



KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET

Grants Management Branch

VOCA VICTIM ASSISTANCE

Quarterly Report Guide

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Kentucky Justice and Public Safety Cabinet
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Overview of VOCA Victim Assistance Quarterly Progress Reports

VOCA Quarterly Progress Reports gather victim and service data provided for by VOCA Victim Assistance Formula Grant funds and match funds.

The Federal Administering Agency of VOCA Victim Assistance Formula Grant Funds (hereafter: VOCA) requires that the state grantee of VOCA—in this case the Kentucky Justice and Public Safety Cabinet (hereafter: Justice)—submit annual statistical data on the use of VOCA funds.

Justice manages this task by gathering quarterly statistical data from subgrant recipients of VOCA funds. The following provides an overview of the VOCA Quarterly Report's lay-out and content.

Section I: Overview of Services Provided

This section requests information about victims of crime—both primary and secondary—served, and the specific services those victims received during the last quarter. Unduplicated information is requested about victims and the types of services they were provided.

Section II: Staff Training and Volunteer Tracking

This section requests information about VOCA-funded staff and volunteer training during the last quarter. Information is only requested for training attended by VOCA staff and volunteers.

This section also tracks volunteer activities and the time contributed toward those activities.

This section is used to evaluate a project's progress in meeting training and volunteer requirements for VOCA-funded staff.

Section III: Supplemental Information

This section gathers further qualitative information on the activities of the project in the last quarter. Information is requested on the following "topics":

- efforts in assisting crime victims with victim compensation,
- coordination efforts with other social and victim service providers in your area,
- notable case histories, statistical reports relating to victims, newspaper articles produced by your organization and brochures produced for the VOCA program, and
- emerging issues or notable trends impacting crime victim services in your area.

Upload boxes are provided for longer narratives or related files.

Chapter 2

Parameters

Reporting Period

Quarterly reports should be completed with information about activities that occurred in the last quarter.

Four quarterly reports will be submitted during each Grant Award Period (October 1—September 30):

Quarter	Period	Due Date
1	October 1—December 31	January 15
2	January 1—March 31	April 15
3	April 1—June 30	July 15
4	July 1—September 30	October 15

Quality of Information

1. Each quarterly report* should provide UNDUPLICATED information, as each project's quarterly report information is aggregated at the end of the award period to compose annual data for the federal VOCA annual report.

*Note: The first quarter of the new grant award period “resets” the statistical tracking process. All victims served in Quarter 1, whether served before or not in the previous grant award period, are “new,” and should be counted in the unduplicated information provided. For each quarter thereafter, victims served should not be counted again to avoid duplicative reports.

Note on Part I, Section E:
Number of Victims Receiving Services by Type of Service

A great deal of confusion exists around this portion of the report. In Section I, Part E, you should report the number of victims provided a particular service. You should not report the number of services provided to victims. For example, it would not be correct to say that because an individual was provided counseling 4 times in a quarter, 4 victims were provided counseling. Only one individual was provided counseling in this situation.

The example below demonstrates how this works with multiple individuals:

Name	Primary/Secondary?	Service Provided	New to Service?	# of times provided during quarter
A (new client)	Primary	Counseling	Yes	4
		Personal Advocacy	Yes	2
B (new client)	Primary	Information and Referral	Yes	2
		Emergency Legal Advocacy	Yes	1
C (ongoing client)	Secondary	Personal Advocacy	No	7
		Group Treatment	yes	3

In the scenario above, you would record statistical information as follows in Part E:

Service	Unduplicated Primary Victims	Unduplicated Secondary Victims
Counseling	1	0
Personal Advocacy	1	0
Information and Referral	1	0
Emergency Legal Advocacy	1	0
Group Treatment	0	1

You may notice that Individual C was an ongoing client during the last quarter, but was counted as an unduplicated secondary victim receiving group treatment. In Part E, you're counting those victims new to a particular service. Though Individual C was not a new client in general, C was new to group treatment.

Accuracy Check: For the quarter on which you're reporting, the number in any cell in Part E. should be equal to or less than the CUMULATIVE (for all quarters reported on so far in the grant award period) total of Part A. (check against the total for primary or secondary victims, accordingly).

Activities Included

Information to be provided in the quarterly report should be on victims and services provided to victims by:

- VOCA-funded staff,
- staff used as match for the VOCA project, and
- volunteers on the project.

Information on other services and activities provided by the agency outside the VOCA project should not be reported.

Volunteer Hours

Volunteer time can only be counted towards the 200-hour requirement if it is allowable. Volunteer activities must contribute to the provision of direct services to victims of crime.

Segregation of Duties

In some cases, an agency's staff member may be partially funded by VOCA, or a portion of his/her salary used as match. Activities reported should only be for the time the staff is "on the project."

Demographic Information

Demographic information is required to be reported in the format provided. Other categories cannot be used.

Definitions

Adults Molested as Children

Adults who were sexually victimized as children, and who now report the victimization.

Adult Sexual Assault

Any assault of a sexual nature on another adult person.

Assault

A crime that occurs when one person tries to physically harm another in a way that makes the person attacked feel immediately threatened. Actual physical contact is not necessary; threatening gestures that would alarm a reasonable person can constitute an assault.

Child Physical Abuse

Physical aggression directed at a child by an adult.

Child Sexual Abuse

In addition to direct sexual contact, child sexual abuse also occurs when an adult indecently exposes their genitalia to a child, asks or pressures a child to engage in sexual activities, displays pornography to a child, or uses a child to produce child pornography.

Criminal Justice Support/Advocacy

Support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.

When assistance is provided in obtaining civil legal remedies, this should be recorded as Emergency Legal Advocacy (*see below*).

Crisis Intervention (or Counseling)

Intervention when a crisis exists to the extent that one's usual or current coping resources threaten individual or family functioning.

DUI/DWI Crashes

The crime of operating a motor vehicle while under the influence of alcohol or drugs, including prescription drugs.

Domestic Violence

Constitutes the willful intimidation, assault, battery, sexual assault or other abusive behavior perpetrated by one intimate partner, spouse or former intimate partner or spouse, against another.

Elder Abuse

A single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person. "Elder" is defined as an older adult. Elder age is commonly considered to be age 60 and above, though this is not a steadfast rule.

Emergency Financial Assistance

Refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy

Refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or non-emergency relief (such as custody disputes, civil suits, etc.).

Federal Fiscal Year

The accounting period of the federal government. The Federal Fiscal Year begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as "FY."

For example, FY2003 began October 1, 2002, and ends September 30, 2003.

Follow-up Contact

Refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc. after ongoing services have been initiated. This category should be used when another categorization is not appropriate.

Group Treatment

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Information and Referral (In person)

Refers to in-person contacts with victims during which time services and available support are identified.

Inform Victim of Availability/File Compensation Claims

Includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.

*It is expected that some form of Victim Compensation Assistance will be provided to all eligible victims. In cases where assistance was not provided to all victims, Section III should be utilized to explain these circumstances.

Other Victimization (specify)

Other types of crime victimization not listed above, for which you provided VOCA allowable services to an individual or individuals. This categorization should be used as

a last resort, and attempts should be made to fit the victimization into existing categories first.

Other Services (specify)

Other VOCA allowable services and activities not listed.

Personal Advocacy

Refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors and others on behalf of the victim; assisting in filing for public benefits, etc.; accompanying the victim to the hospital for crime-related injuries or conditions; etc.

Primary Victim

An individual who directly experienced a violent or harmful crime.

Robbery

Taking the property of another, with the intent to permanently deprive the person of that property, by means of force or fear.

Secondary Victim

An individual who indirectly experienced a violent or harmful crime. This can include being a family member or friend of a primary victim of crime, or witnessing a crime committed against another individual.

Survivors of homicide victims (*see below*) will always be counted as secondary victims.

Shelter/Safe House

Refers to offering short-term and long-term housing (but not transitional or permanent) and related support services (ex. food and clothing) to victims following the incidence of a crime.

Survivors of Homicide Victims

Friends or family members of a homicide victim, or witnesses to the crime of homicide.

Survivors of homicide victims will always be counted as secondary victims (*see above*).

Telephone Contact/ Information & Referral

Refers to contacts with Victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call (see Crisis Intervention).

Therapy

Refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

NOTE: Therapy should not be provided to offenders with VOCA funds, even when the victim of the crime is a participant.

For couple or family therapy, count the primary victim once during the grant award period, and each individual family member as a secondary victim only once during the grant award period.

Unduplicated

Not counted, recorded, or reported more than once during a specified period of time. For the purposes of VOCA quarterly reporting, victims should not be counted under a given category more than once per federal fiscal year.

Chapter
4

Report Template

VOCA PROGRESS REPORT

SECTION I. OVERVIEW OF SERVICES PROVIDED

Name:
Title:
Phone:
Email Address:
Zip + 4

A. Type of Primary Victimization		
	Unduplicated Primary Victims	Unduplicated Secondary Victims
1. Child Physical Abuse		
2. Child Sexual Abuse		
3. DUI/DWI Crashes		
4. Domestic Violence		
5. Adult Sexual Assault		
6. Elder Abuse		
7. Adults Molested As Children		
8. Survivors Of Homicide Victims		
9. Robbery		
10. Assault		
11. Other (specify)		
Total:		

B. Race or National Origin	Unduplicated Primary Victims	Unduplicated Secondary Victims
1. Caucasian		
2. African American		
3. Hispanic		
4. Asian/Pacific Islander		
5. American Indian/Alaskan Native		
6. Unknown		

TOTAL		
C. Age	Unduplicated Primary Victims	Unduplicated Secondary Victims
1. 0-12		
2. 13-17		
3. 18-29		
4. 30-44		
5. 45-59		
6. 60-64		
7. 65+		
TOTAL		
D. Sex	Unduplicated Primary Victims	Unduplicated Secondary Victims
1. Male		
2. Female		
3. Other or Unknown		
TOTAL		
E. Indicate the number of unduplicated victims provided each of the following services through VOCA staff, Match, and Volunteers during this quarter.	Unduplicated Primary Victims	Unduplicated Secondary Victims
1. Crisis Intervention		
2. Follow-up Contact		
3. Therapy		
4. Group Treatment		
5. Shelter/Safehouse		
6. Information & Referral (In Person)		
7. Criminal Justice Support/Advocacy		
8. Emergency Financial Assistance		
9. Emergency Legal Advocacy		
10. Inform Victim/File Compensation Claims		
11. Personal Advocacy		
12. Telephone Contact Information/Referral		
13. Other (Specify in spaces below)		
TOTAL		

Section III-Supplemental Information

A. Optional Narratives are strongly encouraged, but not required, regarding the following. Please enter your text in the spaces provided below, and/or upload relevant attachments in the upload box(es):

<p><i>1. Victim Compensation—information and comments (pro or con) regarding your efforts in assisting crime victims with victim compensation (1,000 characters)</i></p>	
<p><i>2. Coordination of Services—information concerning coordination efforts with other social and victim service programs in your area. (1,000 characters)</i></p>	
<p><i>3. Noteworthy Information—notable case histories, statistical reports relating to victims, newspaper articles relating to your program, newsletters produced by your organization and brochures produced for the VOCA program. (1,000 characters)</i></p>	
<p><i>4. Notable trends—any emerging issues or notable trends impacting crime victim services in your state (1,000 characters)</i></p>	

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