

**Minnesota Office of Justice Programs
Office of Justice Programs
Crime Victim Services**

**Quarterly Statistical Report Forms
Definitions Guide**

This guide focuses on definitions within the Abused Children, Domestic Violence Community Advocacy Program, Hotel/Motel/Safehome, Shelter, General Crime and Sexual Assault Quarterly Statistical Report forms. The Domestic Violence Criminal Justice Intervention and Parenting Time Center forms include specific data elements that are defined directly on those respective forms.

Primary Victims Served

A primary victim served is a person who is ***directly*** victimized by a crime and receives at least one of the services listed on the quarterly statistical report form (but not solely *Information & Referral*) or sheltering. In domestic violence situations, children receiving services or sheltering should be reported as primary victims. In homicide cases, family and friends of the deceased receiving services should be reported as primary victims in most instances.

Secondary Victims Served

A secondary victim served is a person who is ***indirectly*** victimized by a crime and receives at least one of the services listed on the quarterly statistical report form (but not solely *Information & Referral*).

Demographics of Primary & Secondary Victims

Demographics for each primary and secondary victim served should be reported once per fiscal year (October – September). This means that upon the first time a service is provided to an individual during a particular fiscal year, that individual's demographics should be reported on that quarter's statistical report form. This individual's demographics **should not be** reported again during that same fiscal year even if the individual experiences multiple victimizations. This individual's demographics **should be** reported again upon the first time a service is provided in a subsequent fiscal year.

Information & Referral ~ In-person, Telephone or Written (E-mail, FAX, etc)

Refers to contact to or from a victim in which you either 1) offer or notify the victim of your available services, or 2) refer him or her to other agencies for assistance/shelter. If only information & referral is provided to a victim, the service contact **should be** reported under *Information & Referral*, but he/she **should not be** reported in the demographics as a victim served. Referrals made to multiple agencies within one contact with a victim should be considered one *Information & Referral* service. This service would typically be reported as the result of:

- a hotline call in which the caller is just seeking some basic information or looking for assistance that your agency does not provide.
- a letter mailed to a victim from a county attorney office program explaining the services available.

Services to Primary & Secondary Victims

A service is counted each and every time (volume count) program staff provides a service listed below. A service is not defined by length of time but rather each instance in which a victim is provided assistance under a category below. Victims receiving a service below **should be** reported in the demographics.

Crisis Counseling/Intervention

Refers to (in-person or telephone) **crisis** intervention, emotional support, safety planning and guidance provided at the scene of a crime, immediately after a crime, or on a crisis hotline call.

Follow-up (formerly called Counseling/Intervention)

Refers to ongoing or follow-up contact with victim after initial services were provided to offer support, safety planning, guidance, check on the victim's progress, provide additional information or to evaluate services provided.

Personal Advocacy

Refers to actively (not making a referral) assisting victims (including non-emergency transportation) in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital, etc. Information and referral assistance should be recorded under *Information & Referral*.

Support during Evidentiary Exam

Refers to any type of advocacy/support for a victim of sexual assault during an evidentiary exam.

Criminal Justice Support/Advocacy

Refers to any support, assistance, or advocacy provided to victims at any stage of the **criminal justice process**, to include post-sentencing services and restitution.

Legal Advocacy (not necessarily an emergency situation)

Refers to **civil assistance** such as orders for protection, restraining orders, injunctions, elder abuse petitions, and child abuse petitions. This does not include criminal prosecution or the employment of attorneys for custody disputes, civil suits, etc.

Financial Assistance (not necessarily an emergency situation)

Refers to cash outlays or in-kind assistance for transportation, food, clothing, lock replacement, etc. – does not include referrals to or information about other organizations for those needs.

Assistance in Filing Reparations Claims

Includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.

Group Treatment/Support

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc. Only group treatment and support services that are **conducted by your agency** should be counted under this category.

Therapy

Refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy. Non-licensed provider service should be recorded under *Counseling/Intervention*.