

**DHFS Domestic Abuse Program  
2006 Client/Service Data**

**Program** \_\_\_\_\_

**Table 1.** Number of women, men, and children served in 2006 by racial/ethnic group. *This should be an unduplicated count for all services, excluding phone services.*

	<b>Women</b>	<b>Men</b>	<b>Children</b>	<b>Total</b>
<b>White</b>				
<b>Black</b>				
<b>Hispanic</b>				
<b>Asian or Pacific Islander</b>				
<b>American Indian</b>				
<b>Other/Unknown</b>				
<b>TOTAL</b>				

**Table 2.** Unduplicated number of women, men, and children served from these special populations:

	<b>Women</b>	<b>Men</b>	<b>Children</b>	<b>Total</b>
<b>Age under 5</b>				
<b>Age 5-12</b>				
<b>Age 13-18</b>				
<b>Over 60</b>				
<b>Persons with disabilities</b>				
<b>Total</b>				

**Table 3.** Volume and type of phone calls on 24-hour phone service. *This number will be duplicated.*

	<b>Women</b>	<b>Children</b>	<b>Men</b>	<b>Total</b>
<b>Crisis Calls</b>				
<b>Information &amp; Referral Calls</b>				

**Table 4.** Persons receiving temporary food and shelter (unduplicated counts).

	<b>Women</b>	<b>Children</b>	<b>Men</b>	<b>Total</b>
<b>Persons receiving shelter</b>				
<b>Nights of shelter</b>				
<b>Persons unable to be sheltered due to shelter being full; referred elsewhere</b>				
<b>Persons provided voucher for shelter elsewhere</b>				
<b>Persons requesting shelter but not requiring domestic abuse services (optional)</b>				

**Table 5.** Persons receiving counseling and advocacy services (unduplicated counts):

<b>Service</b>	<b>Women</b>	<b>Children</b>	<b>Men</b>	<b>Total Persons</b>	<b>Total Hours (optional)</b>
<b>Individual Counseling</b>					
<b>Group Counseling</b>					
<b>Legal Advocacy</b>					
<b>Other Advocacy</b>					

**Table 6.** Persons receiving transportation services (unduplicated).

	<b>Women</b>	<b>Children</b>	<b>Men</b>	<b>Total Persons</b>	<b>Total Miles</b>
<b>Agency Provided</b>					
<b>Agency Purchased</b>					<b># of Trips</b>

**Table 7.** Training events provided for professionals, by total hours and estimated audience size:

<b>Audience</b>	<b>Total Hours</b>	<b>Estimated Audience Size</b>
Law enforcement and criminal justice		
Human service agency staff		
Other related professionals		

**Table 8.** Number of public speaking events and estimated audience size:

<b>Number of Events</b>	<b>Estimated Audience Size</b>

**Table 9.** Total number and type of media activities:

<b>Media Activities</b>	<b>Total Number</b>
TV and radio appearances	
TV and radio public service announcements	
Newspaper and magazine articles	

**Table 10.** Expenditure breakdown and percentage of total budget by category of domestic abuse services. Include the expenditures for your entire domestic abuse program, not just your DHFS grant. Please see the instructions following the table.

<b>Service</b>	<b>Column A Percentages</b>	<b>Column B Expenditures</b>
1. Temporary housing and food		
2. Counseling and advocacy		
3. Transportation		
4. Community education		
5. Other domestic abuse services (specify)		
TOTAL		

## Instructions for Table 10

For purposes of this report, allocate costs based on paid direct service staff time. If your agency uses volunteer time as in-kind to meet the match requirement, include volunteer direct service staff time when you allocate costs.

Step 1. To determine how direct service staff spend their time, utilize time sheets, conduct a time study, or use job descriptions to make an educated estimate of staff time spent on providing direct service.

Step 2. Once you have determined how staff time is spent, calculate the percentage of overall time direct service staff spent in each program your agency operates or provides. If you have major specific program related cash costs (e.g., food and household supplies are specific to temporary housing and food), subtract these costs from the total budget before proceeding to Step 3.

Step 3. Using your total budget (minus major program specific costs), calculate the cost of each program you offer by multiplying your total budget by each percentage you calculated in Step 2. Then add your non-administrative costs back to the specific program for which you identified those costs after multiplying the percentages in Step 3.

Step 4. Insert the cash equivalents of your percentage into Column B. The sum total should be your total operating budget. Complete the percentages in Column A.

Example: Let's assume you have a total budget of \$115,000.

Step 1 and 2

1. Temporary housing and food	20%
2. Counseling and advocacy	40%
3. Transportation	10%
4. Community education	20%
5. Other services (specify)	
24-hour phone	10%

Step 2

115,000 total operating budget  
 - 15,000 program specific costs (household, food expenses)  
 100,000

Step 3

temporary housing and food	.20 x 100,000 = 20,000 plus 15,000 from above = 35,000
counseling and advocacy	.40 x 100,000 = 40,000
transportation	.10 x 100,000 = 10,000
community education	.20 x 100,000 = 20,000
other service	.10 x 100,000 = <u>10,000</u>
	100,000

Step 4

	Column A	Column B
temporary housing and food		35,000
counseling and advocacy		40,000
transportation		10,000
community education		20,000
other services		<u>10,000</u>
Total		115,000

## **Definitions**

24-hour phone: Any call counted under this service in not counted under other services. Number of actual calls will be counted. It is expected that this will be a duplicated count as people often call more than once.

Crisis calls: Calls from or regarding a domestic abuse victim who is in need of assistance. Does not need to refer to immediate crisis.

Information & Referral calls: Calls inquiring about your program or other community resources. Do not count business-related calls, such as staff to staff, board to staff, volunteer to staff, questions about donations, etc.

Temporary Housing and Food: Numbers of persons receiving shelter in a shelter facility or a safe home. Shelter consists of one night of temporary housing when a client intake is performed and a room/bed is assigned, making it unavailable for others. If the client does not remain for the evening but occupies the room/bed, it is counted as a shelter night. Each victim and child are counted separately for shelter counts. For example, a mother and two children housed for one night count as three unduplicated shelter clients and three nights of shelter. A person provided shelter for more than one night during the year is counted only once in the unduplicated count of shelter residents.

Counseling: Includes peer or paraprofessional counseling provided by domestic abuse advocates. Refers to directed conversation, individually or in groups, where the purpose is to empower the domestic abuse client and/or impart information which will identify needs and get needs met. Counseling services may include: safety planning; assessing lethality; basic domestic violence information; process for expressing feelings, fears, and exploring options; assisting clients in identifying issues they choose to work on; information and referral about community resources; follow-up contacts (offering periodic contact and access to the program for those individuals who have used the agency's services). Include individual support provided to children and youth.

Individual: In-person or ongoing phone consultation.

Group: Hours are the number of people times the length of the group. 11 people for 1.5 hours equals 16.5 hours of group time. Perpetrator groups are not included in this count.

Legal Advocacy: Accompanying a domestic abuse client to another agency or resource and/or the provision of direct assistance to a domestic abuse client in obtaining a legal resource. Phone contact to advocate, not just set up appointments, can be counted. Includes assistance in applying for needed legal services or benefits, assistance in the use of appropriate grievance procedures, intervention with law enforcement, provision of representation for clients at hearings; legal research, education, and counseling regarding legal rights and responsibilities. This includes completing Temporary Restraining Order/Harassment Order forms and attending any hearings or legal meetings with the client.

Other Advocacy: Accompanying a domestic abuse client to another agency or resource and/or the provision of direct assistance to a domestic abuse client in obtaining a service resource. Phone contact to advocate, not just to set up appointments, can be counted. Include: assistance in applying for needed services or benefits, such as social services, financial resources, educational resources, employment, child care, medical resources, housing, translation and/or interpretation services, etc. Always count the person you see face to face. In addition, count the child, dependent, or other person who directly benefits (e.g., gets linked to a service) from the advocacy contact.

Hours: Hours of service are recorded in ¼ hour increments.

Transportation:

Agency Provided: Record hours and number of miles

Agency Purchased: Record number of trips.

Training: Training is delivered in person and is designed to teach specific skills which may be used by those in contact with victims of domestic abuse or whose work is related to issues of domestic abuse. Training is recorded in two separate units of service: total hours and audience size. Total hours refers to the total number of hours spent delivering training, not including preparation time. Audience size refers to the total number of persons attending all training sessions for the year. Units of service are recorded according to the type of audience:

Law enforcement and criminal justice includes police and sheriff's personnel, judges, court personnel, lawyers, probation officers, district attorneys and their staff.

Human service agency staff includes social workers, mental health professionals, counselors, case aides, administrators, other staff and volunteers working in public or private human service agencies.

Other related professionals include teachers, medical personnel, clergy, academicians, government officials, and any other professional who may encounter domestic abuse in their work.

Public speaking: Public speaking is done in person and is designed to provide information on domestic abuse to the general public. Audiences may include school groups, church groups, social clubs, conference participant and civic organizations. Public speaking is recorded in two separate units of service: number of events and audience size. Number of events refers to the total number of speaking events for the year. Audience size refers to the total number of persons attending all speaking engagements for the year.

Television and radio appearances: Total number of individual appearances (e.g., interviews, panel discussions) not including public service announcements.

Newspaper or magazine articles: Number of articles which appear in an outside publication featuring the domestic abuse program or its staff, consumers, or volunteers. Does not refer to publications by the program itself.