

INSTRUCTIONS FOR COMPLETING THE DHS DOMESTIC & SEXUAL VIOLENCE SERVICES MONTHLY REPORT

OVERALL INSTRUCTIONS

DUE DATES: Complete the form monthly. *Please list both the month and year on the form (eg. 08/06).* Forms are due by the end of the month following the services (July statistics due August 31st; August statistics due Sept. 30th).

WHAT IS COLLECTED: Report on all the domestic violence and sexual assault services you provide, regardless of funding source. Include services provided through VOCA, VAWA and other funds.

The first page collects information on the adult survivors sheltered and their children. “Shelter” includes use of emergency shelter homes and facilities, safe homes and motels. The rest of the pages (pgs. 2 through 4) collect information on survivors served and services provided both in and out of shelter.

We are now collecting data by gender to track both female and male adult survivors served.

TYPES OF SURVIVORS/SERVICES BY TYPE OF ABUSE: when counting both the number of survivors served and the number of services provided, divide them into three groups: DV (domestic violence), DV/SA (domestic violence/sexual assault) and SA (sexual assault). Use:

- DV when the primary services provided are for domestic violence, OR
- SA when the primary services provided are for sexual assault, OR
- DV/SA when services are specifically provided for both issues

Please do not automatically code survivors of domestic violence as “dv/sa.” While sexual abuse is a type of abuse within domestic violence and, therefore, most victims of domestic violence are victims of both domestic violence and sexual assault, we want to document the services provided specifically dealing with sexual assault. Code both survivors and services as “dv/sa” only when the services provided specifically address sexual assault and the survivor’s abuser is an intimate partner.

Examples:

A woman came to shelter escaping a violent partner. She talked about emotional or physical battering, but did not talk about sexual assault. Record under "DV."

A woman came to court for assistance with a restraining order. While she did say there was sexual abuse when asked by the advocate, she did not want to talk about it, and it was not included in the restraining order. She did not want any other services. Code as "DV."

Client is escaping a violent partner. She talks about emotional and physical battering as well as sexual abuse by her partner. She could be attending the agency's domestic violence support group or the sexual assault group, and/or her peer counseling and case management sessions address her sexual abuse issues. Record under "DV/SA."

Client has been sexually assaulted by a friend or neighbor or a stranger (not an intimate relationship.) She is receiving peer support and advocacy around her sexual assault. Record under "SA."

Client has been sexually assaulted by an intimate partner. She does not want to report and does not want to talk about other power and control or domestic violence issues. Record under "SA."

I INDIVIDUAL INFORMATION ON NEW SURVIVORS WHO RECEIVE EMERGENCY SHELTER

Complete one column for each adult survivor who receives emergency shelter either through your shelter facility, safe home or motels. Please answer all sections. CIRCLE THE COLUMN NUMBER FOR THOSE ADULT SURVIVORS SHELTERED WHO ARE MALE.

Complete when the survivor leaves emergency shelter. For example, if a woman enters your shelter on the 20th of July and leaves the 10th of August, do not report her information in July. Fill out the column for her in August, counting her July nights and her August nights in your August report.

For Emergency Shelter Only, "Adult" is defined as someone 18 and older UNLESS they are between 18 and 20 and enter shelter with their parent. If they enter as a dependent of their parent and are under 21, they would be counted as a child.

Type of Abuse

Select “DV”, “DV/SA” or “SA” (see earlier definitions).

Cultural/Racial Background

Check only one choice for each survivor.

Abuser

Check only one choice for who the abuser was.

- < For **spouse**, use “c” for current if they are married. Use “f” for former or ex-spouse.
- < For **co-habitant**, use “c” if they were living together prior to the survivor entering shelter. Use “f” for former or ex-cohabitant. “Co-habitant” means someone who is/was in a partner relationship. If the abuser is/was a roommate and not in a partner relationship, code under “Other.”
- < “Parent” is the parent of the survivor.
- < If a survivor has **multiple abusers** (for example, spouse and in-laws), count the primary abuser only.

Please print clearly enough so we can tell the difference in the letters.

Children

Only count the survivor’s children who received shelter. Count them if they were there for part or all of the stay. Children are divided into three age groups:

- < birth to age 5,
- < age 6 to 12 years, and
- < age 13 through 20 years.

Only count someone as a child aged between 18 and 20 if they are in shelter with their parent as a dependent.

Total Adult nights

Count the total number of shelter nights provided when the survivor leaves emergency shelter. For example, if a women enters shelter on July 20th and leaves August 10th, count both her July nights and August nights on your August report.

Child Nights

Add the total child nights for that family and list that number. If a mother stays 10 nights and has 2 children with her the whole time, count the child nights as 20. If one of the children was only there for 5 nights and the other stayed the whole 10 nights, it would be counted as 15.

Disability

Check if the survivor had a physical, mental or medical disability. If unknown, leave blank.

Primary Language

Check if the adult's primary language is a language other than English.

Safety Assessments and Safety Plans

We are tracking those adults and children who have safety assessments and/or leave with safety plans as part of reporting for DOJ's Oregon Domestic & Sexual Violence Services Fund. Count them as "yes" if you completed a safety assessment or plan with the survivor. **The assessment or plan does not need to be written, but at least discussed.** Use "Y" for yes and "N" for no OR leave blank for "no."

II INCOMING CALLS

We want to count the number of times people call you for help. This includes crisis calls, information and referral calls, peer support, etc. Count each time someone calls you during the month, whether or not they have called before. Do not include business calls (calling about forms, a volunteer calling about the schedule, etc.)

Total DV And/or SA Calls: count all service related calls received relating to domestic violence, domestic violence/sexual assault and sexual assault (see definitions for "DV", "DV/SA" and "SA").

Total Other Issue Calls: count all service related calls on other issues such as suicide, homelessness, etc.

III COUNTING PEOPLE/ NON-SHELTER SURVIVORS SERVED

A. First count the **UNDUPLICATED** number of survivors who were not in shelter and with whom staff or volunteers had **IN-Person, FACE-TO-FACE** contact. This is to count how many survivors receive services other than shelter on a monthly basis.

For this line, only count each person one time per month even though you may have multiple contacts and multiple types of services. Face-to-face contact includes support groups, court advocacy, and other services. For example, in one month, a woman may come in for assistance with a restraining order and attend two support groups. Only count her once for that month. However, count her each month she receives services. For example, if she attends support group in April, May and June, count her in April, May and June. This will create some duplication across months in the numbers served.

List by adult women (21 and over), adult men (21 and over), teens (12 to 20), and children (under 12).

B. Of the non-shelter survivors who had face-to-face contact counted in “A” above, count the number of survivors with whom you completed a safety plan/assessment. The safety plan/assessment does not need to be written, but at least discussed. List by adult women (21 and over), adult men (21 and over), teens (12 to 20), and children (under 12).

C. Unduplicated Number of Adults Receiving Co-case Management
This category is OPTIONAL for primary contractors. It is intended, in part, to document work done by subcontractors who partner with the primary shelter to provide specialized and/or culturally specific services, especially to traditionally underserved populations.

Count the UNDUPLICATED number of adult survivors staff or volunteers had IN-Person, FACE-TO-FACE contact with **while they resided at another domestic violence shelter**. Only count each person once per month.

D. Other Shelter (Optional): count the number of SURVIVORS for whom shelter was arranged, either by utilizing another community program or by arranging shelter in another county.

E. Unable to Shelter/Adults: count the number of Adult SURVIVORS of domestic violence who request shelter and who you are unable to shelter at that time because you are full. Count her even though you may shelter her at a later date.

F. Unable to Shelter/children: the number of CHILDREN with the SURVIVORS

counted above.

G. Total Number of Adults Sheltered: Count the total number of adults sheltered during the month. This number may be different from the first page, as there may be victims being sheltered who stay over into the next month and therefore are not listed on the first page.

IV. COUNTING VOLUNTEER HOURS

Count the total number of volunteer HOURS, including both direct service and other types of volunteer hours.

IV. COUNTING SERVICES

We want to record the amount of work you all are doing. We are incorporating the VOCA service definitions into the DHS service definitions.

Count number of **TIMES** this month each service was provided. The number of services will be duplicated. **Count both in-shelter and non-shelter services.**

Survivors will be counted for every service they receive and for each time they receive a service. If during one month a survivor receives court advocacy once, attends four support groups, and meets with an advocate twice for information and referral services, count her once for court advocacy, four times for support and twice for I&R. If you accompany a survivor to the hospital, you may count it both under “accompaniment to hospital” and “crisis response”. List by adult women (21 and over), adult men (21 and over), teens (12 to 20), and children (under 12).

The following are the service definitions:

- A. Crisis Response/Counseling refers to in-person crisis intervention, emotional support, and guidance and counseling on an individual basis provided by advocates, counselors, mental health professionals or peers. Such counseling may occur: a) at the scene of a crime; b) immediately after a crime; c) at the first, in-person contact between an advocate/counselor and victim (this would include meeting a victim in an emergency room, at a police station, or at a district attorney’s office, etc.); d) during in-person contact for the duration of the crisis experience; or e) may occur months after the victimization.
- B. Support Group refers to the coordination and provision of supportive group activities. This includes self-help, peer, social support, and drop-in groups which validate the experiences of the victims and not blame them, explore the

- options, build on strengths, and respect their right to make their own decisions.
- C. In-Person Information and Referral refers to identifying services needed, and offering support and referrals to other community agencies.
 - D. Phone Information and Referral refers to identifying services needed, and offering support and referrals to other community agencies.
 - E. In-Person Follow-up Services refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.
 - F. Phone Follow-up Services refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization. Include calls you made to the survivor and calls the survivor made to you.
 - G. Transportation refers to the number of TRIPS taken by staff or volunteers transporting adult survivors.
 - H. Accompaniment to Hospital refers to going with or meeting a survivor at a hospital or medical center to provide advocacy and support.
 - I. Legal/court Advocacy refers to assisting a survivor with the court process including accompanying to court, working with the victim's assistance office
 - J. In-Person Other Advocacy: assisting survivors in obtaining other needed services when they are unable to represent themselves effectively.
 - K. Phone Other Advocacy: assisting survivors in obtaining other needed services when they are unable to represent themselves effectively. Phone contact includes calls made by you on behalf of the survivor.
 - L. Child/Dependent Care: care provided to dependents of adult victims while the adult survivor is receiving services and/or respite care. Examples include baby-sitting during support groups or staying with a dependent adult while the survivor goes to court.

VI. SERVICE REFERRALS

Count the number of survivors for whom you made referrals for the services listed. Only count a survivor once per service or referral type, but count them for each service or referral type you made a referral.

VII. SPEAKING ENGAGEMENTS

Count presentations as either domestic violence only, both domestic violence and sexual assault, or sexual assault only. "DV/SA" is to be used when both issues are addressed.

< "# to adults" counts the number of speaking engagements presented to

primarily adult (21 and older) audiences. The next column counts the number of attendees.

- < “# to teens” counts the number of speaking engagements presented to primarily teen (age 12 to 20) audiences. The next column counts the number of attendees.
- < “# to children” counts the number of speaking engagements presented to primarily child (under 12 years) audiences. The next column counts the number of attendees.