

**OFFICE OF VICTIM SERVICES**  
**VICTIM ASSISTANCE GRANT PROGRAM**  
**QUARTERLY STATISTICAL REPORT INSTRUCTIONS**

I. General

A. Submission of Reports

Agencies receiving OVS grant funds are required to submit one signed original of this report. Faxed reports are acceptable. The report can also be submitted by email. If emailed, the report must be sent by the Project Director that would normally sign the report. It will not be necessary to submit a mailed copy if the report is sent by email.

Certification - The project director must certify by signature and date that the information contained in the report is true (Section E). Note: If the report is sent via email, this certification must be included in the text of the email.

Reports must be submitted on the appropriate due date (thirty-first day of the month following the end of the quarter with exceptions made for holidays and weekends) to:

James Morgan  
Program Manager  
Office of Victim Services  
225 Spring Street, 4<sup>th</sup> Floor  
Wethersfield, CT 06109  
Telephone: 860-263-2760  
Fax: 860-263-2777  
Email: [James.Morgan@jud.ct.gov](mailto:James.Morgan@jud.ct.gov)

B. Reporting Guidelines

Report documents in Excel formats are available by email. Only use the forms provided by OVS. Do not use older versions of report forms.

In any reporting period in which no project activity took place, the required statistical report must still be filed with OVS. If no project activity took place or no services were provided, report zero statistics and submit a letter indicating why no activity took place for the report period.

C. Revisions

Requested revisions can be faxed or emailed. Add REVISED, the revision date, and the revision number to the upper right hand corner of all revised progress report documents. Highlight changes made in an alternate color (red or blue) if possible. Revisions must be received within fourteen days of the initial request.

II. Statistical Charts

F. Unduplicated new victims and ongoing victims served this quarter by type of victimization –

At the start of the project period, complete the column for projected number of victims to be served by type of victimization. The numbers can be obtained from the scope of services document.

For each quarter, identify and total by type of victimization, the number of unduplicated victims served only by OVS funded project staff, match, and volunteers. Do not include victims served on non-OVS project time or by other staff. Each victim receiving services during the quarter should be reported as either a new victim or an ongoing victim, never both. People who are victims of multiple types of victimization should be reported under the principal cause for

**OFFICE OF VICTIM SERVICES**  
**VICTIM ASSISTANCE GRANT PROGRAM**  
**QUARTERLY STATISTICAL REPORT INSTRUCTIONS**

referral to the project. No victim should be reported on more than one line. Note: All victims are new for the first quarter. This information should be specific to the project.

- G. New victims and ongoing victims served this quarter by types of service - For each quarter, indicate the number of victims who received each type of service (not the number of times that each service was provided). If a person received more than one type of service, s/he may be reported on more than one line. Example - A person may receive crisis counseling, group treatment/support, personal advocacy, and follow-up contact. The types of service will only equal the total number of victims served if each victim served received one type of service. The number of victims receiving each type of service must never be greater than the number of victims served. The grand total for all services must never be less than the number of victims served. Do not report the means of service delivery (mail, fax, e-mail, home visit, and letter) but rather the actual service provided. This information should be specific to the project.
- H. Demographic/civil rights information for new victims served this quarter - For each quarter, report demographic/civil rights information for new victims. Report as Unknown those victims whose age range, gender, race, and disability status is not known, such as those people served through crisis hotline counseling. The totals reported for age range, gender, race, and disability status must be identical and must equal the total number of new victims served. This information should be specific to the project.
- III. Reporting Guidelines/Examples
- A. Historical crime - If a victim receiving services by the project discloses victimization from other historical crimes, s/he should not be counted as a new victim of the historical crimes.
- B. Race - The concept of race as used by the U.S. Census Bureau reflects self-identification by people according to the race or races with which they most closely identify. The racial classifications used by the U.S. Census Bureau adhere to the October 30, 1997, Federal Register Notice entitled *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity* issued by the Office of Management and Budget. The concept of race is separate from the concept of Hispanic origin.
- C. Separate and unrelated crime - Each victim should be counted only once, e.g., a victim of a series of domestic violence assaults should be counted more than once only as a result of separate and unrelated crimes. If a person is a victim of the same crime by a different perpetrator during the quarter or contract period, s/he may be counted as a new victim more than once in that quarter or contract period. Services provided as a result of the separate and unrelated crime may also be counted under types of service.
- D. Types of service - Report only those services provided under, and allowed by, the OVS-funded project as detailed in the Scope of Services. Indicate services that most closely correlate to the services provided.
- E. Victims must be reported as individuals - Example - A family of six can be reported as one victim of child sexual abuse, two non-offending parents, and three siblings. Services and demographic/civil rights information must be reported for individual victims as opposed to families and couples. Only report statistics for those household members that received direct services under the OVS-funded project.