

# STOP Annual Progress Report: Guide to Victim Services (Questions #30A-30B-30C-30D)

## General Hints

- Do not list information, referrals, and/or safety planning in question 30A “other.” It is assumed that every victim receives these services. Therefore, information is not collected on these services.
- Do not list letters, phone calls, or visits in question 30A “other.” If they are part of unsolicited victim outreach, they should be reported in question 30D.
- **The fit does not have to be perfect**—if the service is similar to the description of the existing category, use that category.
- If you do report more than one type of service in “other,” include how many victims received each of the services you are reporting by placing the number beside the appropriate service in the text box description.

**NOTE:** The lists below are not intended to be exhaustive, but rather to serve as examples of victim services and where and how you should report them. Examples are organized into five groupings in this document:

- I. Reassignable to existing categories in question 30A victim services
- II. Reassignable to other questions—30B, 30C, and 30D
- III. Appropriate “other”
- IV. Inappropriate “other”
- V. More information needed

### **I. Responses that can be reassigned to existing categories in question 30A**

**Civil legal advocacy/court accompaniment:** *Assistance with civil legal issues provided by an advocate or legal advocate. Do NOT report legal services provided by an attorney and/or paralegal in this category—those should be reported in the category “Civil legal assistance.”*

Assistance in applying for victim compensation  
Assistance with immigration proceedings  
Assistance with protection order application  
Court accompaniment

**Civil legal assistance:** *Legal assistance provided by an attorney and/or paralegal*

Attorney services  
Legal representation

### **Counseling services/support group**

Clinical consultation  
Individual or family therapy  
Parent/child therapy  
Substance abuse treatment

**Hospital/clinical/other medical response:** *This does not include sexual assault nurse [SANE] or sexual assault forensic [SAFE] examinations—those should be reported in the category of “forensic exam.”*

Healthcare response  
Hospital accompaniment  
Medical accompaniment

### **Victim/survivor advocacy**

Case management  
Financial advocacy  
Job assistance  
Providing support and resources

## **II. Responses that can be reassigned to questions 30B, 30c, and 30D**

Shelter services: should be in reported in question 30B only.

Hotline calls: should be reported in question 30C.

Outreach to victims (unsolicited letters, phone calls, visits): should be reported in question 30D.

Victim witness notification: should be reported in question 30D.

**NOTE:** Whenever services are provided during or as a result of a hotline call, victim outreach, or victim witness notification, (if those services were also STOP-funded), they would be reported in the appropriate categories in question 30A.

## **III. Appropriate “others”--do not fit into existing categories, report in “other”**

Childcare  
Material/financial assistance (clothing, food, furniture, rent, security deposit, utilities, fuel)  
Safety items (911 cell phones, locks)  
Supervised visitation and exchange

## **IV.**

**V. Inappropriate “others”--these should not be reported in answer to question 30A**

Information and referrals - by themselves these are not considered services to victims for purposes of this reporting form. It is expected that these are routinely provided as part of other services such as victim advocacy or crisis intervention.

Safety planning – by itself this is not considered a service to victims for purposes of this reporting form. It is expected that safety planning is routinely provided as part of other services such as victim advocacy or crisis intervention.

Services to children/family members – only services provided to primary victims/survivors should be reported in questions 30A. Services to children and family members of primary victims/survivors can be described in the narrative, and secondary victims who receive services should be reported in question 26. Shelter services provided to family members can be reported in question 30B and hotline calls received from secondary victims can be reported in 30C under “Total calls.”

**VI. More information needed—should either be reported in an existing category or further described in “other”**

Follow-up – by itself this is not considered a service. If this refers to unsolicited victim outreach or to victim notification, this should be reported in question 30C; if services were provided to the victim, those specific services should be reported in the appropriate category in question 30A.

Safety check – if this is done by a law enforcement officer, it would not be reported in victim services. If an advocate accompanies a law enforcement officer, and provides other services during the check, those specific services should be reported in the appropriate category in question 30A.