

DOMESTIC VIOLENCE CORE SERVICE STATISTICS

DEFINITIONS OF TERMS

Statistical Time Frames: January 1 - December 31

Must be submitted by the fifteenth day of the month following the reporting period.

1. VICTIMS SERVED:

List all victims for whom you have done a formal intake whether being admitted to shelter or nonresidential services. Please report the number of women, children, and men who received shelter and nonresidential services.

- **CLIENTS CARRIED OVER** - List the number of victims served in December of the previous year who remain in shelter in January or are still receiving nonresidential services in January.
- **CLIENTS # ADMITTED** - For residential clients, list the number of victims requiring emergency shelter and related support services who were admitted to a domestic violence shelter facility this month. For non residential clients, list the number accepted by the program, following a formal intake, *to receive those non residential services listed in #8.*
- **HOTEL/MOTEL CARRIED OVER** - List the number of victims given temporary safe placement in local hotels/motels or safe homes in December who remain in such placement in January.

NOTE: THE CARRIED OVER NUMBERS ARE ONLY COUNTED ONCE - IN JANUARY.

- **HOTEL/MOTEL # ADMITTED** - List the number of victims requiring temporary safe placement in local hotels or motels. Does not refer to agency operated facilities. If the victim is placed in a hotel/motel for a few days and then enters the same agency's shelter, the victim should be counted once as a hotel/motel placement and once again as a shelter placement. (We recognize that this may result in a duplicated figure, however we are interested in highlighting the role of the hotel/motel placement as an overflow mechanism prior to the victim's actual shelter stay.)

2. AVERAGE LENGTH OF VICTIM'S SHELTER STAY IN DAYS

(1) List the total number of adult victims discharged this month; (2) Determine the total number of days each adult victim spent in residence from the date of admission to discharge and add all days together; (3) Divide the total number of days adult victims spent in residence by the total number of adult victims discharged this month to determine the average length of stay. Do this procedure for both shelter and hotel/motel.

3. POST SHELTER RESIDENCE

This category tracks where clients told you they were going when they left shelter. (*Do not count Hotel/Motel discharges.*)

- **RETURN HOME/RECONCILIATION WITH PARTNER:** The client returned to their own home in an attempt to reconcile with the batterer.
- **RETURN HOME/NO RECONCILIATION:** The client returned to their own home without the batterer.

- ESTABLISH NEW RESIDENCE: The client moved to a new place of residence without the batterer.
- FAMILY OR FRIENDS HOME: The client moved in with family or friends.
- TRANSITIONAL HOUSING: The client entered a transitional housing facility run by your program or another agency.
- OTHER DV SHELTER: The client moved to another DV shelter for any reason.
- OTHER: The client chose to go to another non DV agency or homeless shelter.
- UNKNOWN: The client did not indicate destination upon exit.
- TOTAL: This number represents the total of all women and men listed in this category and should equal the number of victims discharged this month (item two above).

4. NOT ADMITTED TO SHELTER

List all victims who could not be admitted to shelter at the time of their request for any of the reasons listed. There should be a reasonable justification for not admitting a victim to shelter. No shows and those refusing shelter are not counted. Reasons include:

- INSUFFICIENT SPACE: The shelter is full or cannot accommodate the victim and all the children
- SAFETY: Admitting a victim to shelter may present a safety problem because the abusive partner knows the location of the shelter, the client feels he or she is in danger, or it might jeopardize the safety of current residents.
- NOT A DV CLIENT: The individual requesting services is not a victim of domestic violence.
- SUBSTANCE ABUSE: The individual requesting services is actively abusing drugs or alcohol.
- MENTAL HEALTH DISABILITIES: The individual requesting services is a danger to themselves or others or requires medication supervision, services or monitoring that the program is unable to provide.
- OTHER: The individual requesting services has other problems which render the victim incapable of living in a communal environment, or the victim was previously sheltered by the program but residential services were terminated as a result of noncompliance with shelter rules and guidelines. **PLEASE IDENTIFY IN SPACE PROVIDED.**

ALL VICTIMS NOT ADMITTED TO SHELTER MUST BE OFFERED AN APPROPRIATE REFERRAL. ANY VICTIMS NOT ADMITTED FOR REASONS OF INSUFFICIENT SPACE OR SAFETY CONSIDERATIONS MUST BE REFERRED TO ANOTHER DOMESTIC VIOLENCE LEAD AGENCY IN ACCORDANCE WITH THE NJCBW APPROVED REFERRAL POLICY.

5. PREVIOUSLY SHELTERED

List the number of victims who have received ANY domestic violence shelter service prior to this month. Includes all domestic violence shelters regardless of their location (in any state, in any county, at any time, for any length of stay).

6. TRANSITIONAL HOUSING (VICTIMS)

This category refers to post shelter or second-stage housing operated by your agency and may include multiple or scattered sites.

- RESIDENTS CARRIED OVER - List the number of victims who received post shelter

housing in December and remain in such housing in January.

NOTE: THE CARRIED OVER NUMBER IS ONLY COUNTED ONCE - IN JANUARY.

- RESIDENTS ADMITTED - List the number of victims who entered your program's post shelter housing facility this month.
- NUMBER WAITING FOR TRANSITIONAL SERVICES - List the number of victims waiting for second stage housing even if they were counted the previous month. This will result in duplicated numbers for the year end which NJCBW will divide by 12 to determine the average number of clients waiting for transitional housing each month.

7. AVERAGE LENGTH OF TRANSITIONAL HOUSING STAY IN MONTHS

(1) List the total number of adult victims discharged this month in each service category; (2) Determine the total number of months each adult victim spent in residence from the date of admission to discharge and add all months together; (3) Divide the total number of months adult victims spent in residence by the total number of adult victims discharged this month to determine the average length of stay.

8. TYPES OF ADULT VICTIM SERVICES

List the number of advocacy and support services provided by your agency to adult, residential and non residential victims. THIS CATEGORY COUNTS NUMBER OF SERVICES PROVIDED TO EACH ADULT VICTIM, NOT INDIVIDUALS SERVED.

•COUNSELING:

Individual - Counseling provided on an individual basis

Group - Number of group counseling sessions provided to each victim (*i.e. 5 victims attending 5 group sessions would be counted as 25 sessions*).

Family - Counseling provided to the victim and family together (includes parent/child sessions)

•FINANCIAL ADVOCACY:

Assist with TANF/GA Application - List the number of times you assisted clients in applying for welfare, either Temporary Assistance to Needy Families or General Assistance.

Assist with EA/TRA Application - List the number of times you assisted clients in applying for Emergency Assistance or Temporary Rental Assistance.

Other - List the number of times help was provided in obtaining necessary resources from unemployment, other aid programs, or other financial matters.

- HOUSING ADVOCACY: List the number of times information on available housing was provided or the number of times assistance was given in helping women prepare for the housing application process.

- IMMIGRATION ADVOCACY: List the number of times clients were assisted with immigration processes or issues.

- WALK IN INFORMATION & ASSISTANCE - List the number of times you provided information or assistance to victims for whom you did not do a formal intake. (This does not include legal services which are reported below)

9. LEGAL ADVOCACY

VICTIMS RECEIVING SERVICES THIS MONTH

List the number of nonresidential victims who received any kind of legal assistance this month. This will include any victims who received information or assistance from a legal

advocate, attorney or counselor from your program, whether a formal intake has been done or not, and whether victims were seen at the court house or outreach office.

TYPES OF SERVICES

This information should be reported by legal advocates, counselors or any staff person providing the service to residential or nonresidential clients.

List the number of times legal services were provided by your agency to adult, residential and non residential victims. **THIS CATEGORY COUNTS NUMBER OF TIMES SERVICES WERE PROVIDED TO EACH ADULT VICTIM, NOT INDIVIDUALS SERVED.**

- LEGAL OPTIONS SESSION: Session to provide legal options and/or court preparation (Do not include sessions provided as a result of municipal or family court intervention. They are counted below.)
- MUNICIPAL COURT INTERVENTION: Initiating contact with an identified victim during court for the purpose of providing information and referral
- MUNICIPAL COURT ACCOMPANIMENT: Accompanying a victim to a municipal court hearing for the purpose of providing support
- FAMILY COURT INTERVENTION: Initiating contact with an identified victim during court for the purpose of providing info and referral
- FAMILY COURT ACCOMPANIMENT: Accompanying a victim to a family court hearing for the purpose of providing support
- COURT REQUESTED SESSION: Session with victim who is seeking to dismiss complaint and is asked by the court (including a judge, probation officer, DV hearing officer, intake unit, or in the case of municipal court, police, etc.) to first speak with a victim advocate; court requested session for any other reason
- OTHER LEGAL ADVOCACY: Action taken on behalf of a victim with the legal system when there is a problem or situation that needs resolution/correction. For example, call to a police department, letter to a judge, letter to the Working Group, etc.
- PRO BONO LAWYER SERVICE: Session provided with an attorney who is a part of your program's pro bono legal project or clinic.

10. BATTERERS SERVED

List all batterers served.

- BATTERERS CARRIED OVER - List the total number of batterers (whether they accepted services voluntarily or were court ordered) served in December of the previous year who continue to receive services in January.

NOTE: THE CARRIED OVER NUMBER IS ONLY COUNTED ONCE - IN JANUARY.

- BATTERERS ADMITTED VOLUNTARILY - List the number of batterers who voluntarily sought and were accepted for services this month.
- BATTERERS ADMITTED COURT ORDERED - List the number of batterers who were court ordered and accepted for services this month.

11. TYPES OF NON RESIDENTIAL BATTERERS SERVICES

List services provided to voluntary and court ordered perpetrators of domestic violence. **THIS CATEGORY COUNTS NUMBER OF SERVICES PROVIDED TO EACH ADULT MALE OR FEMALE BATTERER, NOT INDIVIDUALS SERVED.**

•COUNSELING:

Individual - Counseling provided on an individual basis.

Group - Number of group counseling sessions provided to each batterer (*i.e. 5 batterers Attending 5 Group Sessions would be counted as 25 sessions*).

Family/Couple - Counseling provided to the batterer and family together or batterer and victim together.

•COURT ORDERED MONITORING: List the number of times you provided reports to the court on batterers receiving services from your program.

•ASSESSMENT: List the number of times you did assessments on batterers.

DEMOGRAPHICS:

THIS SECTION ONLY COUNTS THE NUMBER OF BATTERERS SERVED.

• SUBSTANCE ABUSER: List the number of batterers served who are substance abusers.

• MENTAL HEALTH DISABILITY: List the number of batterers served who are diagnosed with mental illness.

12. WAITING FOR NON RESIDENTIAL SERVICES

List the number of non residential individuals maintained on a waiting list this month or referred elsewhere due to service limitations even if they were counted the previous month. This will result in duplicated numbers for the year end which NJCBW will divide by 12 to determine the average number of clients waiting for non residential services each month.

13. DEMOGRAPHICS OF ADULT VICTIMS ADMITTED THIS MONTH

List adult victims admitted to shelter or hotel/motel facilities and/or accepted for non residential services.

•DIFFERENTLY ABLED:

Mobility Impaired - List the number of victims served who have a condition which impairs their movement. People with mobility impairments sometimes use wheelchairs, braces, walkers, or crutches.

Visually Impaired - List the number of victims served who have vision problems which require special accommodations or restrict activities such as driving.

Hearing Impaired - List the number of victims served who are Hard of Hearing or deaf and require accommodations in order to communicate.

Mental Health Disability - List the number of victims served who are diagnosed with mental illness.

•OTHER DEMOGRAPHIC INFORMATION:

Substance Abuser - List the number of victims served who are substance abusers.

Sexual Assault Survivor - List the number of victims served who are survivors of sexual assault, either as adults or children.

•RACE: List the number of victims served in each racial or ethnic category. Clients should be listed in the category with which they identify. Biracial is available for clients that identify with two or more different races or ethnic backgrounds. OTHER is for clients who identify with a racial or ethnic group not listed. (If you put a number in the OTHER category, PLEASE identify the client's race or ethnic background). PLEASE DO NOT LIST NATIONALITY. Clients for whom you cannot identify a category should be listed under unknown. Add all categories to get the total. This total should equal the number of

victims admitted this month for residential and non residential services.

- NON-ENGLISH SPEAKING LANGUAGES:** List the number of ADULT victims (who required a translator) in order to receive services this month. It is important to place the monthly totals in the appropriate language spaces. If a victim requires a translator and speaks a language that is not listed, count them in the OTHER category. (If you put a number in the OTHER category, PLEASE indicate the language.) This helps us identify new groups that may need specific language services or literature.
- AGE (ADULTS):** List adult victims in the appropriate age category. Add all age categories to get the totals. These totals should equal the number of victims admitted this month for residential and non residential services.
- WELFARE RECIPIENTS:**
 - Referred by CWA*** - List the number of clients referred by the County Welfare Agency this month whether assessed for a Family Violence Option Waiver or referred for services.
 - Current TANF/GA Recipient** - List the number of victims who were already receiving cash assistance, either Temporary Assistance to Needy Families (TANF) or General Assistance (GA) when they were admitted for services.
 - Current EA/TRA Recipient** - List the number of victims who were already receiving Emergency Assistance (EA) or Temporary Rental Assistance (TRA) when they were admitted for services.

The information requested below applies to clients assisted in No. 8 with TANF/GA Applications and EA/TRA Applications as well as clients listed above who were current TANF/GA or current EA/TRA recipients upon entering your program.

EA 12 Month Limit Reached - List the number of victims who reached their time limit for EA/TRA (12 months).

TANF – List the number of victims who reached their time limit for TANF (60 months.)

Sanctioned - List the number of victims who were sanctioned for not complying with Work First requirements

Granted DV Waiver - List the number of victims who were granted a temporary waiver from meeting Work First requirements because of domestic violence.

Denied DV Waiver - List the number of victims who were not granted a waiver of Work First requirements because of domestic violence.

- NONHETEROSEXUAL ORIENTATION:** *For NJCBW use only* List victims according to the following definitions:
 - Lesbian - A woman who identifies herself as relating emotionally and sexually, primarily or exclusively to other women.
 - Gay Men - A man who identifies himself as relating primarily or exclusively to other men.
 - Bisexual - A woman or man who has sexual and emotional relationships with both sexes.

14. CHILDREN'S INFORMATION

SERVICES:

List the number of services received by children in residential or non residential settings this

month.

•COUNSELING:

Individual - Counseling provided on an individual basis

Group - Number of group counseling sessions provided to each child (*i.e. 5 children attending 5 group sessions would be counted as 25 sessions*).

Family - Counseling provided to the child and family together (includes parent/child sessions)

- DAY CARE: Preschool, full day, or after school care by a licensed child day care provider either through the domestic violence program or a community program.
- RECREATION/CHILD CARE: Guided recreational activities or any short-term limited child care services to residential or non residential mothers.
- EDUCATION SUPPORT: The number of times activities were provided to enhance a child's academic proficiency. May include tutoring, homework program, or assistance with enrollment in or transfer of schools.
- ADJUNCTIVE THERAPY: Includes recognized alternative therapies such as play, art, drama, music, dance and/or movement therapy.

AGE: (CHILDREN):

List children in the appropriate age category. Add all age categories to the totals. These totals should equal the number of children admitted this month for residential or non residential services.

OTHER DEMOGRAPHIC INFORMATION:

- ACTIVE DYFS CASES - List the number of children admitted this month for whom DYFS has an open case.
- CLASSIFIED CHILDREN - List the number of children admitted this month who have already been classified by their school as learning disabled, emotionally delayed, ADD, ADHD, or other classification.

15. HOTLINE CALLS

List hotline statistics from shelter, outreach and satellite offices currently operated by your agency.

- CRISIS CALL - VICTIMS: List all domestic violence related calls from any victim requesting or needing **EMERGENCY** services no matter what those services are.
- NON CRISIS VICTIM CALLS: List all non crisis service related calls from domestic violence victims regardless of the number of times the person has called.
- BATTERERS CALLS: List calls from any batterer, regardless of sex, requesting services or related assistance regardless of the number of times the person has called (i.e. crisis intervention, counseling, information and referral).
- DOMESTIC VIOLENCE INFO - ANY SOURCE: List all calls for information about domestic violence or victim related calls from any source other than the victim. This includes initial referral calls from: POLICE, FAMILY, FRIENDS, SOCIAL WORKERS, COUNSELORS, ETC.
- INFO AND REFERRAL - NOT DV: Represents all requests for information and/or

assistance not related to domestic violence or victim services. Includes: requests for housing, welfare, mental health services, legal services, substance abuse counseling, etc. THIS CATEGORY DOES NOT INCLUDE AGENCY BUSINESS CALLS.

NOTE: We are not interested in tracking miscellaneous or administrative calls which may come over the hotline. Agency related business calls, requests for education and training, personal calls for staff or clients, donations, wrong numbers and all other calls not related to domestic violence core services should not be counted.

16. PREVENTIVE EDUCATION AND TRAINING

List the number of trainings and/or presentations provided by *personnel from* your agency this month according to the individual audience category in the # of Trainings and Presentations column. List the number of people attending *the trainings or presentations provided by personnel from your agency* in the Size of Audience column. (*Do not list presentations or trainings you attended*).

COURT PERSONNEL: Judges, probations officers, prosecutors, court intake workers, hearing officers

POLICE: State and municipal law enforcement, as well as campus, workplace and park security

FAITH BASED ORGANIZATIONS: Churches, synagogues, mosques, clergy, religious organizations, women, men and youth faith based groups

HEALTH CARE ORGANIZATIONS & PROGRAMS: Hospitals, clinics, emergency technicians, physicians, nurses

SCHOOLS (PRE SCHOOL THROUGH COLLEGE): Students and/or faculty

MENTAL HEALTH AGENCIES: Counseling agencies, addiction agencies

HUMAN SERVICE AGENCIES (INC. DYFS, WELFARE): Disability agencies, aging groups, women, men, and youth agencies.

LAWYERS: Public and private practicing attorneys

CIVIC CLUBS: Rotary, Junior Women's Club, League of Women Voters, Chamber of Commerce, etc.

GENERAL PUBLIC (KEYNOTE ADDRESS, CONFERENCES, ETC.):

Presenting/training in a collaborative setting.

CRISIS INTERVENTION TEAMS: Self explanatory.

ELECTED OFFICIALS: State, county and municipal elected officials

COMMUNITY BASED ORGANIZATIONS: Organizations that provide a range of services that do not fall in any specific category listed above.

VOLUNTEERS - Persons trained who may or may not work as a volunteer at your program or at another program.

OTHER - Please specify

17. COMMUNITY AWARENESS

List the number of community awareness campaigns where your agency used the media to increase community awareness of domestic violence.

One press release is counted as one campaign regardless of the number of newspapers it was distributed to. Count the number of times you were contacted by the media and provided information to them and the number of times you have appeared on radio or television as a domestic violence spokesperson.

NEWSPAPERS: Daily or weekly news publications

RADIO: PSA's or program participation

TELEVISION: PSA's or program participation

Count the number of campaigns where your agency supplied information to publications, developed and distributed an agency newsletter (monthly, quarterly, semi-annually, yearly) or provided flyers, handouts, etc.

PUBLICATIONS: Magazine or journal advertisements or articles, or agency newsletters

AD CAMPAIGNS: Flyers, handouts, billboards

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