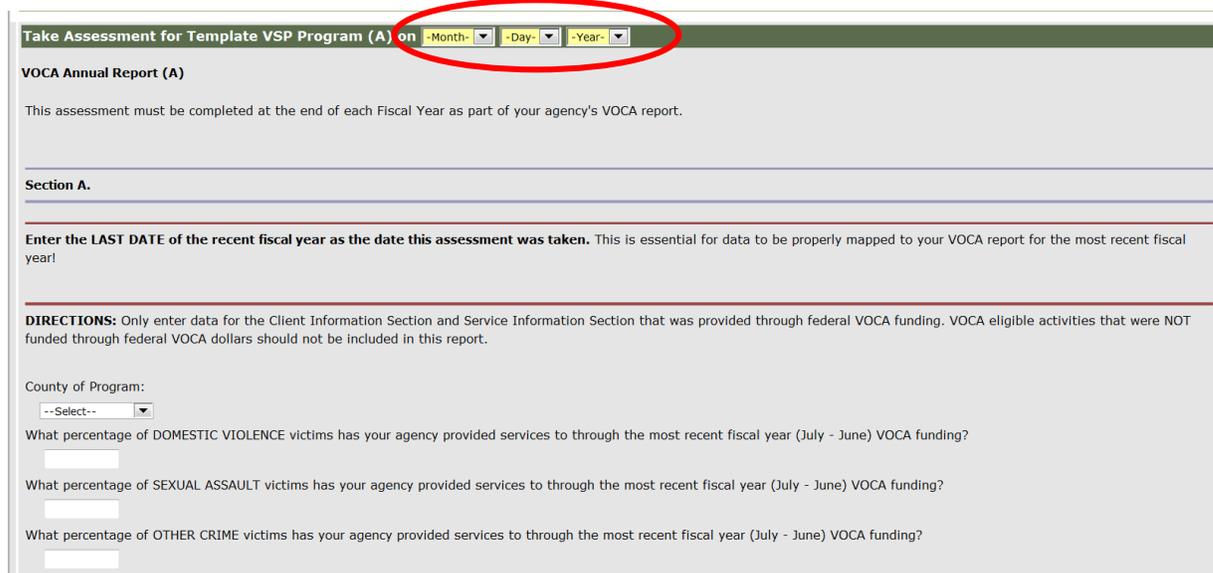


ETO COMMUNITY: VOCA ANNUAL REPORT INSTRUCTIONS

1. The first item you will need to complete is the **DATE** at the top of the page. You **MUST** enter the date as **JUNE 30, 2016**.



The screenshot shows a web form titled "Take Assessment for Template VSP Program (A)". At the top, there is a date selection field with three dropdown menus labeled "-Month-", "-Day-", and "-Year-". These three dropdowns are circled in red. Below the date field, the text reads "VOCA Annual Report (A)" and "This assessment must be completed at the end of each Fiscal Year as part of your agency's VOCA report." The form is divided into sections, with "Section A." being the first. A red line separates the date field from the rest of the form. Below the red line, the text says "Enter the LAST DATE of the recent fiscal year as the date this assessment was taken. This is essential for data to be properly mapped to your VOCA report for the most recent fiscal year!" Another red line follows. Below this, the "DIRECTIONS" state: "Only enter data for the Client Information Section and Service Information Section that was provided through federal VOCA funding. VOCA eligible activities that were NOT funded through federal VOCA dollars should not be included in this report." The form then asks for the "County of Program:" with a dropdown menu showing "--Select--". Below this, there are three questions about the percentage of victims served: "What percentage of DOMESTIC VIOLENCE victims has your agency provided services to through the most recent fiscal year (July - June) VOCA funding?", "What percentage of SEXUAL ASSAULT victims has your agency provided services to through the most recent fiscal year (July - June) VOCA funding?", and "What percentage of OTHER CRIME victims has your agency provided services to through the most recent fiscal year (July - June) VOCA funding?". Each question has a corresponding input field.

2. The next item you will have to complete is the **COUNTY**. Select the **COUNTY** that this report is being completed for. Remember – If your agency receives VOCA funding to provide services in more than one County, you must complete an **ASSESSMENT** for **EACH COUNTY SEPERATELY**.
3. PCCD is allowing agencies to report 100% of VOCA eligible clients and services in this year's annual VOCA report. Agencies will still be asked to provide the percentage of the agency's total direct service budget for which VOCA funds are supporting the delivery of grant eligible services to victims of Sexual Assault, Domestic Violence and Other Crimes. The percentages entered DO NOT need to total 100%. Do not take 100% of VOCA funding and split it into three categories. Look at each category separately and determine the VOCA percent based upon the total amount of all agency funding used for that category. [PCCD is requesting agencies provide these percentages in the event that the federal Office for Victims of Crime requests percentage based data from PCCD.]

IMPORTANT REMINDERS:

- Do not include services provided by RASA and/or VOJO funding.
- Only include services provided by a VOCA funded employee. (If an employee is not funded by VOCA, do not include any clients or services provided by that employee.)

- NEW THIS YEAR: You will be asked to enter the actual VOCA dollar amount that you agency allocated to Domestic Violence, Sexual Assault, and Other Crimes.
- The next section of the Assessment asks you to enter the amount of victims under each category that received services through VOCA funding.

Client Information

Adult Survivors of Incest of Child Sexual Abuse

Adult Victims of Sexual Assault

Adult Victim of Assault

Child Victims of Physical Abuse

Child Victims of Sexual Abuse

Domestic Violence Victims

DUI Crash Victims

- You will then enter the amount of services provided. Remember that VOCA only counts a service once per victim. If they were a victim of separate crimes/incidents, you are permitted to count the same service for each crime.

Service Information (number of victims)

Assistance in Filing Compensation Claims

Criminal Justice Support/Advocacy

Crisis Counseling

Emergency Financial Assistance

Emergency Legal Advocacy

Followup Counseling

Info and Referral (In-person)

Other - Case Management

- Next – you will be asked to provide a written response to three “ADDITIONAL QUESTIONS”. You cannot upload any attachments to this Assessment, but you can write your response in a Word Document and then copy and paste it into this Assessment.

List the coordination efforts conducted by the organization during the contract year. Coordination may include, but is not limited to, serving on task forces, commissions, working groups, coalitions, multi-disciplinary teams, and/or developing written agreements that contribute to better and more comprehensive services to victims.

Provide anecdotal information and individual case histories illustrating ways in which VOCA funds have been used to assist crime victims. Please do not use real names or identifying information.

Were any changes in personnel made during the reporting period? If so, list any changes including change in Project Director; new positions created; positions eliminated; and any changes in the amount of hours a position is funded using Federal VOCA dollars.

8. Agencies that fall under PCCD Standards, must abide by PCCD’s Training Standard. (If your agency is monitored on-site by PCCD – you fall under the PCCD Training Standard.) You must Certify that all VOCA funded direct service staff (and the staff that supervise them) have received the required 10 hours of annual training. PCCD staff will verify training hours when they monitor your agency.

ANNUAL TRAINING

All employees whose role consists of direct client contact or supervision of employees having direct client contact must attend 10 hours of annual training. Annual training hours are based on the calendar year (January to December) and documentation of training should be part of the personnel file.

If date of employment for the first year is not at the beginning of the calendar year, training hours will be required on a pro-rated basis of 2.5 hours per quarter. This will also be done in cases of extended absence from work such as maternity leave, serious illness or military service.

Annual training hours will be verified by PCCD staff during the next scheduled program monitoring.

I certify that all funded staff have completed the required 10 hours of annual training in the most recent full calendar year.

double click to remove selection

Yes No

9. If you select “NO”, you must complete the additional section that appears below.

If NO, please list the names of each VOCA funded staff person that did not reach the 10 hours of required training and enter the amount of training hours they **did** receive during the previous calendar year.

For each staff member who did not meet the 10 hour annual training requirement, please provide an explanation below indicating the reason why. Please also provide a plan outlining how each staff person will make up the remaining hours in the new calendar year.

10. For those of you who **DO NOT** fall under the PCCD Training Standard, simply answer the question as **YES**.

11. The final two questions on the Assessment refer to Crime Victims Compensation and Emerging Issues. PCCD will use your responses in their federal report to the Office for Victims of Crime (OVC).

The image shows a screenshot of a web form. The first section is titled "CRIME VICTIMS COMPENSATION" and contains the question: "What are the major issues in your community that hinder crime victims in filing compensation benefits and/or in understanding victim compensation eligibility requirements?". Below the question is a large, empty text input box. The second section is titled "EMERGING ISSUES" and contains the question: "Please identify any emerging issues or notable trends impacting crime victims in your community.". Below this question is another large, empty text input box. The form is set against a light gray background.

12. At the bottom of the screen you have the option to SUBMIT the Assessment or SAVE AS DRAFT and come back to it later.
13. In order to run your VOCA Report, please refer to the other set of directions that Kaitlin has created.