

VOCA ANNUAL REPORT INSTRUCTIONS

1. The first thing you will want to do in order to complete your Annual VOCA Report to PCCD is go to the ETO Home Page and select **RECORD VOCA**.
2. 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**.
3. 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**.



County of Program: --Select--

What percentage of **DOMESTIC VIOLENCE** victims has your agency provided services to through FY 12/13 VOCA funding? %

What percentage of **SEXUAL ASSAULT** victims has your agency provided services to through FY 12/13 VOCA funding? %

What percentage of **OTHER CRIME** victims has your agency provided services to through FY12/13 VOCA funding? %

4. 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. However, the percentages will not be automatically applied to the data being reported in the VOCA report. 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.)
5. **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.

6. The next section of the Assessment asks you to select the services that your agency provided with VOCA funding. Check all that apply. *NOTE: Refer to your original VOCA application. Select the same services as you originally selected on your original VOCA application to PCCD for 2013-2016.*

Which services below were provided through VOCA funding?

- Assistance in Filing Compensation Claims
- Criminal Justice Support/Advocacy
- Crisis Counseling
- Emergency Financial Assistance
- Emergency Legal Advocacy
- Follow-up Counseling
- Information & Referral In-Person
- Case Management
- Hotline
- Public Presentations
- Personal Advocacy
- Shelter/Safe House
- Support Groups
- Telephone Contact Info & Referral
- Therapy

7. 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).

CRIME VICTIMS COMPENSATION

What are the major issues in your community that hinder crime victims in filing compensation benefits and/or in understanding victim compensation eligibility requirements?

EMERGING ISSUES

Please identify any emerging issues or notable trends impacting crime victims in your community.