

**CHILD ADVOCACY CENTER GRANT PROGRAM  
DIVISION OF JUSTICE AND COMMUNITY SERVICES  
MONTHLY REPORTING FORM  
INSTRUCTION – DEFINITIONS**

The Child Advocacy Center (CAC) receiving funds under the Child Advocacy Center Grant Program is required to submit a monthly statistical report 20 days after the end of each month in the granting period. This report provides information on the effect WV State Funding has on services to children who have allegations of abuse and their families. This report should be submitted upon request by the Division of Justice and Community Services, 1204 Kanawha Boulevard East, Charleston, West Virginia, 25301-2901.

1. **NEW CHILDREN SERVED AT THE CAC THIS MONTH:** Count the number of children for whom a new case was initiated this month.

2. **GENDER OF CHILDREN:** Indicate the gender for children served in NEW CHILDREN SERVED AT THE CAC THIS MONTH. Total of categories should equal number of NEW CHILDREN SERVED AT THE CAC THIS MONTH.

Special Note: Children should be counted as either male or female unless otherwise specified by the child and/or caregiver. A child may be marked as OTHER in situations including, but not limited to, children who identify as transgender/transsexual/pansexual, children with identified intersex disorders who do not otherwise identify as male or female, etc.

3. **AGE OF CHILD AT INITIATION OF NEW CASE:** Indicate the age for children served in NEW CHILDREN SERVED AT THE CAC THIS MONTH.

Special Note: If the child has been previously served at the CAC but is being seen for a new case, indicate their age at the initiation of this new case.

4. **RACE/ETHNICITY OF CHILDREN:** Indicate category that most accurately describes race/ethnicity of children served in NEW CHILDREN SERVED AT THE CAC THIS MONTH. Total of categories should equal number of NEW CHILDREN SERVED AT THE CAC THIS MONTH.

Special Note: Self-identification by the caregiver/child is the preferred method of categorization.

Special Note: Children/caregivers who identify the child as multiracial or belonging to several different racial categories should be classified as

other and the races they identify as should be included under the NARRATIVE tab.

5. **SUSPECTED OR REPORTED DISABILITY:** Indicate the total number of children with new cases served this month who either have a suspected or reported disability. Additionally, under the NARRATIVE tab of the Excel spreadsheet, describe the suspected/reported disabilities of each child. This is so that we can count the number of children with disabilities served, but also capture co-occurring disabilities in a qualitative format.

Example:

In March you served Bobby who had ADHD, Allison who has autism and is in a wheelchair, and Zach who has a speech delay, downs syndrome, and is legally blind.

**SUSPECTED OR REPORTED DISABILITY: 3**

**NARRATIVE/OTHER tab:** Child 1: ADHD. Child 2: Autism, physically disabled in wheelchair. Child 3: Speech delay, downs syndrome, legally blind.

6. **ALLEGED ABUSE:** Indicate the category or categories of in the initial report for which the child was referred to the CAC. In other words, what allegation(s) were the reason(s) for the child's contact with the CAC?

Special Note: An individual child's case may be counted in multiple categories.

Special Note: OTHER may include children who are screened for abuse for whom there is no specific allegation.

Example: OTHER alleged abuse

9-year-old Jack came to the CAC with allegations of sexual abuse against his step-father. His 7-year-old brother, Tommy, is also being interviewed

as a precautionary measure although he has not made any allegations himself.

7. **DISCLOSURE INFORMATION:** Indicate the number of cases where a disclosure was made and the number of cases where no disclosure was made. Each child's case should only be counted once, so the total of these categories should be equal to the number of **NEW CHILDREN SERVED AT THE CAC THIS MONTH**.

8. **DISCLOSED ABUSE:** Indicate the category or categories of abuse that are disclosed during the child's forensic interview.

Special Note: A child's case may be counted in multiple categories and does not necessarily have to reflect the allegations of abuse in the initial report.

9. **NUMBER OF ALLEGED OFFENDERS:** Indicate the total **NUMBER OF ALLEGED OFFENDERS**.

Special Note: This measure may not necessarily equal total **NEW CHILDREN SERVED AT THE CAC THIS MONTH**. Some perpetrators may have more than one victim, some children may have more than one perpetrator, or there may be a new offender to an on-going client. Only count in the month the offender was discovered.

10. **RELATIONSHIP OF ALLEGED OFFENDER TO CHILD SERVED:** Indicate the relationship(s) of alleged offenders to victim(s). Total number of relationships may not necessarily equal total **NUMBER OF ALLEGED OFFENDERS**, because a single alleged offender may have different relationships with new or ongoing children served (i.e. John Doe is **PARENT** to Robert and is **OTHER RELATIVE** to Cassandra).

Special Note: A child's case will be counted under **UNKNOWN PERSON (STRANGER)** if the abuse is allegedly committed by a person previously unknown to the child.

Special Note: A child's case will be counted under **UNKNOWN PERSON (UNIDENTIFIED)** if the child discloses abuse, but no one has been specifically alleged/disclosed as an offender.

Example:

Tony discloses sexual abuse during the forensic interview but will not say who committed it (or the disclosure may be unclear as to who did it). He does, however, say that the person was not a stranger. Since it is known that abuse occurred at the hands of someone who was not a stranger to

the child, count his case under **UNKNOWN PERSON (UNIDENTIFIED)**.

11. **AGE OF ALLEGED OFFENDER:** Indicate the age of alleged offender as accurately as possible. Total of age categories **MUST** be equal to total **NUMBER OF ALLEGED OFFENDERS**.

12. **FORENSIC INTERVIEWS:** Indicate the number of interviews performed on-site and number of interviews performed off-site. Only include interviews that are performed by interviewer with appropriate trainings as defined by NCA Forensic Interviewing Standard (40-hour nationally recognized training). Only include cases for which CAC is providing On-site Case Coordination (please refer to definition #19).

13. **EXTENDED FORENSIC INTERVIEW:** Indicate the number of extended forensic interviews that were initiated at the CAC this month.

14. **MEDICAL REFERRALS:** Indicate the number of cases where a child was referred to a medical exam/treatment this month.

15. **MEDICAL EVALUATION/TREATMENT:** Indicate the number of children who received a medical evaluation related to their services at the CAC this month.

16. **REFERRAL TO THERAPY/COUNSELING:** Indicate the number of referrals made for children of new and ongoing cases to receive therapy/counseling (onsite or offsite).

17. **THERAPY/COUNSELING INITIATED:** Indicate the number of cases for which therapy/counseling was initiated for the child involved.

Special Note: A child should only be counted once in this category; this number does not reflect ongoing therapy/counseling (onsite and offsite both included in this category).

18. **VICTIM SUPPORT/ADVOCACY:** Indicate the number of cases where children received victim support/advocacy at the CAC this month.

Special Note: Some examples of **VICTIM SUPPORT/ADVOCACY** may include, but are not limited to, court preparation, connection to community services, communication of case status updates with non-offending caregivers, etc.

Special Note: Please describe all activities in the **NARRATIVE** tab.

19. **ON-SITE CASE COORDINATION:** Indicate the number of all cases for which the CAC provided case coordination this month. Include only those cases in which this month the CAC's MDT has conducted a case review where there has been a team discussion and information sharing about the case regarding the investigation, case status, and services needed by the child and family with recommendations communicated to appropriate parties for implementation; or, the CAC's representative has taken an active role in coordinating and/or managing the team's recommendations for implementation.

Special Note: For most CACs this number will be the number of cases covered at case review PLUS the number of individual team meetings (may occur after forensic interview or as needed). Do not count one child's case multiple times in one month.

Example:

If your CAC/MDT meets about Bobby's case 5 times in June, only count it once. If you meet about his case 2 times in July, again only count it once. We are capturing the unique number of cases coordinated per month, not the number of meetings per case per month.

20. **OTHER (please specify):** Under NARRATIVE tab of Excel Spreadsheet, indicate other services offered at the CAC that are not otherwise reflected in this monthly reporting form. This can include non-offending caregiver services (i.e. therapy, support group), prevention services, etc. In your brief narrative, please describe each OTHER service and the number of individuals served per each service. Estimate if necessary.

Example:

To describe your CAC's activity not captured in October's general reporting:  
CAC sponsored prevention event at local elementary school; approx. 300 children and 25 adults (teachers). Monthly Survivors With Children Support Group meeting, 14 adults in attendance.

21. **NUMBER OF CASES INVESTIGATED, CONCLUDED, AND CLOSED:** Indicate the number of cases investigated, concluded, and closed (no longer on the MDIT's criminal track). Indicate reason case was closed in the category fields on the Excel reporting sheet; if reason is not specified on list, include reason in "OTHER" box. Total of numbers in breakout boxes should equal number of cases investigated, concluded, and closed this month.

Special Note: The sum of all these subcategories should equal the NUMBER OF CASES INVESTIGATED, CONCLUDED, AND CLOSED.

22. **NUMBER OF CASES INVESTIGATED WHERE CHARGES WERE FILED:** Indicate the number of cases where charges were filed.

Special Note: NCA only has this counted after Law Enforcement closes their case so that there's no duplication in the counting.

23. **NUMBER OF CASES INDICTED:** Indicate the number of cases indicted by grand jury and/or by information.

24. **NUMBER OF CASES CONVICTED BY TRIAL:** Indicate the number of cases convicted in a trial by a jury.

25. **NUMBER OF CASES CONVICTED BY PLEA:** Indicate the number of cases convicted by plea agreement.

26. **NUMBER OF CASES ACQUITTED:** Indicate the number of cases acquitted.

27. **NUMBER OF CASES DISMISSED:** Indicate the number of cases dismissed for any reason.

28. **NUMBER OF JUVENILE OFFENDER PETITIONS FILED:** Indicate the number of juvenile offender petitions filed.

Special Note: Record this at the time when Law Enforcement files the petition with Prosecution rather than when Prosecution approves it.

29. **NUMBER OF JUVENILES ADJUDICATED:** Indicate the number of juveniles adjudicated.

30. **OTHER (please specify):** Indicate the other criminal justice responses that are not otherwise reflected in this monthly reporting form. In "OTHER" box, report criminal justice response and number of cases to which the response described applies. Describe under NARRATIVE tab.