded law enforcement staff. Report the number of arrests for violation of protection orders conducted by ICJR Program-funded law enforcement staff.

## **7. Indicate if ICJR Program funds were used by law enforcement to provide victims with the following information:**

Report the types of information routinely provided to victims using ICJR Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

Report the types of information routinely provided to victims using ICJR Program funds by checking all that apply.

### **EXAMPLE:**

If the ICJR Program-funded law enforcement officer explains the legal process to every victim they support, the grantee would check off “The legal process.”

## **8. Describe how law enforcement used ICJR Program funds to support victims through the criminal justice system.**

Some examples of topics that could be addressed here include:

- Promising practices ICJR Program-funded staff are implementing to respond to victims; or
- The impact ICJR Program-funded law enforcement activities such as overtime hours have on victims.

Responses must be limited to 2,000 characters.

## **9. Describe the effectiveness of ICJR Program-funded case investigation and law enforcement activities.**

This space could be used to share examples, data, or any other information about ICJR Program-funded law enforcement or prosecution-based investigator activities that has not already been provided. For example, this space could be used to discuss if any changes happened in the number of cases accepted for prosecution as a result of a ICJR Program-funded specialized investigator focusing on domestic violence.

Responses must be limited to 2,000 characters.

## Prosecution

### 1. Were ICJR Program funds used to support prosecution activities during the current reporting period?

Select “yes” if ICJR Program funds directly supported prosecution activities. Typically, this is by paying (partially or fully) for a prosecutor’s salary/wages.

If ICJR Program funds supported a victim assistant, victim-witness specialist, or a victim advocate located in a prosecution office, report their ICJR Program-funded activities in the Victim Services Section. If ICJR Program funds supported a prosecution-based investigator, report their ICJR Program-funded activities in the Case Investigations Section.

### 2. Number of cases received, accepted, declined, transferred, or referred

Report the number of cases received, accepted for prosecution, declined for prosecution, transferred or referred during the current reporting period. Report data that reflect the cases handled by ICJR Program-funded prosecutors and/or activities directly supported with ICJR Program funds. Do not report agency-wide data.

#### Defining a “Case”:

In most instances, a case will refer to one victim, one offender, and one incident. Characterize a case by the most serious offense even if the case includes numerous charges or counts.

#### Categorizing a case:

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

#### DEFINITION: Cases Received, Accepted, Declined, Transferred, and Referred

- **Cases received:** Report the number of new sexual assault, domestic violence, dating violence, and stalking cases referred from law enforcement during the current reporting period. Each case would reflect an incident and may involve one or more offenses.
- **Cases accepted:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which the case went forward for prosecution. For most cases this will mean that formal charges were filed, but it may mean proceeding with cases that were filed by law enforcement.
- **Cases declined:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which a decision was made not to go forward with prosecution by ICJR Program-funded prosecutors.
- **Transferred to higher or lower court outside the ICJR Program-funded jurisdiction:** Report the number of sexual assault, domestic violence, dating violence, and

stalking cases that were transferred to a higher or lower court during the current reporting period.

- **Referred for federal prosecution:** Report the number of cases/incidents involving firearms charges, interstate protection orders, etc., which were referred to a federal prosecutor or federal law enforcement agency.

### 3. Tribal grantees referring cases

If the agency receiving the ICJR Program grant is a tribal agency or government, report the number of sexual assault, domestic violence, dating violence, and/or stalking cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

### 4. Disposition of cases

Report the dispositions of all cases supported with ICJR Program grant-funds that reached a disposition during the 6-month reporting period. Report their dispositions by categorizing and reporting them as dismissals, deferred adjudications, convictions, and acquittals.

#### Defining a “Case”:

In most instances, a case will refer to one victim, one offender, and one incident. Do not report on every individual charge associated with a case. Characterize a case by the most serious offense even if the case includes numerous charges or counts. For example, a defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As a result of a plea bargain, the defendant pleaded guilty to the Class A felony charge and the other charges were dismissed. This would be reported as “convicted” under “Felony Domestic/dating violence.”

#### Determining case type:

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

#### DEFINITION: Dispositions

- **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:** Report cases in which there was a conviction.
- **Acquitted:** Report cases in which the offender was acquitted.

**5. Discuss the extent to which dispositions of cases resolved by ICJR Program-funded prosecutors also included additional charges or elements of sexual assault, domestic violence, dating violence, and stalking.**

The purpose of this question is to gather information on how often multiple crimes were present in the cases reported. For example, this space could be used to describe the percentage of domestic violence cases that also included counts of sexual assault.

Responses must be limited to 2,000 characters.

**6. Indicate if ICJR Program funds were used by prosecutors to provide victims with following information:**

Report the types of information routinely provided to victims using ICJR Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

**EXAMPLE:**

If the ICJR Program-funded prosecutor explains the legal process to every victim they support, as well as provides regular case status updates to them, the grantee would check off “The legal process” and “Status of case.”

**7. Describe how ICJR Program funds were used by prosecutors to support victims through the criminal justice system.**

Some examples of topics that could be addressed here include:

- The number of victim referrals made to governmental and/or non-governmental services.
- Feedback the agency collected from victims post-service.

Responses must be limited to 2,000 characters.

**8. Prosecutor assistance with protection orders**

Report the total number of temporary and/or final protection orders granted that ICJR Program-funded prosecutors helped with obtaining during the current reporting period. These orders may also be referred to as protection from abuse or protection from harassment orders, restraining orders, no-contact orders, or stay-away orders. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years).

**9. Discuss the effectiveness of prosecution activities supported by your ICJR Program grant and any additional information you would like to share about those activities.**

This section may be used to provide examples, data, or any other information about ICJR Program-funded prosecution activities that have not already been provided. Some examples of topics that could be addressed here include:

- Expedited prosecution of felony domestic violence and sexual assault cases because of funding a specialized prosecutor to handle those cases;
- Reasons for high numbers of cases declined or dismissed; or
- The impact of a “no drop” policy on conviction rates.

Responses must be limited to 2,000 characters.

## Courts

### 1. Were ICJR Program funds used to support court activities during the current reporting period?

If ICJR Program funds were used for court activities during the current reporting period, Select “yes.”

### 2. Disposition of criminal cases

Report the disposition of sexual assault, domestic violence/dating violence, and/or stalking cases resolved during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

#### Determining case type:

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

#### DEFINITION: Dispositions

- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases for which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully fulfills those terms, the case against that defendant is usually dismissed.
- **Convicted:** Report cases for which there was a conviction.
- **Acquitted:** Report cases in which the offender was acquitted.

### 3. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other 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 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.

#### **4. Indicate if ICJR Program funds were used by the courts to provide victims with following information:**

Report the types of information routinely provided to victims using ICJR Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

#### **EXAMPLE:**

If the ICJR Program-funded court personnel explain the legal process to every victim they support, as well as provide regular case status updates to them, the grantee would check off “The legal process” and “Status of case.”

#### **5. Describe how ICJR Program funds were used by the courts to support victims through the criminal justice system**

Some examples of topics that could be addressed here include:

- The number of victim referrals made to governmental and/or non-governmental services;
- Feedback collected from victims post-service; or
- Expedited case resolution/disposition of felony domestic violence and sexual assault cases because of ICJR Program grant funds.

Responses must be limited to 2,000 characters.

#### **6. Civil protection orders**

Report the total number of temporary protection orders and final protection orders granted for victims of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court receiving funds under the ICJR Program grant. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be referred to as protection from abuse orders, protection from harassment or anti-harassment orders, or restraining orders. 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.

#### **7. Criminal protection orders**

Report the total number of criminal protection orders granted for victims of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the ICJR Program grant. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be referred to as “no-contact” or “stay-away” orders.

Generally, these orders are requested by the prosecutor's office, do not require the victim 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.

**8. Discuss the effectiveness of court activities supported by your ICJR Program grant and to provide any additional information you would like to share.**

Use the space provided to discuss the effectiveness of court activities funded or supported by ICJR Program funds. Examples, data, or any other information about court activities that has not already been provided can be included here.

Responses must be limited to 2,000 characters.

## Probation and Parole

### 1. Were ICJR Program funds used to support probation and parole activities during the current reporting period?

Select “yes” if ICJR Program funds were used for probation and parole activities during the current reporting period. Provide information only for ICJR Program-funded probation and parole activities engaged in during the current reporting period.

### 2. Number of offenders monitored

Report the total number of offenders charged with sexual assault, domestic violence, dating violence, and/or stalking for which a ICJR Program-funded probation or parole officer provided supervision. This is an unduplicated count. Report the number of offenders who completed supervision.

### 3. Monitoring activities

For offenders reported, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders who were monitored using the specific activity under “Number of offenders.” Report the total number of contacts for all offenders for the specific activity under “Total contacts.” The total number of contacts for each activity must be at least equal to the number of offenders for each activity.

#### DEFINITION: Monitoring activity

- **Face-to-face meeting with offender:** The probation or parole officer had regularly scheduled (e.g., once or twice a week) in-person meetings with the offender, consistent with terms of probation.
- **Telephone contact with offender:** The probation or parole officer had regularly scheduled or unscheduled contact with the offender by telephone.
- **Unscheduled surveillance of offender:** The probation or parole officer observed specific locations (e.g., victim’s home, offender’s workplace) or monitored the whereabouts of the offender with or without the offender’s prior knowledge.
- **Electronic monitoring:** The probation or parole officer observes the offender’s movements and location through electronic monitoring.

#### EXAMPLE:

The ICJR Program-funded probation officer had a total caseload of 30 offenders. During the current reporting period, the probation officer had face-to-face contact 10 times each with 20 offenders. The officer also had monthly telephone contact with 10 offenders. The grantee would report 20 offenders in the “face-to-face meeting with offender” category for a total of 200 “total contacts” (10 x 20) and would also report 10 offenders in the “telephone contact with offender” category for a total of 60 “total contacts” (6 x 10).

#### 4. Dispositions of violations

For offenders reported in which there were violations that were reviewed by the court and in which dispositions were reached during the current reporting period, report the disposition of each. 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 here. Report cases dispositions that occurred during the current reporting period even if a violation occurred in a previous reporting period. If one offender's case had multiple violations, report all dispositions reached during the current reporting period.

##### DEFINITION: Dispositions

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

#### 5. Indicate if ICJR Program funds were used by probation and/or paroles staff to provide victims with following information:

Report the types of information routinely provided to victims using ICJR Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

##### EXAMPLE:

If the ICJR Program-funded probation and offender monitoring staff explain the legal process to every victim they support, as well as provide regular case status updates to them, the grantee would check off "The legal process" and "Status of case."

#### 6. Describe how ICJR Program funds were used by probation and parole staff and/or activities to support victims through the criminal justice system.

For example, this space could be used to describe the number of victim referrals, or the number of contacts program funded staff had with victims and how those interactions went.

Responses must be limited to 2,000 characters.

**7. Discuss the effectiveness of probation and/or parole activities supported by your ICJR Program grant and provide any additional information you would like to share.**

This space can be used to provide detailed examples, data, or any other information about probation or parole activities that has not already been provided.

Responses must be limited to 2,000 characters.

## **Abuser Intervention Program**

### **1. Were ICJR Program funds used to support abuser intervention programs during the current reporting period?**

If your ICJR Program funds directly supported abuser intervention programs/activities during the current reporting period, select “yes.”

### **2. Offenders in program**

Report the total number of offenders in the ICJR Program-funded abuser intervention program during the current reporting period.

### **3. Outcomes**

Report the total number of offenders in the ICJR Program-funded program who successfully completed the program, who were terminated from the program, and who returned to the program after termination during the current reporting period.

### **4. Describe the model your ICJR Program-funded intervention program uses.**

Provide detailed information about the Abuser Intervention Program model being implemented.

Responses must be limited to 2,000 characters.

## Narrative

### Never Include Personally Identifiable Information

When writing about the impact of funding and services, never include any information about victims/clients that would allow them to be identified. For example, never include a person's name, address, birth date, case numbers, or anything else in the performance report anywhere. Doing so would breach the person's rights to confidentiality and privacy.

### How is narrative data used?

- **Monitoring:** Each OVW Program Specialist has the responsibility to track grantee's progress and compliance both financially and programmatically. Narrative data supports OVW in monitoring how funds were spent.
- **Understanding Numerical Data:** The narrative data grantees provide can give context and story to the numerical data reported. Narrative fields can be used to explain an increase or a decrease in a certain CSSP grant-funded activity, or a staff vacancy. This can also allow VAWA MEI to identify possible misunderstandings in the numerical data and provide support and technical assistance.
- **Biennial Report to Congress:** OVW is required by statute to report to Congress on the use of VAWA funds. These reports to Congress include both aggregate numbers and highlights from narrative data. Quotes from narrative data help tell the story behind the numbers. These quotes can highlight successes, difficulties, barriers to providing services, and needs for policy and legislation.

### 1. Report on the status of your ICJR Program grant goals and objectives as of the end of the current reporting period.

This question is required.

Briefly report on the status of the goals and objectives for your ICJR Program grant as of the end of the current reporting period. Your goals and objectives should be those identified in your grant proposal or as 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 on your successes and challenges and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives.

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

#### EXAMPLE: Grant goals and objectives response

- **Status:** Delayed.
- **Objective:** Coordinate the sharing of information concerning domestic violence and sexual assault offenses on the reservation with local law enforcement agencies.
- **Activity:** Hire data specialist to create tracking system for sharing information
- **Comments:** We hired someone who left the position because of a family emergency six weeks after they were hired. We are interviewing new candidates

and hope to have someone in the position by the next reporting period.

Responses must be limited to 100 characters for “Status,” 1,750 characters for “Objective,” 1,750 characters for “Activity,” and 500 characters for “Comments.”

**2. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors’ safety, and enhancing community response (including offender accountability)?**

**This question is required for the January-June reporting period.**

Describe any significant remaining areas of need. Consider geographic regions, jurisdictional issues, service delivery systems, types of victimizations, and challenges and barriers unique to your service area.

Responses must be limited to 8,000 characters.

**3. What has the ICJR Program funding allowed you to do that you could not do prior to receiving this funding?**

**This question is required for the January-June reporting period.**

Use this space to describe anything ICJR Program funding has enabled the grantee to do that could not be done before receiving the grant funding.

Responses must be limited to 8,000 characters.

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

**This question is optional and strongly encouraged.**

Use this space to describe any topics such as promising practices the ICJR Program-funded program used or relationship building among community partners.

Responses must be limited to 8,000 characters.

**EXAMPLE:**

“Our ICJR Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented on the reservation with protocols for forensic exams with a local hospital.”

**5. Provide any additional information that may provide explanation 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.

Responses must be limited to 8,000 characters.

**EXAMPLE:**

- If one agency submitted two different progress reports for the same reporting period, explain how the data was divided between the two reports;
- If the ICJR Program-funded staff were not able to conduct the expected activities due to things such as illness, FMLA, or other extended leave;
- If the agency receiving funds did not use ICJR Program funds to support staff or activities during the reporting period, please explain how the funds were used; or
- If the grantee was not able to obtain data to answer a required question.