



Violence Against Women Act

Measuring Effectiveness Initiative

Muskie School of Public Service, University of Southern Maine

SASP Annual Progress Report: Guide to Victim Services (Question 16)

General Hints

- Do not list information, referrals, and/or safety planning in question 16 “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 16 “other.” If they are part of unsolicited victim outreach, they should be reported in question 18.
- **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 16 victim services
- II. Reassignable to other questions—17 and 18
- III. Appropriate “other”
- IV. Inappropriate “other”
- V. More information needed

I. Responses that can be reassigned to existing categories in question 16

Civil legal advocacy/court accompaniment: *(Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding. Does not include advocacy by attorneys and/or paralegals.)*

Assistance with immigration proceedings
Assistance with protection order application
Court accompaniment (civil)
Legal needs assessment

Counseling services/support group

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

Criminal justice advocacy/court accompaniment (Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; advocacy with probation/parole/corrections; supporting victims/survivors through sex offender management process; and all other advocacy within the criminal justice system.)

Court accompaniment (criminal)

Financial counseling

Financial advocacy

Hospital/clinical/other medical response: *This does not include sexual assault nurse [SANE] or sexual assault forensic [SAFE] examinations.*

Hospital accompaniment
Medical accompaniment

Victim/survivor advocacy

Assistance in applying for victim compensation
Case management
Job assistance
Providing support and resources

II. Responses that can be reassigned to questions 17 and 18

Hotline calls: should be reported in question 17.

Outreach to victims (unsolicited letters, phone calls, visits): should be reported in question 18.

NOTE: Whenever services are provided during or as a result of a hotline call or victim outreach (if those services were SASP-funded), they would also be reported in the appropriate categories in question 16.

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)

IV. Inappropriate “others”--these should not be reported in answer to question 16

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.

Personal support – by itself this is not considered a service to victims for purposes of this reporting form. It is expected that support is 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.

V. 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, this should be reported in question 18; if services were provided to the victim, those specific services should be reported in the appropriate category in question 16.