



# **Semi-Annual Performance Report: Reporting Victim Services**

**VIOLENCE  
AGAINST  
WOMEN ACT**

**MEASURING  
EFFECTIVENESS  
INITIATIVE**

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# VAWA MEI

## Your partners in performance reporting

### Our mission:

- Support OVW and grantees with performance reporting.
- Give grantees the skills, tools, knowledge, and resources to demonstrate the impact, effectiveness, and value of VAWA-funded programs.

# Today's Training Goals

- Learn how to report data for the Victim Services Section of your Semi-Annual Performance report
- Test your new or renewed knowledge
- Review available resources
- Where to go for support with your performance report

# Tips for Successful Reporting

- Only report on OVW grant-funded activities and staff – no more, no less
- Use narrative questions to provide more detail or explain data, as well as to discuss successes and challenges
- You may not have data to report in new questions – that is okay!
- Access VAWA MEI resources and recordings, one-on-one technical assistance, and other tools

# Victim Services Section

- **Most of the data requested in this section is congressionally mandated**
  - Congress wants to know how many of the victims/survivors seeking services were served, how many could not be served, and where more resources are needed to serve victims fully
- Provide information in this section that represents **only those victims/survivors served and services provided with OVW program funding**



# Confidentiality is Key

- Confidentiality of victims served is critical
- Never include personally identifying information in performance reports

# When to Report in the Victim Services Section

- Complete the Victim Services section **if OVW grant funds were used to support direct victim services and/or legal services** during the current reporting period
  - Victim services – provided direct victim services, such as counseling, crisis intervention, advocacy, etc.
  - Legal services – grant funds supported an attorney or paralegal that provided legal assistance

# Please Note:

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

# When to Report a Victim/Survivor

- **To report a victim/survivor:**
  1. They must have requested or accepted a service(s)
  2. The service(s) must be OVW Program grant-funded
  3. They must be a **primary** victim of domestic violence, dating violence, sexual assault, or stalking
- ☒ **If they meet all three of the above conditions, report them on the form!**

# When Not to Report a Victim/Survivor

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

# Determining Service Status

- Report each victim/survivor as either served, partially served, or not served based on the following:
  - **Served:** *Received all* the OVW grant-funded services they requested during the reporting period
  - **Partially served:** *Received some*, but not all the OVW grant-funded services they requested during the reporting period
  - **Not served:** *Received none* of the OVW grant-funded services they requested during the reporting period

# Determining Service Status (Continued)

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

# Partially Served or Not Served

- If you reported any victims/survivors as partially served or not served in the initial question of the Victim Services Section, you need to report the reasons why
  - Insufficient or lack of services for people who are D/deaf or hard of hearing
  - Lack of childcare
  - Program reached capacity
  - Program rules not acceptable to victim/survivor
  - Program unable to provide service due to limited resources/priority setting
  - Services inappropriate or inadequate for victims/survivors with mental health issues
- These are check boxes
  - This question ***does not capture totals***; simply check the reason(s) that apply to those reported as partially or not served.

# Partially Served or Not Served (Continued)

- **Remember:** What determines a victim/survivor's service status is your organization's ability to provide the requested grant-funded service, not the victim's decisions about continuing with services
- **Common reporting errors in the “other” category:**
  - Victims did not return
  - Victim refused services
  - Services not provided by our program
  - Could not locate victim



**Let's try some examples!**

# Victim Services Example #1

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

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

# Victim Services Example #1 Answer

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

## Victim Services Example #2

A victim/survivor of sexual assault requested counseling at the beginning of the reporting period. At the end of the reporting period, they returned and requested legal advocacy. You provide these OVW grant-funded services at the time of request. How would you report them?

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

# Victim Services Example #2 Answer

**A. Served.** In this case, they would be reported as served. Additionally, although this person requested grant-funded services on two separate occasions for two distinct services, you should still report them only once in Question 2 (to maintain an unduplicated count).



## Victim Services Example # 3

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

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



# Victim Services Example # 3 Answer

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

## Victim Services Example # 4

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

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

# Victim Services Example #4 Answer

**D. Not reported.** Since this person only requested services you are not funded to provide, you would not report them. Although you provided the requested services, they were not funded with OVW grant funds. Therefore, you should not report them.

# Reporting Secondary Victims

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

# Reporting Demographics

## ➤ Demographic data

- Report on each victim/survivor’s race/ethnicity and age
  - Victims may be reported in more than one “race/ethnicity” category
    - Total race/ethnicity will be equal to or greater than the total of victims served and partially served
    - Total age must equal the total number of victims served and partially served
  - If you do not know demographic information for a victim, simply use the ‘unknown’ category for race/ethnicity and age, or do not report them in the sex category.
  - **Note:** Victims should never be required to share demographic information as a condition of services.

# Reporting Victim Services

- **Report only the OVW grant-funded services provided to victims reported as served and partially served**
  - Report the number of victims who received a particular service (column 1)
    - The total “number victims served” in any individual service category should not be greater than the total served and partially served victims
  - Report the overall total times a particular service was provided during the reporting period (column 2)

# For Program Specific Instructions

- Visit the VAWA MEI website: [vawamei.org](http://vawamei.org)
- Locate your OVW grant program to access resources



## OVW GRANT PROGRAMS

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



Abuse in Later Life Program

Enhanced Training and Services to End Violence and Abuse of Women in Later Life Program



Campus Program

Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program

# Who do I call for help?

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

**Please contact JustGrants directly!**

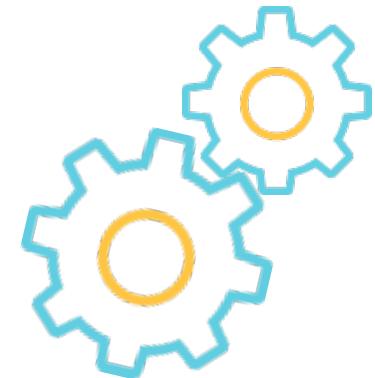
**JustGrants OVW Support phone and email:**

1-866-655-4482

OVW.JustGrantsSupport@usdoj.gov

**JustGrants Support website:**

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



# Who do I call for help?

- If you need to verify grant-supported activities
- If you need approval for products/deliverables
- If you cannot submit your performance report by the deadline

**Please contact your OVW Grant Manager!**



**Office on Violence Against Women**  
202-307-6026  
<https://www.justice.gov/ovw>

# Who do I call for help?

- For technical and/or logistical help using the IMPACT tool to complete your performance report
- If you have questions on the content of the reporting form
- One-on-one technical assistance is available via email, phone, or Zoom



**VAWA Measuring Effectiveness Initiative**  
1-800-922-VAWA (8292)  
[vawamei@maine.edu](mailto:vawamei@maine.edu)  
[www.vawamei.org](http://www.vawamei.org)

# Questions?

## **VAWA Measuring Effectiveness Initiative**

1-800-922-VAWA (8292)

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# Thank you!