



Violence Against Women Act

Measuring Effectiveness Initiative

Muskie School of Public Service, University of Southern Maine

STOP Reporting Form: Helpful Hints for Subgrantees

This document identifies some common issues or “red flags” found during the review of data submitted by STOP subgrantees. A “red flag” does not always indicate an error. If your data does not fit within the parameter described in this document, provide an explanation in question 63 (Narrative, Section F). This will help your STOP Administrator understand why your data is different than might be expected. Not all items from the annual progress report will be found in this document. Additionally, not all red flags have been identified in this document. The most common red flags have been highlighted. If you have any questions or comments, contact your STOP Administrator.

*****Throughout the entire reporting form, you should report only on grant-funded activities and activities supported with your required match.*****

Staff reported compared to activities reported: If activities were reported in any section of the form but corresponding staff were not reported, this is a red flag. While it is sometimes the case that subgrantees use funds for victim advocates or law enforcement officers who are not engaging in typical victim services or law enforcement activities (they could be funded to participate in the coordinated community response or to develop policies and protocols), it would be unusual for subgrantees to report victim services or law enforcement activities without corresponding staff to carry them out. You should be reporting staff who fulfill your match requirement and you should be careful to report staff by function and not by location - for example, a court-based advocate should be reported as an advocate and not as court personnel.

Other: Use the “Other” category as a last option when no other category is appropriate. Check to see if your response can fit into an existing category. The category does not have to be a perfect fit to your response. Only when your response is completely different from the existing categories should you use the “Other” category. The vast majority of responses will fit in an existing category. If you use the “Other” category, be as specific as possible. Include the numbers that correspond to each category you enter in “other,” if you identify more than one in the description box. Do not use acronyms or abbreviations to describe responses in the “Other” category.

General Information – Section A1

Question 7 (Indian Populations): If you indicate “yes,” list the specific tribal population(s) for which your program specifically focuses services or programming. Answers such as “all tribes in our service area” or the use of “etcetera” are not valid responses. This should not include tribal populations who happen to live in your service area or if American Indians happen to receive services. For example, a program in New Mexico should not indicate that they are serving Cherokee simply because there are Cherokee individuals living in their service area.

Staff Information – Section A2

Question 9 (Staff): Report the total number of full time equivalents (FTEs) funded by the STOP Program grant and/or required match during the current reporting period. This includes employees who are part-time and/or only partially funded with these grant funds and/or required match as well as

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contractors and consultants. Additionally, if grant funds and/or required match support overtime, or a service and not a particular person, you will need to calculate FTEs. One FTE is equal to 40 hours per week, or whatever is considered full-time by your organization. You should pro-rate the FTEs for staff that were partially funded, part-time, consultants or contract employees, or employed for only a portion of the twelve-month reporting period.. **Only report FTEs that are funded with grant funds and/or required match. Do not report in-kind staff.**

Calculations of FTEs should be based on the 52 week/12 month reporting period e.g., 2080 working hours in the twelve-month reporting period equals 1.0 FTE. **The reported FTEs must be in decimals not percentages and should always reflect the job functions performed by the staff, not their job title or job location.**

Reference for determining FTEs (full time equivalents)

Calculations below are based on 52 weeks at 40 hours a week over a twelve-month reporting period.

1.0 = (40 hours per week, full time/2080 [40 hours X 52 weeks] hours per twelve months)

.50 = (20 hours per week, half time/1040 hours per twelve months)

.40 = (16 hours per week/832 hours per twelve months)

.25 = (10 hr per week/520 hours per twelve months)

.10 = (4 hrs per week/208 hours per twelve months)

While you are not required to report FTEs that total less than .10 per category (4 hours per week or 208 hours per twelve months), it is helpful if you do so. If you do not report FTEs, please include a note in question 63 of the Narrative (Section F) indicating, for example, that “Contract attorneys provided 150 hours of civil legal assistance to victims/survivors.”

Examples for calculating FTEs

Example 1: Your program uses grant funds for a full-time law enforcement officer. The officer spends approximately 50% of her/his time performing law enforcement activities and the other half developing training curricula and providing training to other officers. You would report .50 in the “Law enforcement officer” category and .50 in the “Trainer” category.

Example 2: Three months into the reporting period, a full-time victim advocate was hired. In this case, you would need to pro-rate the FTEs to reflect nine months of the twelve-month reporting period. The correct FTE under “Victim advocate” would be .75 FTE (9 months/12 months).

Example 3: Your program uses 20 hours a week of a dedicated domestic violence prosecutor’s time to meet the match requirement for your STOP subgrant. You would report .50 in the “Prosecutor” category.

Example 4: Your program used STOP Program funds to pay overtime for officers in the domestic violence unit. You will need to convert this time into FTEs. Over the twelve-month reporting period, this came out to approximately 20 hours per week. You should indicate .50 FTE (20 hours/40 hours) in the “Law enforcement officer” category.

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Example 5: Your program uses grant funds to contract out victim services to a local DV program. The DV program receives \$15,000 over the course of a 12-month period to provide these services. Indicate FTEs under the appropriate existing category; i.e., “Victim advocate,” “Counselor,” etc. To determine FTEs, find out the average salary of a full-time person providing victim services and compare to the amount contracted. In this case, if the average annual salary of a full-time advocate is \$30,000, you would divide 15,000 by 30,000 (15,000/30,000) to determine the FTEs. This equates to 0.50 FTEs. FTEs can also be based on the number of hours that services were provided over the reporting period. To calculate FTEs, determine the average number of hours per week and divide by 40 (hours per week) or, add all hours worked during the 12-month reporting period and divide by 2080 (hours for one FTE for 12 months).

Example 6: Your program has contract attorneys that provided civil legal assistance during the twelve-month reporting period. At the end of the reporting period, you determined through invoices that they provided 120 hours of service. The FTE equivalent would be .06 (120 hours/2080 hours). In this case, because the FTE for civil attorney was less than .10 FTE, you may decide to omit this information in Question 9. It is helpful if you provide a brief statement about the intended omission in item 63 of the Narrative Section, so your STOP Administrator will know who performed certain activities, and this omission will not result in a red flag.

Responses in the “Other” category should be very specific, and you should always report FTEs based on job functions and not job titles. Responses such as graduate assistant, contractor, and consultant are not valid. We need to know the functions performed by those people. Some acceptable “Other” category entries include data analyst, program evaluator, and batterer intervention program staff.

Purpose Areas – Section B

Question 10 (Statutory purpose areas): Check all-purpose areas that apply to activities engaged in with STOP Program funds during the current reporting period. If you are not sure which purpose area(s) apply to your grant program, contact your STOP Administrator. **You should always check at least one purpose area.**

Training – Section C1

It is important to understand that training and education are two different activities. Only training activities should be reported in this section.

Training is for professionals or volunteers acting in the role of a professional, to improve their response to victim/survivor safety and to increase offender accountability.

Education means providing general information that will increase awareness of sexual assault, dating violence, domestic violence, or stalking.

Training is **not** an educational presentation or prevention education. If you are presenting to a group that is typically not seen as professionals that work with victims/survivors or offenders, you should question whether you are providing training or education. Some examples of education (that should not be reported in this section) include presentations to the general public, local civic groups, students

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(unless they are pre-professional, such as pre-med, nursing, MSW, or police academy students), victims/survivors, or parents, or education via the media (TV, newspaper, or radio).

Only training activities can be reported in this section. There is not a place on the form to report education activities. *You should contact your STOP Administrator if you are not sure if an activity is training or education.*

In this section, only report the training provided to non-grant-funded staff and supported with grant funds and/or required match. You should not report staff development activities or training provided to STOP-funded staff in this section. Staff development is training to improve professional skills of grant-funded staff or staff used to fulfill match requirements.

For example, you sent three judges who are not grant-funded and two court-based advocates who are grant-funded to a statewide conference using STOP funds. You will count this as one training event in Question 11 and then report only the three judges who are not grant-funded under the “Court personnel” category in Question 12. You can train your grant-funded staff, but you should not report those activities in this section.

If STOP-funded staff or staff used to fulfill STOP match requirements spent more than 208 hours over the 12-month reporting period providing training, coordinating training, developing curriculum, etc., this should be reflected in item 9 (Staff, Section A2) in the “Trainer” category.

Question 11 (Training provided): List all training events provided during the current reporting period that were supported with grant funds and/or required match and provided to non grant-funded staff.

Remember that a training event may be a five-minute roll call or a three-day conference. If you would like to provide additional information about the nature of the training events supported with STOP Program grant funds and/or required match, you may do so in question 14 or question 62 of the Narrative (Section F).

Example: Grant-funded staff went to a conference and provided a workshop on three consecutive days for three completely different audiences. In this case, report three separate training events and report each person attending each workshop. However, if you are holding a class and the audience is the same each week over a five-week period, this would be considered one training event and you will count the people attending the class only once.

Question 12 (People trained): Most categories with over 500 people would be a red flag. If you report a number that exceeds this number, include a note in item 63 (Narrative, Section F) that confirms the accuracy of the number reported.

The number reported in the “Community advocacy organization staff” category should typically be low. Community advocacy organizations are those that advocate for specific populations such as the Gray Panthers, NAACP, Human Rights Campaign, and National Organization for Women. For purposes of this reporting form, community advocacy organizations are not sexual assault, domestic violence, or stalking programs.

Use the “multi-disciplinary” category only if you cannot provide more specific information. If possible, it would be better to estimate specific groups. For example, if you train 99 police officers,

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advocates and prosecutors with roughly equal numbers of each, you should report these as 33 in each individual category rather than 99 in “multi-disciplinary.”

Use the “Other” category only if your response does not fit into any existing category. For example, if you train 911 dispatchers, even if they are not sworn officers, you should count them in the “Law enforcement officer” category. If you provide training to volunteers at community police academies, or to hotline, you should count them under “Volunteers.” Child protective service workers, firefighters, city workers, county workers, animal control officers, coroners, and other government workers should be reported as “Government agency staff.”

The vast majority of responses will fit in an existing category. If you do enter more than one professional into the “other” category, indicate how many of each category you provided training to in the text box. If the individuals or groups you have listed are not typically thought of as professionals working with victims/survivors, this would be a red flag.

Question 13 (Training content): Check all content areas that were addressed in the training that you provided during the current reporting period. Use the existing categories whenever possible, even if your response is not a perfect match. If the “Other” category is used, list specific topics and not the title of the training or the conference name. Rarely has a topic listed in the “Other” category been a valid response.

CCR – Section C2

This section provides a picture of the relationships that you have with other agencies and organizations within your community and the frequency with which you interact with these agencies and organizations. You should include all agencies and organizations, not just your grant partners.

Your participation in these coordinated community response (CCR) activities should be within the scope of your grant program. In the event that grant-funded staff are not participating in CCR activities, but CCR activities occur within the scope of your grant program, you should report those activities in this section.

Question 15 (Coordinated Community Response activities): Report the highest frequency of contact for each agency/organization in the “Referrals, consultations, and/or technical assistance” column with which you interact and only one interval of frequency in the “Meetings” column. For example, you work with three different LE agencies. You determine that you have contact with one on a daily basis, contact with one on a weekly basis, and contact with one on a monthly basis. These contacts include victim/survivor referrals, consultations, and technical assistance. You would indicate daily in the second column (victim/survivor referrals, consultations, and technical assistance) because the most frequent contact you have with a law enforcement agency is daily. In this same situation if you have contact with each of these three agencies weekly, you would check daily because you would round 3 times per week to daily contact.

The “Health/mental health organization” category includes hospitals and mental health providers. The agency/organization does not have to provide both health and mental health services for you to use this category. The “Domestic violence program” category refers to those programs that provide direct victim services, such as victim advocacy, crisis intervention, and/or shelter.

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Use the existing categories whenever possible. Keep in mind that your response does not need to be an exact fit to an existing category. Break down the membership of a task force or advisory group by using the existing categories. Report the individual agencies and organizations that participated in these groups. Do not put “Task Force” or “Advisory meeting” in the “Other” category

Policies – Section C3

Question 17 (Policies or protocols developed, substantially revised, or distributed): Only report policies/protocols that have been completed; do not report policies/protocols that are still under development or revision. Only those policies/protocols supported with STOP funds, and/or the required match, should be reported in this section.

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

Products – Section C4

Question 19 (Products developed, substantially revised, or distributed): Only report products that have been completed. Do not report products that are still under development or revision. Only those products supported with grant funds, and/or the required match, should be reported in this section.

Develop: To create a new product.

Substantially revise: To make a significant change to an existing product.

Number developed or revised: The number reported as developed or revised should not be more than the number of products listed in the “Title/topic” column. The number developed or revised refers to the number of products created from scratch or revised. Do not report the number printed. There is not a place on the reporting form to report the number printed. If you create a brochure in English and translate it into three additional languages, report that as four products developed.

Number distributed: You must report a number. Do not report, “distributed widely,” “on-going,” or “distributed at all training events.”

Languages: Do not specify English.

For example, during the current reporting period, you developed one brochure with grant funds and/or required match and had a thousand copies made. Report only one in the “Number developed or revised” column. In the “Title/topic” column, list the title or topic of the brochure. If you are going to distribute this brochure to victims, indicate “victims” in the “Intended audience” column. If you distributed 500 copies of the brochure, report 500 under the “Number used or distributed” column. You would not report the number of copies you made—only the number used or distributed. If it was developed in a language other than English, indicate the language in the “Other language” column.

Data Collection and Communication Systems – Section C5

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Question 20 (Data Collection and/or communication systems): Report the use of STOP Program funds and/or required match for data collection and/or communication systems. Only indicate the activities that were engaged in with grant funds and/or required match during the reporting period. If you purchased equipment in the previous reporting period, do not report it as purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

Question 21 (Purpose of data collection and/or communication systems): Check the purpose of data collection and/or communication systems. If you use the “Other” category, be as specific as possible.

Specialized Units – Section C6

A specialized unit is a centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges responsible for handling domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your STOP Program grant funds and/or required match. For the purposes of this reporting form, a specialized unit only exists within the criminal justice system and should consist of criminal justice personnel. A victim advocate can be part of a specialized unit, but a victim advocate alone does not constitute a specialized unit.

Question 22 (Specialized Units): Indicate the activities that grant funds supported during the current reporting period. Once you have reported a specialized unit as developed you will not report it as developed again.

The “Other” category should be used only when funds are used for an activity other than the activities listed; i.e., develop, support, expand, coordinate, or train. This category should not be used to describe a specialized unit. If the “Other” category is used, the response should be very specific.

To date, there has not been a valid activity listed in the “Other” category for this question.

System Improvement – Section C7

Question 24 (System Improvements): Report improvements to the larger service delivery or response system. Think about improvement as a broad system issue, something that will change the entire system.

If you reported the purchase of equipment in the Data Collection and Communication System Section (C5), you can report it again in this section.

If you use the “Other” category, please be as specific as possible. Responses such as “improved prosecution” are not valid because you should report how prosecution was improved.

Victim Services (Section D)

There are a few requirements that must be met before a victim is counted in this section.

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1. A key word here is *seeking*. The victim/survivor has to request or accept services before you can count them in this section.

In many jurisdictions, law requires that an attempt be made to contact victims. Additionally, many subgrantees have outreach programs. For subgrantees with such statutory requirements and/or outreach programs, it is critical to remember that if a victim does not request or accept services they cannot be counted in this question. This means that if you are required to send letters to all victims, you can only count victims in this section if they respond to the letter and request or accept services. Additionally, if your program contacts all victims by phone or in-person, you cannot count a victim in this section unless they request or accept services. You can however, report the victims you attempted to reach through outreach activities, and/or the number you contacted who did not want any services, in question 30D, victim-witness notification/outreach to victims/survivors. .

2. The services requested must be supported with your STOP Program grant funds and/or required match.

Only the primary victims of sexual assault, domestic violence and/or stalking should be counted in this section. Primary victims are those victims against whom the sexual assault, domestic violence and/or stalking was directed. Children of the primary victim and/or any other secondary victims should not be reported in this question. (See Question 26 below on reporting secondary victims served.) In the revised subgrantee reporting form, the age category 0-12 has been blocked out. This reflects the fact that programs should only be serving youth and adults. If you are serving a victim of dating violence who is under age 13, this will have to be reported in the narrative section of the report.

3. ***Secondary victims should not be reported in this question.*** They should be reported in question 26 (Number of secondary victims served). (See below.)
4. The federal definition of sexual assault, domestic violence and stalking should be followed. This definition can be found in the separate instructions to the report form, at Question 8.

You should make sure that all of these requirements are met when determining which victims you can count in this section.

Once you have determined that a victim should be counted in this section, your next step will be to determine if they were served, partially served, or not served. If you report victims as not served or partially served, it does not mean that you did not do your job. These categories were created to show Congress the real picture—that while. Yes, many victims are served today but there are still many victims who need help or who did not receive all the help they needed.

Question 25 (Victims served, partially served, and not served): Provide, to the best of your ability, an unduplicated count for each category: ***served, partially served, or not served*** for the current reporting period. This means that each victim who sought/accepted grant-funded services during the current reporting period should be reported only once. It is important to note that you can report a victim/survivor in each reporting period that the victim/survivor sought or received services.

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Example 1: A victim requested services three different times during the current reporting period, you should report this person only once in question 21 even though they came in three different times.

Example 2: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will still count them once in question 25.

Example 3: Your program offers court accompaniment and crisis intervention. A victim asks for these two services, both of which are grant-funded, and you are able to provide these services. In this case, the victim would be counted as **served**. On the other hand, if a victim asks for these two grant-funded services, but your program can only provide them with crisis intervention because the advocate is busy on the day they need to go to the court, count this victim as **partially served**, because your program could not provide court accompaniment. In the last scenario, if a victim asks for these two grant-funded services and you are not able to provide either of them, you would count this victim as **not served**, because you were not able to provide either court accompaniment or crisis intervention.

Count a victim/survivor **served** if they requested grant-funded services, or services provided through the required match, and your program was able to provide all of those services.

Count a victim **partially served** if they requested grant-funded services, or services provided through the required match, but your program could not provide all of those services.

Count a victim **not served** if they requested grant-funded services, or services provided through the required match, and your program could not provide any of those services due to programmatic issues such as those listed in question 22.

In this section, do not count a victim who only asks for services that are not STOP Program-funded, or provided through the required match. If your program provides a victim/survivor with a mix of grant-funded and non grant-funded services, you do not factor in your program's ability to provide the non grant-funded services when trying to determine if they are served, partially served, or not served.

Question 26 (Secondary victims served) Secondary victims are those who are indirectly affected by the domestic violence/dating violence, sexual assault, and/or stalking—i.e., children, siblings, spouses or intimate partners, grandparents, other affected relatives, friends, neighbors, etc.—who have received STOP Program-funded services. Secondary victims should not be reported or included in question 25 (primary victims/survivors served), question 28 (demographics), question 29 (relationship to offender), question 30A (victim services), or question 31 (protection orders).

Question 27 (Reasons partially served or not served): Indicate the reason(s) victims/survivors were reported as not served or partially served. The list of existing categories is comprehensive. To date, all reasons listed in the "Other" category could be reclassified or indicated the victim should have been reclassified (served, partially served, or not served), or the victim should not have counted in this section.

- If a victim refuses all services, then the victim should **not** be **counted** at all.
- If a victim requested services and then could not be located and no services were provided, then the victim should **not** be **counted** at all, unless the person was on a waiting list.

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- If a victim cannot be located after some services were provided, then the victim should be counted as **served**, unless the person was on a waiting list.
- A victim who was on a waiting list and cannot be located when services become available should be counted as **partially served** or **not served**, depending on whether or not they received some of the grant-funded services they requested.
- If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim should be counted as **served**, even if your program did not complete the service.

Question 28(Demographics): High percentages (25% or more) reported in “Unknown” categories may indicate that you are counting victims contacted through outreach activities, such as letters, as victims served. A high number in the “13-17” category under age may be an indication that you are reporting children of sexual assault, domestic violence, or stalking victims as victims served. This question should contain information only for primary victims of domestic violence, dating violence, sexual assault, or stalking. The total number in the “Race/ethnicity” category can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. The total number for age and the total number for gender should equal the total number of victims/survivors served and partially served.

Question 29 (Relationship to offender): The total number of relationships reported for each type of victimization can be greater than the total number of victims/survivors reported as served and partially served (25A and 25B) in that victimization, but it cannot be less. A high number of unknowns (25% or more) would be a “red flag” and may require further explanation.

Question 30A (Victim services): Report all types of grant-funded services that a victim received. No individual service category should have a number greater than the total number of victims served and partially served (25A and 25B). The cumulative total of all services can be higher than 25A and 25B. This is what is meant in the instruction, “The number of victims/survivors reported here may total more than the sum of 25A and 25B.” Only report how many victims received a particular type of service, not how many times a service was provided to each victim. For example, if a victim attends a 12-week support group during the 12-month reporting period you would only report this service once for that victim.

If the “Other” category is used, the response should be very specific. In the “Other” category, you should not list information, referrals, and/or safety planning. We assume every victim receives these services and are not collecting information on these types of services. Some acceptable “Other” responses include emergency cash, food, and clothing.

Question 30B (Shelter services): The number of victims/survivors reported in each individual category (“Emergency shelter” or “Transitional housing”) should not exceed the total number of victims served and partially served (25A and 25B). The cumulative total of both services can be higher than 25A and 25B. Under the “Number of victim/survivors” and “Number of family members,” provide an unduplicated count of the number of victims and family members who received shelter services. For example, if a victim is provided emergency shelter on three separate occasions and transitional housing on one occasion during the reporting period, count this victim once in each category, although all bed nights are counted.

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Questions 30C (Hotline calls) and 30D (Victim witness notification/outreach): Unlike victim services, these are NOT unduplicated counts, meaning that all hotline calls and all outreach/follow-up calls, letters, and visits can be reported. If a victim makes a hotline call or receives a call or letter but does not request or receive other services (for example, crisis intervention or victim advocacy), that victim will not be reported as served, partially served, or not served. If crisis intervention were provided over the hotline, that victim would be reported as served in 25A and the call would be reported in 30C under “Calls from victims/survivors.” If a victim calls the hotline many times in a reporting period, each call can be reported. There are two categories for hotline calls:

- The number of calls from primary victims/survivors
- The total number of calls (these calls would include informational calls, calls from secondary victims, etc., as well as calls from primary victims)

Question 31 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded/match-supported staff actually assisted a victim in obtaining the protection order. If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, this would be a red flag. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be reported.

Law enforcement – Section E1

In this section, you should report only the activities of law enforcement officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. If you are funding a law enforcement officer who is conducting training or developing policies, you would not fill out the law enforcement section. If you are funding a victim-witness advocate who is housed in a police department, you would report that person’s activities in victim services and would not complete the law enforcement section.

Question 33 (Activities): Only those cases or incidents related to sexual assault, domestic violence, and stalking should be reported. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under a primary victimization.

Only the calls for assistance that were related to sexual assault, domestic violence, and stalking should be reported.

You should report on “Incident reports,” “Cases/incidents investigated,” “Arrests of predominant aggressor,” “Enforcement of warrants,” “Referrals of cases of prosecutor,” etc., only when grant-funded or match-supported staff engaged in these activities.

For the purposes of the reporting form, an incident report refers to any time an officer responds to a sexual assault, domestic violence, or stalking related call. There does not need to be a formal form that is completed. An investigation occurs when evidence is collected and witnesses interviewed.

Reporting the same number of “Protection/ex parte/temporary restraining orders served” and “Protection orders issued” is a red flag. To determine the appropriate category ask, “Who issued the order?” Only the jurisdictions in which law enforcement has the power to issue a protection order

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should report in the “Protection orders issued” category. If the court issues a protection order and law enforcement is tasked with serving the offender with the protection order, this would be reported in the “Protection/ex parte/temporary restraining orders served” category.

Question 34 (Victim/survivor referrals to victim services): This is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the police department or prosecutor’s office) or non-governmental agencies. This is not an unduplicated count; you may count a victim each time a referral is made.

Question 35 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded/match-supported law enforcement officers actually assisted a victim in obtaining the protection order. Low numbers or no numbers are common in this item. The exception is when law enforcement are legally authorized to issue protection orders directly, which would be reported in question 33 as “Protection orders issued.” The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Prosecution – Section E2

Please read the separate instructions before completing this section. Prosecutors are asked to report cases, not charges. A case may involve multiple charges or counts and multiple victimizations. You should identify the primary victimization and report the case based on the highest level charge. You should also report the disposition of the case by that primary victimization. In this section, you should report only the activities of prosecutors who are STOP Program-funded, or supported with required match, and activities directly supported with grant funds or the required match. Only those cases related to sexual assault, domestic violence/dating violence, and stalking should be reported.

All subgrantees completing this section should complete questions 37a and 37b.

Question 37A (Number of sexual assault, domestic violence/dating violence, and/or stalking cases received, accepted, declined, or transferred)

a (Number case referrals received)—report the number of cases received by the STOP Program-funded prosecutor, even if your prosecution office does make the charging decisions, and regardless of how the case is received,

b (Number of cases accepted for prosecution)—report the number of cases in which an affirmative decision is made to proceed with prosecution of the case (if the charging decision is made by law enforcement or if you have a no-drop policy, the numbers in 37a and 37b could be the same),

c (Number of cases declined)—report the number of cases in which a decision is made not to proceed with prosecution of the case

d (Number of cases transferred to a higher or lower court that is outside grant-funded jurisdiction)

Question 37B. (Reasons for declining cases) Indicate the reason for declining cases reported in 37Ac, by the primary victimization. Whenever possible, use the existing categories of reasons for declining

Question 38 (Disposition of cases): You should report the disposition by type of case. The case should be characterized by the primary victimization and by the highest level charge. For example, an offender is charged with felony sexual assault and misdemeanor criminal threatening by an intimate partner. As the result of a plea bargain, the felony charge is dropped in exchange for a guilty plea to a misdemeanor sexual assault charge. You would report one in the “felony sexual assault” row and the

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“plead to a lesser charge in lower category” column. Neither the misdemeanor charge that resulted from the plea bargain nor the misdemeanor criminal threatening charge would be reported, since you are reporting the disposition by the type of case, which was characterized as “felony sexual assault.”

If the “Other” column is used, provide more information as to the nature of these dispositions in question 63 of the Narrative (Section F).

Question 40 (Tribal subgrantees): Only tribal subgrantees should complete this question.

Question 41 (Victim survivor referrals to victim services): This question is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the police department or prosecutor’s office) or non-governmental agencies. This is not an unduplicated count; you may count a victim each time a referral is made.

Question 42 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded/match-supported prosecution staff assisted a victim in obtaining the protection order. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Courts – Section E3

In this section, you should report only the activities of court personnel that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those cases related to sexual assault, domestic violence, and stalking should be reported.

Question 45 (Disposition of criminal cases): The dispositions of cases should be reported by the primary victimization.

Question 46 (Judicial monitoring): The number of individual review hearings conducted should not be less than the number of offenders reviewed. An individual hearing is the hearing held for each offender, even when that offender is reviewed during the same court sessions as other offenders. For example, your program holds review hearings on the second Tuesday of the month. Over the 12-month reporting period, the same 50 offenders are reviewed each month. You would report 50 offenders reviewed and 600 (50 offenders X 12 months) review hearings conducted.

Question 48 (Victim survivor referrals to victim services): This question is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators in the police department or prosecutor’s office) or non-governmental agencies. This is not an unduplicated count; you may count a victim each time a referral is made.

Question 49 (Civil protection orders): The number of protection orders reported should reflect the number of civil protection orders processed by the court. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed. If this item is not completed, provide a reason in question 63 in the Narrative (Section F).

Question 50 (Criminal protection orders): The number of protection orders reported should reflect the number of criminal protection orders granted by the court to victims/survivors of sexual assault,

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domestic violence/dating violence, and stalking. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Probation and Parole – Section E4

In this section, you should report only the activities of probation officers who are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those cases related to sexual assault, domestic violence, and stalking should be reported

Question 52 (Number of offenders): If you have not previously filed an annual progress report, you should include all continuing cases at the time grant funds began to support probation and parole activities. The number completing probation should not be higher than the number of continuing and new offenders.

Question 53 (Monitoring activities): You should complete both the number of offenders/victims and the number of contacts. For example, your grant-funded staff monitor 60 offenders over the twelve-month reporting period. Over the course of the reporting period, grant-funded staff had telephone contact with each offender once a month. In the “Telephone contact with offender” category report 60 offenders and 720 contacts (60 offenders x 12 contacts).

Question 55 (Victim survivor referrals to victim services): This question is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the police department or prosecutor’s office) or non-governmental agencies. This is not an unduplicated count; you may count a victim each time a referral is made.