

Add Activities - Add Service(s) Section – Services Drop-Down Menu	
Type/Name	Definition
Assistance with Restitution	Assisting a victim/survivor with requesting restitution, collecting restitution especially when collection efforts are not successful, including advocating with criminal justice agencies, court agencies/systems or other agency in charge of restitution on behalf of the victim to assist in requesting or collecting restitution. Includes assisting the victim/survivor with compiling expenses incurred as a result of the crime.
Case Management	Refers to working with a victim to examine the impact of the crime; identifying needs; developing a plan of services and resources required to respond to the victims’ needs.
Child Advocacy	Actions designed to help the child obtain needed resources or services, such as advocating a change of schools. Advocacy would also include guardian ad litem services.
Child Care (includes coordination of services)	Assisting and/or advocating for the victim/survivor in obtaining child care, maintaining child care, coordination of child care services or dependent care services. Includes providing child care or assisting with child care in order for the victim to attend counseling or other appointments that pertain to the victimization.
Civil Legal Advocacy	Assisting a victim/survivor with civil legal issues, including preparing paperwork and accompanying a victim/survivor to meetings with civil attorneys, an administrative hearing, or other civil court proceeding. Does not include advocacy by attorneys. Does not include assisting a victim with obtaining a civil protective order. This also includes accompanying a victim/survivor to an administrative hearing, such as Social Security, TANF, or a food stamp hearing.
Civil Legal Assistance in Obtaining Protection or Restraining Order	Assisting, advocating and accompanying a victim/survivor in any part of obtaining a civil protective order (restraining order) including preparing paperwork for a protection order, preparing for a hearing, and accompanying a victim/survivor to a protection order hearing (both temporary and/or permanent hearing), administrative hearing, or other civil court proceeding.
Civil Legal Assistance with Family Law Issues by Attorney	Civil legal services provided by an attorney as it relates to family law. Such legal services may include but are not limited to, custody, visitation, or support linked to the victimization.

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Type/Name	Definition
Civil Legal Assistance by Attorney (Non-Family Law Issues)	Other Legal Advice and/or Counsel provided by an attorney to victims of domestic violence, sexual assault, child abuse, dating violence, stalking, human trafficking, or elder abuse. All other attorney provided services to a crime victim, where reasonable, and where the need for such services arises as a direct result of victimization. Civil legal services provided by an attorney, where reasonable and where the need for such services arises as a direct result of the victimization. Such legal services may include but are not limited to, financial exploitation, housing disputes, public utilities termination, public benefit hearing/terminations, vacating/expunge convictions or similar actions for victims of human trafficking, assistance in criminal proceedings to assert safety, privacy or other interests as victims.
Crime Victim Compensation Assistance & Advocacy	Provide compensation applications, assisting a victim/survivor with applying for the crime victim compensation benefits and advocating for the victim with the Crime Victim Compensation Program (CVC) on behalf of the victim/survivor. Includes accompanying a victim to meetings and appeal hearings related to the crime victim compensation application/benefits.
Criminal Justice Support & Advocacy	Assisting a victim/survivor with criminal justice and juvenile justice proceedings including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal and/or juvenile justice court proceedings; advocacy with probation/parole/corrections; supporting victims/survivors through sex offender management process; and all other advocacy with the criminal justice system.
Crisis Intervention	<p>Process by which an Advocate identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. This would include safety planning with a victim.</p> <p>Refers to specialized in-person emotional support, guidance, and counseling provided by counselors/advocates. Such counseling may occur in person and/or over the phone:</p> <ul style="list-style-type: none"> • At the scene of a crime; • Immediately after a crime; • 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 residence, at a district attorney’s office, etc.; or • During in-person contact for the duration of the crisis experience. <p>Advocate/staff responding to the scene of the crime as part of a coordinated response team should be tracked in “On-Scene Crisis Response”.</p>

Add Activities - Add Service(s) Section – Services Drop-Down Menu	
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Economic Advocacy/Financial Counseling	Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns, etc. This would include accompanying or advocating for the victim in any meetings with the agencies listed below but not limited to these agencies.
Education Advocacy	Advocating and supporting a victim in the schools, education system, academic institutions including but not limited to technical schools, and universities/colleges.
Emergency Financial Assistance	Providing a victim/survivor with emergency financial assistance includes but not limited to emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and no prophylactic medications (prescriptions and non-prescriptions), durable medical equipment (wheel chairs, crutches, hearing aid, eyeglasses, etc.) if they are damaged due to the crime or victims had to leave them behind and they cannot be funded through an alternative source within 48-hours of the crime. Costs of short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their homes when the offender/caregiver is removed.
Employment Counseling	Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, job searches, resume-writing, marketing, job interviews, and preservation of employment including accompanying a victim to an unemployment hearing.
Financial Assistance (non-emergency)	Providing a victim/survivor with non-emergency financial assistance to assist them with their needs.
Housing Advocacy	Actions designed to assist a victim/survivor in obtaining housing including advocating with landlords, accompanying a victim in searching for housing, assisting victim in completing housing forms/applications. Also, advocating on behalf of the victim to preserve their housing. Includes accompanying and advocating on behalf of victim at housing hearings.
Immigration Assistance	Providing victims/survivors with assistance regarding special visas, continued presence application and other immigration relief. Includes accompanying a victim to naturalization or other related immigration hearings/meetings.

Add Activities - Add Service(s) Section – Services Drop-Down Menu	
Type/Name	Definition
Immigration Assistance by Attorney	Attorney provided actions assisting victims of domestic violence, sexual assault, child abuse, dating violence, stalking, human trafficking, or elder abuse with U Visas and T Visas. Includes Assistance with special visas, continued presence application, and other immigration relief.
Individual Child Activity	Age appropriate activities for children of victims/survivors. This may include, but is not limited to, age appropriate books, play and learning activities that fall outside individual/group counseling or therapy. Includes recreational activities.
Individual Counseling	Short-term individual counseling or support provided by an advocate, volunteer, peer, or professional. FYI: Services provided by a licensed therapist should be tracking under “Therapy”.
Interpreter Services	Utilizing a third party, certified interpreter to provide confidential interpretation; this excludes using a bilingual advocate employed by the agency.
Intervention with Employer	Advocating, intervening and supporting the victim/survivor with their employer.
Job Training	Providing training in specific employment-related skills to a victim/survivor, i.e. computer literacy, skills training, etc.
Law Enforcement Interview Advocacy/Accompaniment	Advocacy/Accompaniment to a law enforcement agency to provide support and assistance during the interview and education about resources in the aftermath of the victimization.
Leadership Development Opportunities	Opportunities for victims/survivors to learn or enhance their leadership skills by serving on a resident advisory committee, peer mentorship, or volunteering in the community.
Material Assistance	Providing victims/survivors with clothing, food, personal items, etc. Please note if you are providing victim with financial funds (including gift cards) to purchase these items. If your agency is providing gift cards or other monetary means to purchase these items for a victim/survivor this should be included under “Emergency Financial Assistance”.
Medical Advocacy: Emergency Care	Providing advocacy to a victim/survivor in the immediate aftermath of a crime and providing support regarding the victim’s health, safety and physical/emotional impact of the victimization. This does not include accompaniment to the medical facility for a forensic examination or sexual assault examination as that is tracked under “Medical Advocacy: Forensic Exam” or “Medical Advocacy: Forensic Exam Advocacy/Accompaniment”.
Medical Advocacy: Forensic Exam Advocacy/Accompaniment	Providing advocacy, accompaniment and support at a healthcare facility to help a victim understand her/his rights, what to expect during the forensic examination, what resources are available in the aftermath of the victimization. This is a service that is not only provided to the direct victim of a crime, not a significant other.

Add Activities - Add Service(s) Section – Services Drop-Down Menu	
Type/Name	Definition
Medical Advocacy: Non-Emergency	Advocating for a victim/survivor with medical personnel as part of a non-emergency appointment at a hospital, clinic, or medical office. Accompanying/supporting a victim/survivor to, or meeting a victim/survivor at, a hospital, clinic or medical office for a non-emergency medical care. (i.e., regular doctor appointment, follow-up doctor appointment, etc.). This does not include accompaniment to the medical facility for a forensic examination or sexual assault examination as that is tracked under “Medical Advocacy: Forensic Exam” or “Medical Advocacy: Forensic Exam Advocacy/Accompaniment”.
Notification of Criminal Justice Events	A procedural service of providing notification to crime victims of any criminal justice events that are occurring as a result of their criminal case or juvenile case. This may be conducted in-person, by phone or in writing.
On-Scene Crisis Response as a Team	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 including domestic abuse, sexual abuse, child abuse response team members. Occurs immediately after the crime was reported or discovered. If an Advocate is responding to a victim on-scene but not part of a coordinated team, then track that response in “Crisis Intervention”.
Other Emergency Justice Related Assistance	Any other emergency justice related services provided to a victim/survivor that is not covered in any other service definition from this drop-down menu. 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 victimization.
Outreach to Victims/Survivors	Conducting outreach or follow-up to a victim/survivor.
Personal Advocacy	Advocating with an agency to assist a victim/survivor obtain needed resources or services. This would be advocacy not already outlined in other service definitions from this drop-down menu. For example, if you are advocating with an agency regarding a victim/survivor’s housing that would be tracked under “Housing Advocacy” not in this section.

Add Activities - Add Service(s) Section – Services Drop-Down Menu	
Type/Name	Definition
Prosecution Interview Advocacy/ Accompaniment	Accompanying and/or advocating for a victim/survivor with prosecuting attorneys, victim witness coordinators and other prosecution staff.
Provided Information: Criminal Justice Process	Providing information to a victim/survivor for any part of the criminal justice process including but not limited to arrest, pre-trial hearing, deposition, trial and other criminal court proceedings.
Provided Information: Other/General	Provided information to a victim/survivor on any information needed as it relates to the victimization or healing from the victimization that is not covered in any other service definition or category.
Provided Information: Victim Rights	Provided information to a victim/survivor regarding their rights as a crime victim.
Provided Transportation	Transporting a victim in Advocate or Agency’s vehicle. See “Transportation Advocacy” for advocating, obtaining or coordinating transportation for a victim with other agencies.
Relocation Assistance	Assisting crime victims with relocation by providing reasonable moving expenses; security deposits on housing; rental expenses; and utility start-up costs. Includes coordination/assistance in finding these resources.
Therapy	<p>Therapy refers to 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. Includes both traditional therapy and non-traditional therapy options including but not limited to, play therapy, art therapy, equine therapy, trauma-informed yoga and other alternative therapy/healing activities including culturally-specific therapy such as sweat lodges, peace ceremonies, etc. This category also allows for Substance Abuse Treatment if determination can be made that substance abuse is the direct result of the victimization.</p> <p>Therapy is a service that can only be provided if a licensed mental health provider as a paid staff member or paid consultant with the agency. If your agency does not have a therapist on staff or does not pay contractual services for a licensed mental health provider than nothing will be entered in this section.</p>

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Type/Name	Definition
Transportation Advocacy	Advocating, obtaining or coordinating transportation for a victim. Includes purchasing bus passes, taxi fares, airfare, train tickets, or other means of transportation.
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. Includes reading the victim impact statement on the victim/survivor’s behalf if victim/survivor or court requests the advocate, volunteer, or victim witness coordinator to do so.
Victim Registration & Notification	Registering a victim and performing the duties required in Iowa Code Chapter 915. Includes provision of information on how to register in IowaVINE.
Add Activities Section – Activities For	
Type/Name	Definition
Individual Client/Groups	Choose between if you are providing services to an individual client or a group of clients.
Groups	<p>Support Group - Group treatment/support groups refer to the coordination and provision of supportive group activities facilitated by a trained Counselor/Advocate with two 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. Support groups can be traditional and non-traditional including but not limited to running groups, book clubs, sewing circles, etc.</p> <p>Your Administrator can add in specific types of groups as a choice.</p>

Add Activities Section – Activities For Groups	
Type/Name	Definition
Staff	Choose the staff conducting the group from the drop-down menu.
Date	Choose the date the group was provided.
Program	Choose the Program (DAC, SAC, SH, etc.) from the drop-down menu the associated staff person and group.
Group (Type/Name)	The Empower DB Administrator can add specific names/types of groups to this drop-down menu to choose.
Direct	Choose the time spent in 15 minute increments providing the group include time spent preparing for the group.
Collateral	Ignore this field.
Group Attendees:	Choose from the list or enter the client/victim name into the field. Use the + sign to add another victim to the group attendance.
Add Notes	Add in brief notes about the group.
Add Activities Section – Activities For Individual	
Type/Name	Definition
Service	Choose from the drop-down menu the service provided. Definitions regarding services are in pages 1-8 of this document.
Direct Field	Time spent providing the service listed on the previous lines in 15 minute intervals.
Collateral Field	IGNORE!
Setting	Choose one item from the drop down menu to describe where the service was provided: Main Office, Outreach Office, Phone, Website/Email, Home/Residence, Community, Hospital, Court, Law Enforcement Office, School/College/University, Mail/Written Correspondence.

Add Activities Section – Add Referral (s) Section	
Type/Name	Definition
Referred To:	Choose one type of program you referred victim to from the drop down menu: Community, Court, Correction Official, Culturally Specific Organization, DAC Program, DHS, Health Care, Homeless Shelter, HP/OVC, Law Enforcement, Legal, Prosecutor/VW Coordinator, SAC Program, School/University, Shelter Program, Therapist/Counselor. Tip: You can always add more referrals by clicking the + sign in this section.
Name:	You can choose to add in the exact name of the agency for which you referred the victim. (i.e., Des Moines PD, Mason City PD, Kossuth CA, etc.) Tip: You may wish to discuss this among your staff to make sure you are being consistent with acronym's etc. as much as possible.

Add Activities Section – Add Resource (s) Section	
Type/Name	Definition
Type	Choose one type of resource provided from the drop down menu: Gas Card/Gift Card, Hotel/Motel/Nights, Household Furnishings, Material Assistance, Relocation Expense, Rent, Rental Unit Fees, Safe Homes/House Nights, Transportation Assistance, Utility Costs. Tip: You can always add more resources by clicking the + sign in this section.
Value	Add in the actual monetary value of the resource you provided in the field above.
Quantity	Add in the number or quantity of the resource provided. This is only applicable to Hotel/Motel/Nights and Safe Home/House Nights.

Add Activities Section – Add To-Do(s) Section	
Type/Name	Definition
To-Do	This allows you to add a to-do for the victim/survivor to achieve or to remind the staff person to do in relation to this victim/survivor. This will track to the calendar if a due date is added.
Due Date	Allows the advocate/staff to enter the due date for the “To-Do” outlined in the previous field. This will track to the calendar.

Add Activities Section – Add Notes(s) Section	
Type/Name	Definition
Notes	Please discuss this as an agency with directions from the coalitions on what should be kept in this section. This is only a small note field.

Add Client Contact/Information Section	
Initial Information Section	
Type/Name	Definition
First Name	First name of victim
Last Name	Last name of victim
Client Phone Number(s)	Phone number of victim (client). You can add more than one phone number by clicking on the + sign at the right hand side.
	Type: Please select the type of phone: cell phone, work phone, home phone, or other safe contact.
	Safe to: You can click the Leave VM box which lets staff know that it is safe to leave a voice mail message at that phone number. You can click the Text box which lets staff know that it is safe to text at that phone number.
Address Location: (Point in Time)	List the victim/survivor’s current address: Street, City, County and Zip Code. If you do not know the victims address check “Completely Unknown” in this section. Click “+Include Additional Location” to add in another location.

Add Client Contact/Information Section	
Demographics Section	
Type/Name	Definition
Exact Birth Date	List the victims exact birth date. Please discuss when it is appropriate to ask for this information, etc. as an organization with technical assistance from the coalitions as needed.
Estimate Birth Date	List the victims estimated age. Please discuss when it is appropriate to ask for this information, etc. as an organization with technical assistance from the coalitions as needed.
Gender	Choose one of the following from the drop down menu: Female, Male, Transgender Male to Female, Transgender Female to Male, Gender Non-Conforming, Other, Unknown. Reminder: You always want to explain to a victim why you are asking & how this information reported (aggregated). You never want to offend a victim from continuing services. The focus is on the victim obtaining services and support.
Primary Race	Choose one of the following from the drop down menu: American Indian/Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White or Caucasian, Hispanic/Latino/Latina, Multiple Races, Other, Unknown. Reminder: You always want to explain to a victim why you are asking & how this information reported (aggregated). You never want to offend a victim from continuing services. The focus is on the victim obtaining services and support.
Limited English Proficiency	Check one of the following items: Yes, No, Unknown/NA, Unanswered Definition of Limited English Proficiency: Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
Immigrant/Refugee/Asylum Seeker	Check one of the following items: Yes, No, Unknown/NA, Unanswered as it relates to if the victim/survivor is currently an immigrant, refugee or asylum seeker.

Demographics Section Continued	
Type/Name	Definition
Lives in Rural Area	<p>Check one of the following items: Yes, No, Unknown/NA, Unanswered</p> <p>Definition of Rural Area: Any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract; or any incorporated place or census designated place with fewer than 2,500 inhabitants that is located outside an urbanized area.</p>
Deaf/Hard of Hearing	<p>Check one of the following items: Yes, No, Unknown/NA, Unanswered</p> <p>Definition of Deaf/Hard of Hearing: Individuals lacking the ability to hear or who has mild to moderate hearing loss or impairment.</p>
Homeless	<p>Check one of the following items: Yes, No, Unknown/NA, Unanswered</p> <p>Definition of Homeless: CVAD considers homeless as: 1) Families or individuals, including unaccompanied minors, who lack a fixed, regular and adequate nighttime residence such as living in a place not meant for human habitation, living in a shelter, exiting an institution; 2) individuals or families, including unaccompanied minors, who are at imminent risk of homelessness and have no adequate place identified nor the resources to obtain permanent housing; 3) individuals or families, including unaccompanied minors, who are fleeing, or attempting to flee violence and have no adequate place identified nor the resources to obtain permanent housing. For this definition, “no adequate place identified” and “permanent housing” means those staying temporarily with friends or families (couch hopping) can be considered homeless.</p>
LGBTQ	<p>Check one of the following items: Yes, No, Unknown/NA, Unanswered</p> <p>Definition of LGBTQ: Victim/survivor identifies as lesbian, gay, bi-sexual, transgender, queer or questioning sexuality. Reminder: You always want to explain to a victim why you are asking & how this information reported (aggregated). You never want to offend a victim from continuing services. The focus is on the victim obtaining services and support.</p>
Veteran	<p>Check one of the following items: Yes, No, Unknown/NA, Unanswered</p> <p>Definition of Veteran: Individual who actively served in the military, navy or air force.</p>

	Reminder: You always want to explain to a victim why you are asking & how this information reported (aggregated). You never want to offend a victim from continuing services. The focus is on the victim obtaining services and support.
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Add Client Contact/Information Section	
Household Section	
Type/Name	Definition
Number of Children	Enter the number of children in the household if applicable.
Household members	Enter the various household members if applicable.

Add Client Contact/Information Section	
Intake Information Section	
Type/Name	Definition
Date of Initial Contact	Enter the date of when you had initial contact with the victim.
Referred from:	Choose the type of organization the victim was referred from to your agency for services: Court, Correctional Official, Culturally Specific Organization, DAC Program, Government Agency such as Dept. of Human Services, Health Care, Law Enforcement, Legal, Prosecution/Victim Witness Coordinator, SAC Program, School/University/Colleges, Shelter-Based Victim Services, Homeless Provider/Shelter, Therapist/Counselor, Walk-in, Web/Social Media, Other, Unknown.
Cognitive/Physical/Mental Disability at Intake	<p>Check one of the following items: Yes, No, Unknown/NA, Unanswered</p> <p>Definition of Cognitive/Physical/Mental Disability: Victim/survivor who has significant limitation in activities of daily living. This may include people who are blind or vision impaired, people who are deaf or hearing impaired, people with physical disabilities, and people with diagnosed mental illness, if their activities are so limited.</p> <p>Reminder: You always want to explain to a victim why you are asking & how this information reported (aggregated). You never want to offend a victim from continuing services. The focus is on the victim obtaining services and support.</p>

Add Client Contact/Information Section Continued	
Intake Information Section	
Type/Name	Definition
Level Served	Choose from one of the fields below.
	Fully Served Victims/survivor seeking services received the services provided by the Program. Do not count services they sought that are not services provided by the Program.
	Partially Served Victims/survivors seeking services offered by our Program but only received some of their services. Only count the service provided by your Program.
	Not Served Victims/survivors seeking services offered by your Program but did not receive the services they were seeking from your Program.
Victimization Section	
Type/Name	Definition
Abuse Status	Choose from one of the fields below.
	Primary Primary victims/survivors are individuals for whom the victimization was directed.
	Secondary Secondary victims/survivors are individuals who are indirectly affected by the victimization. This may include children, siblings, spouses or intimate partners and other affected relatives. Exception: Please note that when referring to a survivor of homicide, we are referring to those individuals whose loved one was murdered/killed. Survivors of homicide are considered to be Primary Victims.
	None/No Abuse Individual seeking services is not a victim of abuse. An example if individual is homeless but is not a crime victim or has any past victimization(s).
Program	Which program is this victim for which the victim is seeking services: DAC, SAC, Shelter/OVC, New Initiative, etc.
Primary Type of Victimization	Select the primary victimization or the victimization for which they sought services. This is not based on criminal charges but how the relationship is defined. For example, the local prosecutor charges the offender with burglary, but the offender burglarized their intimate partner, this would be considered domestic abuse as the primary victimization.

Type/Name	Definition
All Types of Victimization	Check all the different types of victimization the victim experienced. Do not count the primary victimization again.
Who was the Offender?	<p>Choose the offender of the primary victimization as it relates to victim. Below are definitions. Some of the items are self-explanatory such as father, mother, cousin, etc. If you don't have a direct family member (father, mother, uncle, cousin, etc.) on the drop-down then choose "Other Family Member or Household Member".</p> <p>Intimate partner: The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving grant monies.</p> <p><i>Other family member or household member:</i> The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.</p> <p>Dating relationship: The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.</p> <p>Acquaintance: The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.</p> <p>Stranger: The victim/survivor and the offender are not known to each other.</p>

Add Client Contact/Information Section Continued	
Protection Order Section	
Type/Name	Definition
Date Sought	Date the Protective Order was sought by the victim.
Type of Order	Choose either domestic violence/dating violence, sexual assault, stalking, or child abuse
Temporary or Final Order	Choose either Temporary Order or Permanent Order
Order Granted	Check either Yes, No, Unanswered
Tip: If you need to add more than one order, then click on + sign to add additional orders. If you have entered a temporary order then later it becomes a permanent order, please do not change the temporary order information but add this as another protective order.	

Crisis Line Call Data	
Type/Name	Definition
Date	Enter date of crisis call.
Staff	Enter the staff who took the crisis call.
Program	Which program is this victim for which the victim is seeking services: DAC, SAC, Shelter/OVC, New Initiative, etc.
Time Spent on Call	Choose from the drop down menu the time spent on the call. Include time entering data into database system for that call. Time is in 15 minute increments.
Caller is Victim/Survivor	Check one: Yes, No, Unknown/NA, Unanswered
Provided assistance in a language other than English	Check one: Yes, No, Unanswered

Seeking Shelter Data	
Type/Name	Definition
Date	Enter date victim was seeking shelter.
Staff	Enter the staff that assisted the victim.
Program	Which program is this victim for which the victim is seeking services: DAC, SAC, Shelter/OVC, New Initiative, etc.
Client	Choose the client name. If it's a new client then please enter the client in the database system.
Seeking Shelter	Choose one from the drop down menu: No, Yes: Turned Away, Yes: Accepted, Diverted
	No. Victim did not call seeking shelter. Nothing further to complete in this section.
	Yes: Turned Away Reasons for Not Sheltered: Choose one from the drop-down menu: full, unsafe, inappropriate. Remember: If your shelter is full or it's unsafe for victim then you are working with the victim to find other shelter or providing other shelter (through hotels/motels for example or through another victim shelter, etc.). If it's an inappropriate referral (not a victim) than you are still providing individual with other referrals/resources.
	Reason for Diverted/Diversion from Shelter: Choose one from the drop-down menu: <ul style="list-style-type: none"> • New apartment – Victim/Survivor was able to find a new apartment. • Staying in Apartment/Home – Victim/Survivor was staying in current apartment or home. • Family Permanent Housing - Victim/Survivor was staying with family permanently. • Family Temporary Housing - Victim/Survivor was staying with family temporarily. • Friends Permanent Housing - Victim/Survivor was staying with a friend permanently. • Friends Temporary Housing - Victim/Survivor was staying with friend temporarily. • Hospital, Psychiatric/Mental Health Facility - Victim/Survivor went into the hospital, psychiatric or mental health facility. • Substance Abuse/Detox - Victim/Survivor went into a substance abuse/detox facility. • Problem-Solving – Advocate assisted in problem-solving with the victim/survivor that meant the victim/survivor did not need emergency shelter. • Financial Assistance - Advocate assisted with financial assistance that meant the victim/survivor did not need emergency shelter. • Rent/Utility Assistance - Advocate assisted with rent/utility assistance that meant the victim/survivor did not need emergency shelter. • Other – any other reason not listed above.
None/No Abuse	Individual seeking services is not a victim of abuse. An example if individual is homeless but is not a crime victim or has any past victimization.

Outreach Section		
Type/Name	Definition	
Date	Enter date of outreach activity.	
Staff	Enter the staff who conducted the outreach activity.	
Program	Which program was the outreach activity conducted for: DAC, SAC, Shelter, HP/OVC, New Initiative Program Name, etc.	
County	County where this outreach activity was conducted.	
Outreach Type	Choose one from the drop down menu:	
	Training Attended	Specific to training attended by the staff/advocate includes webinars, conferences, advocate certifications, certification renewal date, etc.
	Training Provided	Specific to training to professionals provided by staff/advocates.
	Policy/System Advocacy	Policies developed, substantially revised, or implemented. Check all the type of policies or protocols developed, substantially revised, or implemented. Only report when the policy or protocol was finished. If it is still in process during this reporting period, please do not add to this category until it is finished.
	Public Presentation	Means providing general information to individuals/groups of individuals to increase their knowledge or public awareness of victimization and program services.
	Capacity Building/Technical Assistance	Capacity Building - The investment in people, institutions, and practices that enables people and institutions to improve their problem-solving capacities and achieve their objectives. Technical Assistance - A wide variety of activities designed to facilitate/address individual, organizational, or agency change in some systematic manner by providing expertise to solve a problem. Expertise provided through, but not limited to, providing mentoring, developing strategies, sharing promising practices, and providing information or materials on specific topic areas, clarifying policy implementation and/or standards of service, technology consultations, and assistance with problem-solving. TA may be delivered during consultations that are in-person, by telephone, electronic or that involve some other type of contact.

Outreach Section		
Type/Name	Definition	
	Product Development/ Distributed	Product development is when the advocate/staff person creates or extensively revises/updates different products for providing services, outreach, education and training. Examples of product are: tool kits, manual, newsletter, training curricula, training material, report, fact sheet, web site, video/cd, TA packets, and other.
	Media Contacts	Include but not limited to any contact with media regarding victimization or programming/services. Choose from the drop down menu: internet, newspaper or magazine, television, or radio.
	Collaboration	Collaborating with an individual or agency to improve response, knowledge, services to crime victims. Collaborations could be in-person, by phone, through written form such as emails, etc. If you are advocating specifically for a victim/survivor you would not choose this category instead you would choose a service under the victim/survivor.

Outreach Section - Training Attended	
Type/Name	Definition
Certification Type	Choose one from the drop down menu: Certified Advocate, CORE, Advanced, Non-Certification, Homicide and Other. Enter each training attended as a separate outreach activity.
Date Certification Needs Renewal	If applicable enter the date the certification chosen above under Certification Type needs renewal. This is not a required field if this is not applicable to the training attended.
Training Type	Choose one from the drop down menu: Computer-Based Training or E-Learning Module, Conferences, Teleconference, Video Conference, Workshops/Seminars/Presentations, Webinars, Audio Conferences, Webcasting, Train-the-Trainer Sessions, New Grantee Orientation, Other.
Length of Training	Choose from the drop down menu, the amount of time spent in training by 15 minute increments.

Outreach Section – Training Provided	
Type/Name	Definition
Victimization Type	Choose either Sexual Assault or Domestic Violence/Dating Violence. Please note this is a field required for Federal Office on Violence Against Women (OVW) reporting if it doesn't apply to the training provided or your organization then just check one. Please have your administrator add another field to this section entitled other.
Total Number in Audience	Enter the number of professionals in the audience or trained for this training session.
Training Type	Choose one from the drop down menu: Computer-Based Training or E-Learning Module, Conferences, Teleconference, Video Conference, Workshops/Seminars/Presentations, Webinars, Audio Conferences, Webcasting, Train-the-Trainer Sessions, New Grantee Orientation, Other.
Length of Training	Choose from the drop down menu, the amount of time spent in training by 15 minute increments.
Training Reach	Choose one from the drop down menu: National, Statewide, Regional and Community-Based.
Training Content Categories	Please check if any of the four categories apply to this training: (1) Sexual Assault, Domestic Violence/Dating Violence and Stalking, (2) Justice Systems, (3) Underserved Populations, and/or (4) Organizational Community Response.
Content Type	For the Training Content Categories checked above the database system will list specific areas for you to check to assist in defining the training provided. Must select at least one of the content types listed for each of the categories checked above in order to save this Outreach Activity: Training Provided.
Numbers of Types of People in Attendance	Of the number provided in "Total Number in Audience" please breakout by type of profession the number trained or number in audience. If there is no way to track this information and you have a variety of professionals add number to "Multidisciplinary" line.

Outreach Section – Policy/System Change																																		
Type/Name	Definition																																	
Victimization Type	Choose Sexual Assault or Domestic Violence/Dating Violence. Please note this is a field required for Federal Office on Violence Against Women (OVW) reporting. If it doesn't apply to the training provided or your organization have your administrator add another field to this section entitled other.																																	
System Advocacy Type	Choose one from the drop down menu to describe the policy/system advocacy: Appointed/State-Level Commissions, Community/Regional/Statewide Task Force/Caucus, Multi-disciplinary working groups, Project-Specific Interagency Working Groups, Tribal Systems Advocacy or Other.																																	
Meeting Status	Choose either Convened or Attended from the drop down menu to describe whether you were the individual/agency who convened the meeting or if you are attending the meeting that was convened by another agency.																																	
Agency/Organization (Type):	Select the agency/organization that best describes the meeting from the drop down menu. Choices are as follows: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Advocacy organizations</td> <td style="width: 33%;">Federal Criminal Justice</td> <td style="width: 33%;">Sex Offender Management/</td> </tr> <tr> <td>Batterer intervention program</td> <td>Other Federal Entities/Officials</td> <td>Sex Offender Treatment</td> </tr> <tr> <td>Child welfare</td> <td>Government Agency, Health/Mental</td> <td>Provider</td> </tr> <tr> <td>Corrections</td> <td>Health Organization</td> <td>SANE/SAFE Program</td> </tr> <tr> <td>Court</td> <td>Law Enforcement</td> <td>Social Services Organization</td> </tr> <tr> <td>Crime Victim Compensation</td> <td>Legal Services Organizations</td> <td>Substance Abuse Services</td> </tr> <tr> <td>Domestic Violence (DV) Program</td> <td>Multi-Disciplinary Group/Task Force</td> <td>Tribal Government/Tribal</td> </tr> <tr> <td>Dual Sexual Assault & DV Program</td> <td>Organizations Representing</td> <td>Government Agency</td> </tr> <tr> <td>Educational Institution/Organization</td> <td>Underserved Populations</td> <td>University/School</td> </tr> <tr> <td>Faith-Based Organization</td> <td>Prosecutor's Office</td> <td>Victims/Survivors</td> </tr> <tr> <td></td> <td>Sexual Assault Program</td> <td>Other</td> </tr> </table>	Advocacy organizations	Federal Criminal Justice	Sex Offender Management/	Batterer intervention program	Other Federal Entities/Officials	Sex Offender Treatment	Child welfare	Government Agency, Health/Mental	Provider	Corrections	Health Organization	SANE/SAFE Program	Court	Law Enforcement	Social Services Organization	Crime Victim Compensation	Legal Services Organizations	Substance Abuse Services	Domestic Violence (DV) Program	Multi-Disciplinary Group/Task Force	Tribal Government/Tribal	Dual Sexual Assault & DV Program	Organizations Representing	Government Agency	Educational Institution/Organization	Underserved Populations	University/School	Faith-Based Organization	Prosecutor's Office	Victims/Survivors		Sexual Assault Program	Other
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Outreach Section – Policy/System Change Continued	
Type/Name	Definition
Method(s) of Coordination	Check all that apply for method of coordination for the above described policy/system change: E-mail, E-Mail listserv, Facsimile, Newsletters, Telephone/Conference Call, Toll-Free Telephone Number, Tracking Availability in Victim Services, U.S. Mail, Webinar, Website, or Other.

Outreach Section – Public Presentation/Event	
Type/Name	Definition
Victimization Type	Choose Sexual Assault or Domestic Violence/Dating Violence. Please note this is a field required for Federal Office on Violence Against Women (OVW) reporting. If it doesn't apply to the training provided or your organization have your administrator add another field to this section entitled other.
Total Number in Attendance	Enter the number of individuals in the audience at the presentation.
Public Awareness Activity	Choose one from the drop down menu to describe the public awareness presentation/event: Community Organizing/Community Events, Educational Exhibits, Media Campaigns, Productions for Public Awareness, Other.

Outreach Section – Capacity Building/Technical Assistance	
Type/Name	Definition
Victimization Type	Choose Sexual Assault or Domestic Violence/Dating Violence. Please note this is a field required for Federal Office on Violence Against Women (OVW) reporting. If it doesn't apply to the training provided or your organization then have your administrator add another field to this section entitled other.
Recipient of Technical Assistance	Choose one from the drop down menu to describe the type of agency the technical assistance was provided: Batterer intervention program Legal Services/Attorneys/Law Students State, Tribal or Territory Corrections Mental Health Provider Coalitions Court Military Command Staff Coordinating Council/Task Disability Organization Other State Coalition Force Domestic Violence (DV) Program Prosecutor's Office Family Justice Center Dual Sexual Assault & DV Program Sexual Assault Program Supervised Visitation/ Elder Organization Stalking Program Exchange Center Faith-Based Organization Tribal Sexual Assault or DV Program Other National TA Providers Forensic Examiner Program University/School Transitional Housing Prog. Government Agency Youth Program Tribal Government Health Care Provider Adult Protective Services Other Immigration Organization Child Protection Workers Law Enforcement

Outreach Section – Capacity Building/Technical Assistance	
Type/Name	Definition
TA Provided to DAC, SAC, SH or CSP?	Check Yes or No
	No If you did not provide technical assistance to a Domestic Abuse Comprehensive (DAC), Sexual Abuse Comprehensive (SAC), Shelter-Based Victim Services (SH) or Culturally-Specific (CSP) DAC/SAC Program then check “No”.
	Yes If you did provide technical assistance to a Domestic Abuse Comprehensive (DAC), Sexual Abuse Comprehensive (SAC), Shelter-Based Victim Services (SH) or Culturally-Specific DAC/SAC Program then check “Yes”.
	Region/Type Choose one of the following from the drop-down menu (when you check yes to this question): Region #1, Region #2, Region #3, Region #4, Region #5, Region #6 or CSP.
Contact Type	Choose from the drop down menu to describe the type of contact: Site Visit, Other Technical Assistance Consultation, Email, Phone Call, In-Person Meeting, ListServ, Webinar, U.S. Mail.
Topics of Technical Assistance	Check all that applies to best describe the topics of technical assistance provided.

Outreach Section – Product Developed or Distributed	
Type/Name	Definition
Type of Product Developed or Revised	Choose one of the following from the drop-down menu: tool kits, manual, newsletter, training curricula, training material, report, fact sheet, web site, video/cd, TA packets, and other.
Product Title	List the title of the Product. For example: Smith County Domestic Abuse Comprehensive Quarterly Newsletter.
Product Audience	List the audience the product is intended to assist. For example: Victims, Law Enforcement, Medical Staff, etc.
Other Languages	If the product was created in other languages besides English list those languages. For example: Spanish, Bosnian, Japanese, etc.

Outreach Section – Media Contacts	
Type/Name	Definition
Type of Media	Choose from the drop down menu the type of media contact that was provided: internet, newspaper or magazine, television, or radio. The media contact tracked is regarding victimization or programming/services.

Outreach Section – Collaboration	
Type/Name	Definition
Type of Agency	Check all agencies for which the collaboration occurred. Count each meeting (in-person or via other methods) as a separate entry. If more than one type of agency participated in the meeting, then check all that apply. Collaborating with an individual or agency to improve response, knowledge, services to crime victims. Collaborations could be in-person, by phone, through written form such as emails, etc. If you are advocating specifically for a victim/survivor you would not choose this category instead you would choose a service under the victim/survivor.

Survey – Form Information	
Type/Name	Definition
Date	Enter date survey was completed or if unknown enter the date you are entering the survey.
Type of Survey	Choose one of the following from the drop down menu: Shelter, Support Services & Advocacy, Support Group and Counseling
I know more about community resources (resources outcomes):	Check one of the following: Yes, No, Unknown/NA. The system will automatically check unanswered until you check another selection (Yes, No, Unknown/NA).
I know ways to plan for my safety (safety outcomes):	Check one of the following: Yes, No, Unknown/NA. The system will automatically check unanswered until you check another selection (Yes, No, Unknown/NA).

Volunteer – Basic Information	
Type/Name	Definition
Volunteer’s First Name	Enter first name of volunteer.
Volunteer Activities	
Type/Name	Definition
Date	Date the volunteer volunteered their time.
Program	Choose the Program for which the volunteer’s time should be tracked. Remember to only count the volunteer hours one time. If the volunteer hours are for more than one Program, you will need to separate and allocate them to the correct program.
Direct Hours	Choose from the drop-down menu the hours the volunteer is donating. Service hours should be tracked in 15 minute increments.
Indirect Hours	Choose from the drop-down menu the hours the volunteer is donating. Service hours should be tracked in 15 minute increments.

Other Definitions	
Type/Name	Definition
Emergency Shelter/Safe Homes	<p>Refers to offering specialized short-term housing and related victimization support services for victims and members of their families following victimization. Shelters are normally safe, sometimes confidential place that provides 24-hour access to living quarters. Emergency shelter can also be safe-homes (generally private homes allowing a victim/survivor who is in immediate danger to stay for a short period of time on an emergency basis) and hotel/motel accommodations.</p> <p>Costs of short-term (up to 45 days) emergency shelter for elderly or disabled victims when domestic violence shelters may not be able to provide the appropriate level of care and a nursing home, adult foster care, or group home placement is needed.</p>
Crisis Line/Hotline Counseling	<p>Refers to crisis counseling provided by telephone to provide emotional support, guidance, and counseling. Contact is initiated by a victim through the agency's hotline/crisis line.</p> <p>Calls receive on any agency line that relate to an individual or family in need of some kind of service. A program does not have to have a dedicated hotline to count these calls. Count all calls including repeat callers and calls from third parties who are in crisis. Do not count donations, general information about program or violence issues unrelated to a specific individual or family, call from the media, etc.</p>
Support Group	<p>Group treatment/support groups refer to the coordination and provision of supportive group activities facilitated by a trained Counselor/Advocate with two 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.</p>

Other Definitions	
Type/Name	Definition
Transitional housing	Housing that is provided to victims of crime between emergency and permanent housing designed to promote self-sufficiency and work towards long-term economic stability.
Underserved populations	Include populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigrant status, or age), and any other population determined to be underserved designated by CVAD, State of Iowa or the Federal government.

Information and definitions were gathered from various sources referenced below and merged/edited to fit the reporting requirements of various funding sources listed below & on next page.

1. Department of Health and Human Services, Administration for Children & Families, 45 CFR Part 1370, November 2, 2016.
2. Department of Justice, Victims of Crime Act Victim Assistance Program, 28 CFR Part 94, July 8, 2016.
3. Frequently Asked Questions (FAQs) About STOP Formula Grants, Office on Violence Against Women U.S. Department of Justice.
4. Frequently Asked Questions, Victim Assistance Formula Grant Program, Office for Victims of Crime.
5. Instructions for Semi-Annual Progress Report for the Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violent, Sexual Assault and Stalking Program, Office on Violence Against Women U.S. Department of Justice.
6. Instructions for Semi-Annual Progress Report for the Grants to State Sexual Assault and Domestic Violence Coalitions Program, Office on Violence Against Women U.S. Department of Justice.
7. Instructions for Semi-Annual Progress Report for the Grants to Support Families in the Justice Program, Office on Violence Against Women U.S. Department of Justice.
8. Instructions for Semi-Annual Progress Report for the Sexual Abuse Services Formula Program, Office on Violence Against Women U.S. Department of Justice.

9. Instructions for Semi-Annual Progress Report for the STOP Violence Against Women Formula Grant Program, Office on Violence Against Women U.S. Department of Justice.
10. Instructions for Semi-Annual Progress Report for the Transitional Housing Assistance Grant Program, Office on Violence Against Women U.S. Department of Justice.
11. Performance Measures for Subgrantee Data Report Victim Assistance Formula Grant Program, Office for Victims of Crime, Revised May 2017.