**Victim Witness Coordinators (VWC) Biannual Performance Report**

Instructions

The Biannual Performance Report has instructions throughout each section. Complete all required fields. If you have any questions regarding completing your performance report entries, please call or email your primary VSS contact person.

**Narrative Questions**

*Please provide one narrative example of how program services assisted a crime victim or victims. Please use victim-sensitive language such as "the victim" or "the child survivor" instead of specific ages and do not include names even if they are fictitious.*

Question #1:\*

*Use this space to discuss innovative projects, program successes, and/or positive changes. Please use victim-sensitive language such as "the victim" or "the child survivor" instead of actual names or ages. Be sure to discuss any non-traditional or alternative methods being used by the program to promote victim healing such as trauma-sensitive yoga, EMDR, art therapy, etc.*

Question #2: \*

*Discuss progress or updates on programs goals and objectives as identified in your application or to VSS staff.*

Question #3:\*

*Please use this space to discuss the agency's volunteer progress. This space is to discuss special projects or events organized by volunteers, unique volunteer recruitment campaigns, innovative practices or serviced provided by program volunteers.*

Optional Question #4:

Discuss any trainings or public presentations provided by your agency during this reporting period.

Optional Question #5:

Response to Correcting Report Inquiries/Questions:

**Staff Information**

Number of FT Staff in FTEs

Report the number of full time staff as of the last day of the reporting period. A full time staff person works 40 hours a week on average.

Enter Number of Full Time Staff (in Full-Time Equivalents or FTEs)\*

Number of Part-Time Staff in FTEs

Report the part-time staff as of the last day of the reporting period. Count part time staff in 40 hours Full-Time Equivalents (FTE) For example: 3 staff at 20 hours/week = 60 hours = 1.5 FTEs 4 staff at 10 hours/week = 40 hours = 1.0 FTEs

Enter number of Part-Time Staff (in Full-Time Equivalents)\*

Total Staff in Full Time Equivalents

The total full time equivalent is the sum of the full-time staff plus the part-time FTE as of the last day of the reporting period. This will automatically calculate for you.

Total Full-Time Equivalent\*

**Program Staff Training**

List the number of Victim Witness Coordinators that have completed the Iowa Organization for Victim Assistance Certification (IOVA).

IOVA Certification

Enter the number of staff that have completed the Iowa Victim Assistance Academy.

Iowa Victim Assistance Academy

**Overtime**

Report on the number of overtime hours and the amount of funds representing those overtime hours paid with Victim Services Support Program Funds or matching funds.

Overtime Hours

Please enter the total number of overtime hours reimbursed by CVAD for your contract with the Victim Services Support Program (VSS) for this reporting period. Enter zero if no overtime was reimbursed for this reporting period.

Please enter the dollar amount representing the overtime CVAD reimbursed for this reporting period. Enter zero if no overtime was reimbursed.

Amount of Overtime\* $0.00

**Volunteers**

Count Volunteers only once during 12-month contract period.

Direct Volunteer Hours\*

Indirect volunteer hours are time spent where the volunteer does not have contact with the victim. Examples of indirect volunteer activities are: Conducting a presentation or training, shoveling the walk, office duties, board meetings, etc.

Indirect Volunteer Hours\*

Total Volunteer Hours\*

**Media Contacts**

Media contacts are any contacts your agency or program has had with the media (newspaper, radio, television, etc.) about violence against women, homicide, and other violent crimes or about the agency or program for which you receive funding from the Crime Victim Assistance Division.

Enter the number of times program has contact with internet media.

Enter the number of times program has contact with print media.

Enter the number of times program has contact with TV media.

Enter the number of times program has contact with radio media.

**Presentations & Training**

*Presentations:*

Presentations are given to the general public to share information about crime, services and the program. Provide the number of presentations made and total number of persons in the audience.

Enter the number of presentations given to the public by your staff and volunteers to share information about your program.

Enter the total number of attendees at the presentation.

*Training:*

Training is provided by your agency and given to other professionals outside of the agency. Training is more in-depth than a presentation. Provide the number of people trained and the number of training sessions. Do NOT count training of volunteers or of your own staff members in this section.

Enter the number of training sessions provided by your staff to professionals in other agencies.

Total Number of Professionals in Training Sessions\*

**New Victims by Type of Victimization**

Each victim should be counted only once during a 12 month period.

Domestic Abuse Female, including dating violence (18 years and older)

Domestic Abuse Male, including dating violence (18 years and older)

Domestic Abuse Children (0-17 years old)

Teen Dating Violence (13-17 years old)

Sexual Abuse Female Adult (18 years and older)

Sexual Abuse Male Adult (18 years and older)

Sexual Abuse Adolescent (13-17 years)

Sexual Abuse Child (0-12 years)

Adult Survivors, Female, of Child Sexual Abuse and/or Incest (18 years and older)

Adult Survivors, Male, of Child Sexual Abuse and/or Incest (18 years and older)

Arson

Assault including Willful Injury, Terrorism, Hazing and other Assaultive Crimes (All ages)

Bullying (Verbal, Cyber or Physical)

Burglary

Child Physical Abuse (0-17 years old)

Child Pornography

Drunk/Intoxicated Driver Crashes, OTI Victims (All Ages)

Elder Abuse or Neglect by a caretaker or family member

Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other

Human Trafficking, Labor - Adolescent (13-17 years old)

Human Trafficking, Labor - Child (0-12 years old)

Human Trafficking, Labor - Female Adult (18 years old or older)

Human Trafficking, Labor - Male Adult (18 years old or older)

Human Trafficking, Sex - Adolescent (13-17 years old)

Human Trafficking, Sex - Child (0-12 years old)

Human Trafficking, Sex - Female Adult (18 years or older)

Human Trafficking, Sex - Male Adult (18 years or older)

Identity Theft/Fraud/Financial Crime

Kidnapping (custodial)

Kidnapping (non-custodial)

Mass Violence (Domestic/International)

Robbery (All ages)

Stalking including Harassment, Cyber-Stalking, Online Harassment (All ages)

Survivors of Homicide Victims, Adult

Survivors of Homicide Victims, Child

Terrorism (Domestic/International)

Violation of Protective Order

Other Violent Crimes (This should be filled out rarely as majority of crimes should be entered above.)

**Demographics**

Complete the demographic information as accurately as possible. The CVAD would never want your agency to alienate a victim from continuing services by requesting any of this information.

Victims most often respond favorably to a statement like: This information is requested by our funders. It also assists us in offering services. The statistics are reported in a group to our funders without your name, address, phone, etc. Additionally, ONLY victims who you work with enough to create a client file should be counted in this area. For example: a crisis call should be counted under crisis calls NOT new client demographics, unless your crisis call became a new client receiving services or you have a client file on this client.

The Race/Ethnicity total, Age total and Gender total should equal each other as well as number of New Victims by Type of Victimization total reported in the previous section. If this does not equal do not submit your report until this is corrected.

**Victim Demographics Race/Ethnic Group**

American Indian or Alaska Native

Asian

Black or African American

Hispanic, Latino or Latina

Multi-Race

Native Hawaiian or other Pacific Islander

White or Caucasian

Unknown and Other

Totals 0

**Gender**

The Gender Total should match the number of New Victims by Type of Victimization total reported in the previous section. If this does not equal do not submit your report until this is corrected.

Female

Male

Unknown and Other

**Age**

The Age Total should match the number of New Victims by Type of Victimization total reported in the previous section. If this does not equal do not submit your report until this is corrected.

0-12 years old

13-17 years old

18-24 years old

25-59 years old

60 years and older

Unknown

**Other Demographics**

Enter requested other demographic information. Please note the total in this section does not need to equal the total in the New Victims by Type of Victimization section.

People with physical or mental disabilities

People with limited English proficiency

People who are immigrants, refugees, or asylum seekers

People who live in rural areas (Population under 50,000)

**Service Statistics and Hours**

In the "Service Statistics" column, count each and every time a service below was provided to a victim. The total number in the Service Statistics column will likely exceed the total number of victims served. In the "Total Hours" column, enter the total number of hours provided for each specific service.

Service Statistics Total Hours

Civil Legal Advocacy

Crime Victim Compensation Assistance and Advocacy

Criminal Justice Support and Advocacy

Economic Advocacy

Financial Assistance

Group Counseling/Support

Housing Advocacy

Individual Counseling

Information and Referral

Medical Support and Advocacy

Personal Advocacy

Therapy

Transportation

Victim Registration & Notification

**Other in Type of Victimization**

Define "Other" from the Type of Victimization Section

**Transportation Trips**

Total number of transportation trips you provided to victims. For example: You took two victims in the same care at the same time to the courthouse for the Civil Pro Se court hearing. After the court hearings the same advocate transported the two victims from the courthouse back to shelter. You can count 1 transportation trip for transporting the two victims from the shelter to the courthouse. You can also count 1 transportation trip for transporting the two victims from the courthouse to the shelter. So the total number of Transportation Trips is 2. You DO NOT multiply the number of transportation trips by the number of victims.

Total number of transportation trips provided to victims.