

**VICTIMS OF CRIME ACT  
VICTIM ASSISTANCE GRANT PROGRAM  
MONTHLY STATISTICAL REPORT  
INSTRUCTION – DEFINITIONS**

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The victim assistance agency receiving funds under the Victims of Crime Act (VOCA) is required to submit a statistical report each month of the grant period. This monthly statistical report provides information on the effect VOCA funds has on services to crime victims in the state. This report should be submitted by the 20<sup>th</sup> of each month to the Division of Criminal Justice Services, 1204 Kanawha Boulevard East, Charleston, West Virginia, 25301-2901.

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**IMPORTANT NOTE REGARDING VICTIMS SERVICES:** A VOCA project refers to activities and services supported by VOCA funds plus required match. Except where otherwise indicated, the information in the monthly statistical report must be based solely on the VOCA funded projects, not on all other services and activities provided by the victim services agency.

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### **SECTION I. PROJECT INFORMATION**

Complete all items in this section

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### **SECTION II. VICTIMS STATISTICS**

Indicate the number of victims served by type of victimization. For Item 11, you may submit an additional sheet of paper to identify and record the number of victims served.

### **SECTION III. SERVICES STATISTICS**

Provide the number of victims receiving each type of service.  
Note: Review the description on each service prior to completing this question.

1. **Counseling** refers to in-person crisis intervention, emotional support, and 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 on-going 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 victims 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 a crime. This includes the evaluation of mental health needs, as well as the actual deliver of psychotherapy.
4. **Group Treatment/Support** refers to the coordination and provision of supportive group activities and 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 state of the criminal justice process, to include 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 suite, etc.
10. **Assistance in Filing Compensation Claims** includes making the victim aware of the availability of the 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 victim.
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 workers 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 function of the telephone call.
13. **Transportation** refers to transporting a victim from a crime scene, to court, or any other situation deemed necessary and is directly related to their victimization.
14. **Other** refers to other VOCA allowable services and activities not listed.

**SPECIAL NOTE:** Please be advised subgrantees are discouraged from reporting numbers in the "other" category. Please review all categories and report numbers in the category which BEST describes the type of victimization or services provided.

**VICTIMS OF CRIME ACT (VOCA)  
VICTIM ASSISTANCE GRANT PROGRAM  
MONTHLY STATISTICAL REPORT**

REPORT TIMEFRAME

THE VICTIM ASSISTANCE AGENCY RECEIVING FUNDS UNDER THE VICTIMS OF CRIME ACT (VOCA) IS REQUIRED TO SUBMIT A STATISTICAL REPORT FORM FOR EACH MONTH DURING THE GRANT PERIOD. THE STATISTICAL REPORT PROVIDES INFORMATION ON THE EFFECT THE VOCA FUNDS HAD ON SERVICES TO CRIME VICTIMS IN THE STATE. THIS REPORT SHOULD BE SUBMITTED (with the corresponding monthly Progress Report) TO THE STATE VOCA ADMINISTATOR BY THE 20<sup>TH</sup> OF EACH MONTH AT THE DIVISION OF CRIMINAL JUSTICE SERVICES, 1204 KANAWHA BOULEVARD, EAST, CHARLESTON, WEST VIRGINIA, 25301-2901.

**SECTION I  
PROJECT INFORMATION**

INDICATE REPORTING PERIOD: \_\_\_\_\_

A. PROJECT NUMBER: \_\_\_\_\_

B. GRANTEE NAME: \_\_\_\_\_

STREET/P.O. BOX: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

C. CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**SECTION II  
VICTIM STATISTICS**

A. INDICATE THE NUMBER OF VICTIMS SERVED BY TYPE OF VICTIMIZATION:

NOTE: Indicate the number of victims served by VOCA funds during the grant period. Each victim should be counted only once (i.e., a victim of a series of spousal abuse assaults should be counted more than once only as a result of separate and unrelated crimes).

NO. OF VICTIMS SERVED		NO. OF VICTIMS SERVED	
	1. CHILD PHYSICAL ABUSE		7. ADULTS MOLESTED AS CHILDREN
	2. CHILD SEXUAL ABUSE		8. SURVIVORS OF HOMICIDE VICTIMS
	3. DUI/DWI CRASHES		9. ROBBERY
	4. DOMESTIC VIOLENCE		10. ASSAULT
	5. ADULT SEXUAL ASSAULT		11. STALKING
	6. ELDER ABUSE		12. OTHER ( <i>Specify</i> )
	TOTAL		

**SECTION III  
SERVICES STATISTICS**

B. INDICATE THE NUMBER OF VICTIMS WHO RECEIVED THE FOLLOWING SERVICES

(See instructions for service definitions)

NO. OF VICTIMS SERVED		NO. OF VICTIMS SERVED	
	1. CRISIS COUNSELING		8. EMERGENCY FINANCIAL ASSISTANCE
	2. FOLLOWUP		9. EMERGENCY LEGAL ADVOCACY
	3. THERAPY		10. ASSISTANCE IN FILING COMPENSATION CLAIMS
	4. GROUP TREATMENT		11. PERSONAL ADVOCACY
	5. SHELTER/SAFEHOUSE		12. TELEPHONE CONTACT INFORMATION/REFERRAL
	6. INFORMATION/REFERRAL (IN PERSON)		13. TRANSPORTATION
	7. C J SUPPORT/ADVOCACY		14. OTHER ( <i>Specify</i> )
	TOTAL		