

## NEW VOCA Reporting Requirements

VOCA recipients must keep confidential records on each crime victim that receives services. There is a required set of data known as Victim Assistance Program Performance Measures that must be reported to PCCD on a quarterly basis. PCCD also conducts program audits on a random basis and VOCA recipients will be asked to provide data backup in order to reaffirm the data reported to PCCD. At a minimum, the following information must be recorded and retained for VOCA reporting purposes.

### Victims Served

A **Victim** is a person who has suffered physical, sexual, financial or emotional harm as the result of a crime. They can be a primary or secondary (significant other) victim of the crime. A Victim is considered **NEW** only one time during the entire fiscal year. The first reporting period that the Victim received VOCA services from your agency, they are reported as **NEW**. If they receive VOCA services from your agency in a subsequent quarter, they will be counted as **CONTINUING**. Even if a Victim returns with a different Victimization Type in the same fiscal year, they are counted as **Continuing**.

<u>Victims Served During Report Period</u>	<u>Number of Victims</u>
Enter the <b>TOTAL</b> number of Victims served during the reporting period. <i>(Includes New and Continuing Victims receiving VOCA funded services.)</i>	
Enter the number of <b>NEW</b> Victims who received services for the first time during the reporting period. <i>(Includes only New Victims receiving VOCA funded services. For the first reporting period, all service recipients are considered NEW.)</i>	

### Victim Demographics

Provide demographic information for each **NEW** Victim only. Do not report demographic information for returning Victims. The total number of Victims in each demographic category should equal the number of **NEW Victims** reported. If you enter a Victim under the category of **Not Reported**, you are indicating that the Victim did not provide you with the requested information.

<u>CATEGORY</u>	<u>POPULATION</u>	<u>Number of New Victims</u>
A. Race/Ethnicity  <i>Individuals who self-report in more than one race and/or ethnicity should be counted in the "Multiple Races" category.</i>	American Indian/Alaska Native	
	Asian	
	Black/African American	
	Hispanic or Latino	
	Native Hawaiian and Other Pacific Islander	
	White Non-Latino/Caucasian	
	Other Race	
	Multiple Races	
	Not Reported	
<b>TOTAL</b>		
<u>CATEGORY</u>	<u>POPULATION</u>	<u>Number of New Victims</u>
B. Gender	Male	
	Female	
	Transgender	
	Not Reported	
<b>TOTAL</b>		
<u>CATEGORY</u>	<u>POPULATION</u>	<u>Number of New Victims</u>
C. Age	0-12	
	13-17	
	18-24	
	25-59	
	60 and older	
	Not Reported	
<b>TOTAL</b>		

### Victimization Type & Special Classification

<u>CATEGORY</u>	<u>VICTIMIZATION TYPE</u>	<u># of Victims</u>
A. Victimization  <i>This is a list of the types of victimizations that are eligible to receive VOCA funded services.</i>  <i>Enter a count for each victimization type that corresponds with the <b>TOTAL Number of Victims Served</b> during the reporting period. (NEW and</i>	Adult Physical Assault	
	Adult Sexual Assault	
	Adults Sexually Abused/Assaulted as Children	
	Arson	
	Burglary	
	Child Physical Abuse or Neglect	
	Child Sexual Abuse/Assault	
	Domestic Violence	
	DUI	
	Elder Abuse or Neglect	
	Hate Crime: Racial/Religious/Gender/ Sexual	

<p><i>CONTINUING).</i></p> <p><i>An individual may be counted in more than one victimization type if they were a victim of multiple crimes during the reporting period.</i></p> <p><i>Do not count an individual more than once for the same victimization type.</i></p>	Orientation/Other (Explanation Required)	
	Human Trafficking: Labor	
	Human Trafficking: Sex	
	Identity Theft/Fraud/Financial Crime	
	Kidnapping	
	Mass Violence (domestic/International)	
	Other Vehicular Crime (e.g. Hit and Run)	
	Robbery	
	Stalking/Harassment	
	Survivors of Homicide Victims	
	Teen Dating Violence	
	Terroristic Threats	
	Theft	
<b>TOTAL</b>		
B. Multiple Victimitizations	<b>How many Victims presented with more than one victimization during the quarterly reporting period?</b>	
<b><u>CATEGORY</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u># of VICTIMS</u></b>
<p>C. Special Classification of Individuals</p> <p><i>Enter the Number of Victims who Self-Identify in one or more of the categories.</i></p>	Deaf/Hard of Hearing	
	Homeless	
	Immigrants/Refugees/Asylum Seekers	
	LGBTQ	
	Veterans	
	Victims with Disabilities: Cognitive/ Physical /Mental	
	Victims with Limited English Proficiency	
<b>TOTAL</b>		

## **Direct Services**

**Victim Compensation Assistance Instructions:** Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. *Note: Simply providing an individual with an application does NOT quality as assistance.*

<b><u>VICTIM COMPENSATION ASSISTANCE</u></b>	<b><u>Number Assisted</u></b>
Enter the number of Victims assisted with a Victim Compensation Application during the reporting period.	

<b>A. Information &amp; Referral</b>		<b># of Individuals</b>
<i>Includes both in-person and telephone contact.</i>	Enter the Total number of <b>Victims</b> who received this service during the quarterly reporting period.	
	<b>Subcategories</b>	<b># of times Provided</b>
<i>Enter the Number of <b>times</b> these services were provided in each of these subcategories during reporting period.</i>	A1. Information about the Criminal Justice Process	
	A2. Information about Victim's Rights, how to obtain notifications, etc.	
	A3. Referral to other victim service programs.	
	A4. Referral to other service providers and/or resources	
<b>B. Personal Advocacy/ Accompaniment</b>		<b># of Individuals</b>
	Enter the Total number of <b>Victims</b> who received this service during the reporting period.	
	<b>Subcategories</b>	<b># of times Provided</b>
<i>Enter the Number of <b>times</b> these services were provided in each of these subcategories during reporting period.</i>	B1. Victim advocacy/accompaniment to emergency medical care.	
	B2. Victim Advocacy/Accompaniment to medical forensic exam.	
	B3. Law enforcement interview advocacy/accompaniment.	
	B4. Individual Advocacy	
	B5. Performance of forensic interview	
	B6. Immigration Assistance	
	B7. Child or dependent care assistance	
	B8. Transportation Assistance	
	B9. Interpreter Services	
<b>C. Emotional Support or Safety Services</b>		<b># of Individuals</b>
	Enter the Total number of <b>Victims</b> who received this service during the reporting period.	
	<b>Subcategories</b>	<b># of times Provided</b>
<i>Enter the Number of <b>times</b> these services were provided in each of these subcategories during</i>	C1. Crisis Intervention ( <i>in person, includes safety planning</i> )	
	C2. Hotline/Crisis Line Counseling	
	C3. Individual Counseling	

<i>reporting period.</i>	C4. On-scene crisis response ( <i>community response</i> )	
	C5. Therapy	
	C6. Support Groups	
	C7. Emergency Financial Assistance	
<b>D. Shelter/Housing Services</b>		<b># of Individuals</b>
	Enter the Total number of <b>Victims</b> who received this service during the reporting period.	
	<b>Subcategories</b>	<b># of times Provided</b>
<i>Enter the Number of <b>NIGHTS</b> domestic violence victims stayed in your facility during the reporting period.</i>	D1. Emergency Shelter or Safe House	
	D2. Transitional Housing	
<b>E. Criminal/Civil Justice System Assistance</b>		<b># of Individuals</b>
	Enter the Total number of <b>Victims</b> who received this service during the reporting period.	
	<b>Subcategories</b>	<b># of times Provided</b>
<i>Enter the Number of <b>times</b> these services were provided in each of these subcategories during reporting period.</i>	E1. Victim Impact Statement Assistance	
	E2. Emergency justice related assistance	
	E3. Criminal advocacy accompaniment	
	E4. Civil advocacy accompaniment	

## Public Presentations

Victim Service Programs are allowed to use VOCA funding to provide Public Presentations. A Public Presentation does not include prevention education activities. The purpose of the Public Presentation is to help crime victims self identify and refer them to available resources.

<b>Public Presentations</b>	<b># provided</b>
Enter the number of Public Presentations that were provided during the reporting period.	

## Annual Reporting Questions

You will be asked to respond to the following questions on an annual basis.

<b><u>Annual Report Questions</u></b>	
	Provide the number of requests for services that were unmet because of organizational capacity issues. <i>(Explanation required.)</i>
	Enter the number of ESQ-LF Surveys that were Distributed.
	Enter the number of ESQ-LF Surveys that were Completed.
	Provide a narrative explaining any challenges your agency faced during the course of the annual reporting period.
	Describe some of the services that victims needed but you could not provide.
	What were the challenges that prevented you from providing those services?

## DEFINITIONS: Victimization Types

<u>Victimization Type</u>	<u>Definition</u>
<b>Adult Physical Assault</b> <i>(Includes Simple Assault and Aggravated Assault)</i>	<b><u>Aggravated:</u></b> An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.  <b><u>Simple:</u></b> Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.
<b>Adult Sexual Assault</b>	Includes a wide range of sexually related victimizations which may or may not involve force. Rape is included under this definition. The victim must be 18 or older.
<b>Adults Sexually Abused/Assaulted as Children</b>	Adult survivors of sexual abuse and/or assault suffered while they were children.
<b>Arson</b>	Intentionally starting a fire or an explosion on one's own property or that of another with the intent to damage or destroy the structure. Regardless of whether or not the structure was inhabited.

<b>Burglary</b>	The unlawful entry of a structure to commit a felony or theft.
<b>Child Physical Abuse or Neglect</b>	Non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Neglect is caused by failure to act which endangers the child's life or impairs the child's functioning as a result of lack of supervision or failure to provide essentials to life including adequate medical care.
<b>Child Sexual Abuse/Assault</b>	This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault. The victim must be under 18 years of age.
<b>Domestic Violence</b>	A pattern of assaultive and coercive behaviors, including physical, sexual, and psychological attacks, as well as economic coercion, that adults or adolescents use against their intimate partners. Victims of domestic violence can include spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners, or persons who share biological parenthood.
<b>DUI</b>	Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.
<b>Elder Abuse or Neglect</b>	Any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation.
<b>Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other</b> (Explanation Required)	A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.
<b>Human Trafficking: Labor</b>	Involuntary servitude. Using any scheme, plan or pattern intended to cause the individual to believe that, they do not perform the labor, services, acts or performances, that individual or another individual will suffer serious harm or physical restraint.

<p><b>Human Trafficking: Sex</b></p>	<p>Sexual servitude. Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age.</p>
<p><b>Identity Theft/Fraud/financial Crime</b></p> <p><i>Most crimes against businesses can be counted as a Financial Crime in this category.</i></p>	<p>Someone wrongfully obtains another’s personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.</p>
<p><b>Kidnapping</b> <i>(Custodial and Non-custodial)</i></p>	<p><b><u>Custodial:</u></b> When one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child.</p> <p><b><u>Non –custodial:</u></b> Occurs when someone unlawfully seizes/ confines, decoys, abducts, or carries away another person and holds for ransom or reward; shield or hostage.</p>
<p>Mass Violence <i>(domestic/International)</i></p>	<p>An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC Director.</p>
<p>Other Vehicular Crime (e.g. Hit and Run)</p>	<p>May include hit-and-run crimes, carjacking, and other vehicular assault that is not DUI related.</p>
<p>Robbery</p>	<p>Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate serious bodily injury.</p>
<p>Stalking/Harassment</p> <p><i>OVC is requiring that Stalking &amp; Harassment be recorded under one category.</i></p>	<p><b><u>Stalking:</u></b> Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.</p> <p><b><u>Harassment:</u></b> Harassment behaviors include subjecting the</p>

	other person to physical contact, or attempts or threatens to do the same; follows the other person in or about a public place; repeatedly commits acts which serve no legitimate purpose; communicates to or about such other person any lewd, lascivious, threatening or obscene words, drawings or caricatures; communicates repeatedly in an anonymous manner or at extremely inconvenient hours.
Survivors of Homicide Victims	Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.
Teen Dating Violence	Known as Adolescent Relationship Abuse. Intimate partner violence or violence in a dating relationship, perpetrated against someone who is under the age of 18.
Terroristic Threats	A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to commit any crime of violence with intent to terrorize another; cause evacuation of a building, facility, or public transportation; or cause terror or serious public inconvenience.
Theft	Unlawful taking of moveable property of another person.

## **DEFINITIONS: Direct Services**

<b>A. Information &amp; Referral</b>	Contact with victims to identify services offered and support available by victim service agency other community agencies. This includes the following activities:
A1. Information about the Criminal Justice Process	Information about the criminal justice process
A2. Information about Victim Rights, how to obtain notifications, etc.	Information about victim rights, information about victims' compensation, how to obtain notifications, etc.
A3. Referral to other victim service programs	Referral to other victim service programs
A4. Referral to other services, supports, and resources	Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
<b>B. Personal Advocacy &amp; Accompaniment</b>	Personal Advocacy refers to assistance with addressing the immediate practical problems created by the victimization. This includes:
B1. Victim Advocacy/Accompaniment to emergency medical care.	Emergency Medical Advocacy/Accompaniment to an emergency care facility to provide assistance to a victim in the immediate aftermath of a crime and provides support regarding the victim's health, safety and physical/emotional impact of the victimization.

B2. Victim Advocacy/Accompaniment to medical forensic exam.	Medical Forensic Exam Advocacy/Accompaniment to a healthcare facility to provide assistance in understanding her/his rights, what to expect during the examination, what resources are available in the aftermath of the victimization. This is a service that is only provided to the direct victim of a crime, not a significant other.
B3. Law enforcement interview advocacy/accompaniment.	Advocacy/Accompaniment to a law enforcement agency to provide support and assistance during the interview and what resources are available in the aftermath of the victimization.
B4. Individual Advocacy	Assistance in applying for public benefits, return of personal property or effects, obtaining information needed for VCAP claim processing, acting on behalf of the victim with other service providers such as intervention with employer, creditor, landlord or academic institution.
<b>B5. Performance of forensic interview</b>	<b>Refers to a forensic interview completed by a certified forensic interviewer at a Child Advocacy Center.</b>
B6. Immigration Assistance	Assistance with special visas, continued presence application, and other immigration relief.
B7. Child or dependent care assistance	Assist in securing child or dependent care for counseling or other appointments that pertain to the victimization.
B8. Transportation Assistance	Assists the victim with attending appointments relevant to the victimization.
B9. Interpreter Services	Utilizing a third party, certified interpreter to provide confidential interpretation; this excludes using a bilingual advocate employed by the agency.
<b>C. Emotional Support or Safety Services</b>	<b>Specialized services and activities that provide victims emotional support, empathetic listening and guidance to meet their needs. These include:</b>
C1. Crisis Intervention <i>(in person, includes safety planning)</i>	Refers to specialized in-person emotional support, guidance, and counseling provided by counselors/advocates. Such counseling may occur: <ul style="list-style-type: none"> <li>• A the scene of a crime;</li> <li>• Immediately after a crime;</li> <li>• At the first in-person contact between a counselor and victim includes meeting the victim in an emergency room, at a police station, at a district attorney's office, etc.; or</li> <li>• During in-person contact for the duration of the crisis experience.</li> <li>• Safety planning – assesses the immediate safety of the victim to address the physical and emotional needs towards achieving long-</li> </ul>

	term goals
C2. Hotline/Crisis Line Counseling	Crisis intervention counseling via hotline, provided by a counselor/advocate to provide emotional support, guidance and counseling.
C3. Individual Counseling	One-to-one trauma informed interaction, via in-person or phone, by a counselor/advocate provided to victims in response to the victimization.
C4. On-scene crisis response (community response)	Trained crisis responder who responds as part of a team crisis response to a community who may have suffered trauma in the aftermath of a criminal event, (e.g. KCIT response)
C5. Therapy	Specialized, intensive professional psychological/psychiatric treatment for individuals, couples, and family members that is designed to meet the needs of crime victims. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
C6. Support Groups	Group Treatment/Support Groups refers to the coordination and provision of supportive group activities facilitated by a trained Counselor/Advocate with 2 or more victims/survivors in an informal, secure, confidential environment. This category includes self-help, peer, social support, drop-in groups, and/or community crisis intervention in a group setting designed to process their experience(s).
C7. Emergency Financial Assistance	Refers to locating emergency loans and petty cash, assistance in filing for losses covered by public and private insurance programs (including Workman's Compensation, unemployment benefits, welfare, and Medicare), and payment for taxis, food, emergency shelter, clothing, and emergency safety measures, that includes activities such as boarding up victims' broken windows, and replacing/repairing locks destroyed in the commission of a crime.
<b>D. Shelter/Housing Services</b>	<b>Shelter/Safe House refers to offering specialized short-term and long-term housing and related victimization support services for victims and members of their families following victimization.</b>
D1. Emergency Shelter or Safe House	Temporary emergency housing provided to victims and members of their family following victimization.
D2. Transitional housing	Housing that is provided to victims of crime between emergency and permanent housing designed to promote self-sufficiency and work towards economic stability.
<b>E. Criminal/Civil Justice System Assistance</b>	<b>Criminal/Civil Justice System Assistance Includes the following activities:</b>
E1. Victim Impact Statement Assistance	Assistance in preparation of a statement that details

	the physical, psychological and economic effects of the crime on the victim and the victim's family.
E2. Emergency Justice Related Assistance	Actions directly connected to family violence cases that are taken to ensure the health and safety of the victim. This includes filing Emergency Protection From Abuse orders, Emergency Sexual Violence Protection orders, injunctions, elder abuse petitions, child abuse petitions, and other protective orders. Assistance with filing for emergency custody/visitation rights is eligible only if directly connected to a family violence case.
E3. Criminal Advocacy/Accompaniment	Includes advocate providing support, assistance, and advocacy to victims at any stage of the criminal or juvenile justice process, post-sentencing services and support.
E4. Civil Advocacy/Accompaniment	Civil advocacy/accompaniment-includes advocate assisting with Temporary and Final Protection From Abuse orders, Temporary and Final Sexual Violence Protection Orders, the Protection from Intimidation Order and accompaniment to hearings.

## **DEFINITIONS: Demographics**

<b>Demographic</b>	<b>Definition</b>
<b>American Indian or Alaska Native</b>	Refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as "American Indian or Alaska Native" or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian Groups.
<b>Asian</b>	Refers to a person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as "Asian" or reported entries such as "Asian Indian", "Chinese", "Filipino", "Korean", "Japanese", "Vietnamese", and "Other Asian" or provided other detailed Asian responses.
<b>Black or African American</b>	Refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as "black, African American, or Negro" reported entries such as African American, Kenyan, Nigerian, or Haitian.
<b>Hispanic or Latino</b>	Refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: Mexican, Puerto Rican, or Cuban. This also refers to those who indicate that they are "another

	Hispanic, Latino or Spanish origin". People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms "Hispanic", "Latino", and "Spanish" are used interchangeably.
<b>Multiple Races</b>	Refers to a person that my self-identify in more than one race or ethnicity category.
<b>Native Hawaiian or Other Pacific Islander</b>	Refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as "Pacific Islander" or reported entries such as "Native Hawaiian", "Guamanian or Chamorro", "Samoan", and "Other Pacific Islander" or provided other detailed Pacific Islander responses.
<b>White</b>	Refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes peopled who indicated their race(s) as "White" or reported entries as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.
<b>Other Race</b>	Includes all other responses no included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories as described above.