

**MEMORANDUM**

To: VOCA/SVAA Grant Directors  
From: Ernest Hutchins, Manager, Crime Victims Assistance Division  
Date: September 26, 2005  
Re: **ANNUAL VOCA and SVAA Performance Reports**

Enclosed please find the VOCA and SVAA PERFORMANCE REPORT and INSTRUCTIONS.

This PERFORMANCE REPORT should be returned to the Crime Victims Assistance Office no later than **October 14, 2005**. All grant payments will be suspended if reports are not submitted in a timely manner.

The information requested in the VOCA PERFORMANCE REPORT will be used for compliance with the Victims of Crime Act of 1984 and for Ohio's report to Congress on the impact and accomplishments of programs supported by VOCA funds. The SVAA PERFORMANCE REPORT will be used to compile information on the impact and accomplishments of programs supported by SVAA grants. For reporting purposes, we have also attempted to define and standardize basic terminology and concepts, specifically in the area of services rendered. We anticipate that this process will be ongoing and we always welcome your comments and/or suggestions.

Your agency, as a VOCA and/or SVAA program subgrantee, is responsible for collecting the required information and submitting the PERFORMANCE REPORT to the Crime Victims Assistance Office in a timely manner. If "exact" figures have not been compiled, please estimate and begin today documenting the requested information for future reports. Please note that VINE referrals and VINE Assistance (helping victims register) statistics must be compiled in this report.

We sincerely appreciate your cooperation in preparing the Performance Report. If you have any questions, please contact Tricia Costas, Grant Specialist, at 614/995-5365. **Please return to 150 E. Gay Street, 25<sup>th</sup> floor, Columbus, OH 43215-4231**

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COLUMBUS, OHIO 43215-4231  
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VOCA  
VICTIMS OF CRIME ACT  
SVAA  
STATE VICTIMS ASSISTANT ACT  
AND  
INSTRUCTIONS

REPORTING PERIOD: OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005

# READ BEFORE COMPLETING PERFORMANCE REPORT

## IMPORTANT NOTE REGARDING COLLECTION OF DATA

### VOCA INSTRUCTIONS

A VOCA project refers to activities and services supported by VOCA funds plus required project match **ONLY**. The data and information in the Performance Report must be based solely on VOCA projects, not on the entire subgrant agency nor on non-VOCA supported victim activities and services. If VOCA supports a separate victim component or specific project activities, then the Performance Report should contain data for those activities only.

### SVAA INSTRUCTIONS

The SVAA data in the Performance Report must be based on your **entire** crime victims assistance program/agency activities and services.

## DEFINITIONS

1. "Crisis Counseling" refers to in-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.
2. "Follow-up" refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
3. "Therapy" refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
4. "Group Treatment/Support" refers to the coordination and provision of supportive group activities -- includes self-help, peer, social support, etc.
5. "Shelter/Safe House" refers to offering short and long-term housing and related support services to victims and families following victimization.
6. "Information/Referral (in-person)" refers to in-person contacts with victims during which time, services, and available support are identified.
7. "Criminal Justice Support/Advocacy" refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process including post-sentencing services and support.
8. "Emergency Financial Assistance" refers to cash outlays for transportation, food, clothing, emergency housing, etc.
9. "Emergency Legal Advocacy" refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
10. "Assistance in Filing Compensation Claims" includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victims.
11. "Personal Advocacy" refers to assisting victims in securing rights, remedies, and services from other agencies' locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs, including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

12. "Telephone Contact" refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary activity.
13. "Other" refers to any services and activities not listed, that are offered to crime victims by the subgrant program.
14. "VINE Referrals" refers to making victims aware of the statewide VINE system.
15. "VINE Assistance" refers to providing in-person or telephone assistance to help victims register for the VINE system.

## INSTRUCTIONS

### SECTION I. PROGRAM INFORMATION

Program Identification- Please complete all information requested.

### SECTION II. PROGRAM STATISTICS

- A. Provide the number of victims served during the reporting period.

Note: the data in this section for VOCA is based upon the number of victims served by **VOCA projects** during the reporting period; the data in this section for SVAA is based upon the number of victims served by your **entire victim assistance program** during the reporting period. In this section, each victim should be counted only once, e.g. a victim of a series of spouse abuse assaults, for example, should be counted once. A person may be counted more than once only as a result of entirely separate and unrelated crimes.

- B. Indicate the number of victims served by type of victimization for **VOCA and/or SVAA**. If a victim was the subject of more than one type of crime, identify under each category of victimization.

- C. Indicate the number of victims receiving each type of service for **VOCA and/or SVAA**. Note: Review the definition of each service prior to completing this question.

### SECTION III. PROGRAM IMPLEMENTATION

Please prepare a detailed narrative describing how your **VOCA and/or SVAA** funds have addressed each of the six questions (A-F). You may provide supporting statements from crime victims or newspaper articles. Additional 8 1/2 x 11 sheets may be attached if necessary.

**VOCA AND SVAA  
CRIME VICTIMS ASSISTANCE PROGRAM PERFORMANCE REPORT FORM  
OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005**

**SECTION I. PROGRAM INFORMATION**

**FILE #** \_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**VOCA GRANT#:** \_\_\_\_\_ **SVAA GRANT#:** \_\_\_\_\_

**SECTION II. PROGRAM STATISTICS**

A. Indicate the total number of victims served by **VOCA AND/OR SVAA** during October 1, 2004 through September 30, 2005.

**VOCA**

**SVAA**

\_\_\_\_\_

\_\_\_\_\_

B. Indicate the number of victims served by type of victimization.

**VOCA**

**SVAA**

\_\_\_\_\_ 1. Child Physical Abuse

\_\_\_\_\_ 1. Child Physical Abuse

\_\_\_\_\_ 2. Child Sexual Abuse

\_\_\_\_\_ 2. Child Sexual Abuse

\_\_\_\_\_ 3. DUI/DWI Crashes

\_\_\_\_\_ 3. DUI/DWI Crashes

\_\_\_\_\_ 4. Domestic Violence

\_\_\_\_\_ 4. Domestic Violence

\_\_\_\_\_ 5. Adult Sexual Assault

\_\_\_\_\_ 5. Adult Sexual Assault

\_\_\_\_\_ 6. Elder Abuse

\_\_\_\_\_ 6. Elder Abuse

\_\_\_\_\_ 7. Adults Molested as Children

\_\_\_\_\_ 7. Adults Molested as Children

\_\_\_\_\_ 8. Survivors of Homicide Victims

\_\_\_\_\_ 8. Survivors of Homicide Victims

\_\_\_\_\_ 9. Robbery

\_\_\_\_\_ 9. Robbery

\_\_\_\_\_ 10. Assault

\_\_\_\_\_ 10. Assault

\_\_\_\_\_ 11. Other (specify)

\_\_\_\_\_ 11. Other (specify)

C. Indicate the number of victims who received the following services. (see Instructions for definitions of each service)

**VOCA**

**SVAA**

\_\_\_\_\_ 1.

\_\_\_\_\_ 1. Crisis Counseling

\_\_\_\_\_ 2.

\_\_\_\_\_ 2. Follow-up

\_\_\_\_\_ 3.

\_\_\_\_\_ 3. Therapy

\_\_\_\_\_ 4.

\_\_\_\_\_ 4. Group Treatment/Support

\_\_\_\_\_ 5.

\_\_\_\_\_ 5. Shelter-Safe House

\_\_\_\_\_ 6.

\_\_\_\_\_ 6. Information Referral (in-person)

\_\_\_\_\_ 7.

\_\_\_\_\_ 7. Criminal Justice Support/Advocacy

\_\_\_\_\_ 8.

\_\_\_\_\_ 8. Emergency Financial Assistance

\_\_\_\_\_ 9.

\_\_\_\_\_ 9. Emergency Legal Advocacy

\_\_\_\_\_ 10.

\_\_\_\_\_ 10. Assistance in Filing Compensation Claims

\_\_\_\_\_ 11.

\_\_\_\_\_ 11. Personal Advocacy

\_\_\_\_\_ 12.

\_\_\_\_\_ 12. Telephone Contact

\_\_\_\_\_ 13.

\_\_\_\_\_ 13. Other (specify)

\_\_\_\_\_ 14.

\_\_\_\_\_ 14. VINE Referral

\_\_\_\_\_ 15.

\_\_\_\_\_ 15. VINE Registration Assistance



- D. Describe any notable activities conducted to improve the delivery of victim services (i.e., needs assessments, program monitoring, and program evaluation). Include training efforts, and use of VOCA/SVAA approved training funds, if applicable.
- E. Include anecdotal information and individual case histories illustrating ways in which VOCA and/or SVAA funds have been used to assist crime victims. (Letters from crime victims are helpful.) Please remember that documentation received in our office becomes public record, therefore specific victim names should not be identified.
- F. Identify any emerging issues or notable trends impacting crime victims services in your service area or statewide.