DVPT VS. FVPSA Programmatic Reporting

The purpose for this guide is to help understand how to report domestic violence data if your agency receives DVPT and FVPSA grants. These program reports have both been updated and are asking for the same data. Therefore, agencies who receive both grants, their FVPSA reports will only consist of answering the data questions specifically for FVPSA questions. All other questions that ask for all domestic violence data will have been reported on their DVPT report.

The following guide walks through an example of DVPT PR6 (a monthly report) and FVPSA PR1 (a quarterly report).

If you do not receive DVPT and FVPSA, please disregard this guide.

DVPT PROGRAM REPORT EXAMPLE PR6 (MONTH 6: December 1-31)

Part 1 of DVPT data:

DVPT	Client	NEW	CONTINUING	Shelter	# Nights	Non- Shelter
OCTOBER						
	00001	X		X	2	
	00002		X	X	1	
	00004	X			0	X
NOVEMBER						
	00006	X		X	3	
DECEMBER						
	00007		X		0	X
	00010	X		X	4	
	00011	X		X	5	

Questions 1, 2 and 4 are specifically asking for DVPT data for this reporting period. Question 3 is asking for overall domestic violence data (not just DVPT) for this reporting period. This is a MONTHLY report.

DVPT PROGRAM REPORT

Instructions:

1. All required fields are marked with an *.
2. Use the **SAVE** button to save information and calculate data on each page.
3. Save at least every 30 minutes to avoid losing data.
4. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
5. To return to the Forms menu, click the Forms Menu link above.

Report the total number of full-time equivalent (FTE) staff funded by the DVPT program during the current reporting period.

[____] *

How many individuals did your DVPT program (not your entire agency) serve this reporting period? [3] *

How many total shelter nights were provided this reporting period to new and continuing individuals? [19] *

How many **NEW** individuals did your DVPT program serve this reporting period? [2] *

1. The FTE question should be calculated as normal.
2. This number comes from the **BLUE** numbers in the DVPT table above.
3. This number comes from the circled, yellow highlighted numbers in **both** the **DVPT** and **FVPSA** tables.
4. This number comes from the **ORANGE** highlighted numbers in the DVPT table.

FVPSA PROGRAM REPORT EXAMPLE PR1 (QUARTER 1: OCT – DEC)

Part 1 of FVPSA data:

FVPSA	Client	NEW	CONTINUING	Shelter	# Nights	Non- Shelter
OCTOBER						
	00003	X		X	2	
	00005	X			0	X
NOVEMBER						
	00008		X		0	X
DECEMBER						
	00009	X		X	4	
	00012		X		0	X
	00013		X	X	6	
	00014	X			0	X

Questions 1, 2 and 4 are specifically asking for FVPSA data for this reporting period. Question 3 is asking for overall domestic violence data (not just FVPSA) for this reporting period. However, overall domestic violence data is to be reported on your DVPT report and not FVPSA. This is a QUARTERLY report.

FVPSA PROGRAM REPORT

Instructions:

1. All required fields are marked with an *.
2. Use the **SAVE** button to save information and calculate data on each page.
3. Save at least every 30 minutes to avoid losing data.
4. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
5. To return to the Forms menu, click the Forms Menu link above.

Report the total number of full-time equivalent (FTE) staff funded by the FVPSA program during the current reporting period.

[____] *

How many individuals did your FVPSA program (not your entire agency) serve this reporting period? [7] *

How many total shelter nights were provided this reporting period to new and continuing individuals? [0] *

How many **NEW** individuals did your FVPSA program serve this reporting period? [4] *

1. The FTE question should be calculated as normal.
2. This number comes from the **BLUE** numbers in the FVPSA table.
3. This number was included in the DVPT report therefore you do not report this number on this report. The October and November numbers were not included because they would have been included in the previous months DVPT reports since this example provides a monthly DVPT report.
4. This number comes from the **PURPLE** highlighted numbers in the FVPSA table.

Part 2 of DVPT data:

DVPT	Client	NEW	CONTINUING	Shelter	# Nights	Non- Shelter	Women	Men	Not Specified	Children/Youth
	OCTOBER									
	00001	X		X	2		X			
	00002		X	X	1		X			
	00004	X			0	X		X		
	NOVEMBER									
	00006	X		X	3		X			
	DECEMBER									
	00007		X		0	X				X
	00010	X		X	4		X			
	00011	X		X	5			X		

The following table questions are asking for **NEW** domestic violence victims regardless of funding source. All **NEW** victims are identified with **RED** text going forward. This example only provides data from DVPT and FVPSA but you would include other sources if it applied.

Shelter Services

- Shelter includes an individual and dependents who are provided a bed, including on-site shelter, safe home or hotel room.
- Report on NEW individuals receiving shelter services this reporting period, counted once regardless of the number of times they may have been served during the grant year.
- If an individual received shelter and non-shelter only count them in the shelter category.

Number of **NEW** domestic violence victims seen for the first time during this reporting period who received shelter services. Note: Children/Youth are defined as those under the age of 18.

Number of Women	Number of Men	Number of Gender Not Specified/Other	Number Children/Youth	Total
2	1	0	0	3

Number of Shelter Nights: 13

Indicate the number of shelter nights for each person who arrives and is provided a bed, including on-site shelter, safe home or sponsored hotel room. Include victims of domestic violence and their dependents. Count the number of people housed times the number of nights. For example, a victim and her 3 children stay in the shelter or safe house for 5 nights; this means 4 people x 5 nights = 20 shelter nights then prorate by DVPT funded staff, if necessary.

Number of Unmet Requests for Shelter: [blank]

*Count the number of unmet requests for shelter due to program shelter, safe homes or sponsored hotel rooms being at capacity or unavailable. Count adult victims of domestic violence only. This count **should not** include individuals who were not served because their needs were inappropriate for the services of your program, e.g., homelessness not related to domestic violence. Count the total number of times requests for shelter were declined, even if the program provided other services.*

Non-Shelter Services

Number of **NEW** domestic violence victims seen for the first time during this reporting period who received non-shelter services.

Number of Women	Number of Men	Number of Gender Not Specified/Other	Number Children/Youth	Total
1	0	0	0	1

1. This number comes from the pink highlighted numbers in both the DVPT and FVPSA tables. This question is asking for **NEW** and **Shelter** data.
2. The number of **NEW** shelter nights also comes from the pink highlighted in both the DVPT and FVPSA tables. The number of nights is circled in both data charts.
3. This number I have left blank as it is not in the data example provided.
4. The number of non-shelter services comes from the blue highlighted in both the DVPT and FVPSA tables. This question is asking for **NEW** and **Non-Shelter** data.

Part 2 of FVPSA data:

FVPSA	Client	NEW	CONTINUING	Shelter	# Nights	Non- Shelter	Women	Men	Not Specified	Children/Youth
	OCTOBER									
	00003	X		X	2					X
	00005	X			0	X		X		
	NOVEMBER									
	00008		X		0	X	X			
	DECEMBER									
	00009	X		X	4		X			
	00012		X		0	X		X		
	00013		X	X	6			X		
	00014	X			0	X	X			

The following table questions are asking for **NEW** domestic violence victims regardless of funding source. All **NEW** victims are identified with **RED** text going forward. This example only provides data from DVPT and FVPSA but you would include other sources if it applied. However, this data was included in your DVPT report.

Shelter Services

- Shelter includes an individual and dependents who are provided a bed, including on-site shelter, safe home or hotel room.
- Report on NEW individuals receiving shelter services this reporting period, counted once regardless of the number of times they may have been served during the grant year.
- If an individual received shelter and non-shelter only count them in the shelter category.

Number of **NEW** domestic violence victims seen for the first time during this reporting period who received shelter services. Note: Children/Youth are defined as those under the age of 18.

Number of Women	Number of Men	Number of Gender Not Specified/Other	Number Children/Youth	Total
0	0	0	0	0

Number of Shelter Nights: 0

Indicate the number of shelter nights for each person who arrives and is provided a bed, including on-site shelter, safe home or sponsored hotel room. Include victims of domestic violence and their dependents. Count the number of people housed times the number of nights. For example, a victim and her 3 children stay in the shelter or safe house for 5 nights; this means 4 people x 5 nights = 20 shelter nights then prorate by DVPT funded staff, if necessary.

Number of Unmet Requests for Shelter: 0

*Count the number of unmet requests for shelter due to program shelter, safe homes or sponsored hotel rooms being at capacity or unavailable. Count adult victims of domestic violence only. This count **should not** include individuals who were not served because their needs were inappropriate for the services of your program, e.g., homelessness not related to domestic violence. Count the total number of times requests for shelter were declined, even if the program provided other services.*

Non-Shelter Services

Number of **NEW** domestic violence victims seen for the first time during this reporting period who received non-shelter services.

Number of Women	Number of Men	Number of Gender Not Specified/Other	Number Children/Youth	Total
0	0	0	0	0

All these tables are zero's because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

Part 3 of DVPT data:

DVPT	Client	NEW	CONTINUING	Shelter	# Nights	Non-Shelter	Age: 0-12	Age: 13-17	Age: Unknown Child Age	Age: 18-24	Age: 25-59	Age: 60+	Age: Unknown Adult Age	Black or African American	American Indian/Alaska Native	Asian	Hispanic or Latino	Native Hawaiian/Other Pacific Islander	White	Unknown/Other
OCTOBER																				
	00001	X		X	2					X				X						
	00002		X	X	1						X								X	
	00004	X			0	X							X			X				
NOVEMBER																				
	00006	X		X	3						X								X	
DECEMBER																				
	00007		X		0	X		X						X						
	00010	X		X	4				X								X			
	00011	X		X	5						X								X	

Demographics

Demographic information should only be reported on **NEW** individuals being seen for the first time this grant period and should include both shelter and non-shelter.

Age: The age demographic totals should **equal** the program's numbers totaled in Individuals Served in Shelter and Individuals Served with Non-Shelter.

Age	Number Served
0 - 12	0 *
13 - 17	0 *
Unknown Child Age	0 *
18 - 24	2 *
25 - 59	0 *
60+	0 *
Unknown Adult Age	0 *
Total	4

Race/Ethnicity: Report the race and/or ethnicity of the Individuals served, including children and youth. Clients may self-identify in more than one category, e.g., White and Hispanic.

Race/Ethnicity	Number Served
Black or African American	0 *
American Indian/Alaska Native	0 *
Asian	1 *
Hispanic or Latino	1 *
Native Hawaiian/Other Pacific Islander	0 *
White	2 *
Unknown/Other	0 *

Age: This number is coming from **NEW** individuals for this reporting period from the DVPT and FVPSA tables that are highlighted yellow.

Race/Ethnicity: This number is coming from **NEW** individuals for this reporting period from the DVPT and FVPSA tables that are highlighted yellow.

Part 3 of FVPSA data:

FVPSA	Client	NEW	CONTINUING	Shelter	# Nights	Non-Shelter	Age: 0-12	Age: 13-17	Age: Unknown Child Age	Age: 18-24	Age: 25-59	Age: 60+	Age: Unknown Adult Age	Black or African American	American Indian/Alaska Native	Asian	Hispanic or Latino	Native Hawaiian/Other Pacific Islander	White	Unknown/Other
OCTOBER																				
	00003	X		X	2			X									X			
	00005	X			0	X				X							X			
NOVEMBER																				
	00008		X		0	X					X			X						
DECEMBER																				
	00009	X		X	4				X											X
	00012		X		0	X		X						X						
	00013		X	X	6					X									X	
	00014	X			0	X							X				X			

Demographics

Demographic information should only be reported on **NEW** individuals being seen for the first time this grant period and should include both shelter and non-shelter.

Age: The age demographic totals should **equal** the program's numbers totaled in Individuals Served in Shelter and Individuals Served with Non-Shelter.

Age	Number Served
0 - 12	0 *
13 - 17	0 *
Unknown Child Age	0 *
18 - 24	0 *
25 - 59	0 *
60+	0 *
Unknown Adult Age	0 *
Total	0

Race/Ethnicity: Report the race and/or ethnicity of the Individuals served, including children and youth. Clients may self-identify in more than one category, e.g., White and Hispanic.

Race/Ethnicity	Number Served
Black or African American	0 *
American Indian/Alaska Native	0 *
Asian	0 *
Hispanic or Latino	0 *
Native Hawaiian/Other Pacific Islander	0 *
White	0 *
Unknown/Other	0 *

All these tables are zero's because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

Part 4 of DVPT data:

DVPT Client	NEW	CONTINUING	Need Language services?	Self-identifying LGBTQ	Youth (13-17) victim of dating violence
OCTOBER					
00001	X		Y	N	N
00002		X	Y	N	N
00004	X		N	Y	N
NOVEMBER					
00006	X		N	N	N
DECEMBER					
00007		X	N	Y	Y
00010	X		Y	N	N
00011	X		N	N	N

The following table questions are asking for domestic violence victims regardless of funding source. This example only provides data from DVPT and FVPSA but you would include other sources if it applied.
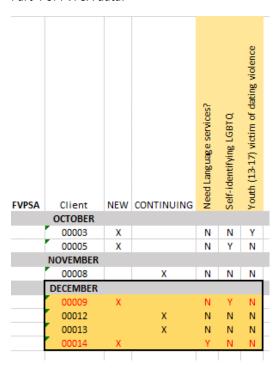
Other Demographics

Report individuals needing language services, individuals self-identifying as LGBTQ and youth receiving services due to being a victim of dating violence.
- Language Services: Provision of interpretation and/or translation. Provision of English as a second language class.
- LGBTQ: This is a count of clients who self-identify as lesbian, gay, bisexual, transgender or queer.
- Teen dating violence: This is a count of all of the youth aged 13-17 receiving services due to being a victim of dating violence in their own relationships. These youth could be receiving services on their own, as an emancipated minor or other minor eligible to receive services or could be a youth who accompanies their parent to shelter and self-identifies as needing their own services.

Services	Clients	
Number needing language services, such as interpretation	2	*
Number self-identifying as lesbian, gay, bisexual, transgender or queer (LGBTQ)	2	*
Number of youth age 13-17 receiving services due to being a victim of dating violence	1	*

All 3 of these questions numbers are coming from the DVPT and FVPSA tables that are highlighted yellow. This question is including **NEW** and Continuing Clients.

Part 4 of FVPSA data:

FVPSA Client	NEW	CONTINUING	Need Language services?	Self-identifying LGBTQ	Youth (13-17) victim of dating violence
OCTOBER					
00003	X		N	N	Y
00005	X		N	Y	N
NOVEMBER					
00008		X	N	N	N
DECEMBER					
00009	X		N	Y	N
00012		X	N	N	N
00013		X	N	N	N
00014	X		Y	N	N

The following table questions are asking for domestic violence victims regardless of funding source. This example only provides data from DVPT and FVPSA but you would include other sources if it applied.

Other Demographics

Report individuals needing language services, individuals self-identifying as LGBTQ and youth receiving services due to being a victim of dating violence.
- Language Services: Provision of interpretation and/or translation. Provision of English as a second language class.
- LGBTQ: This is a count of clients who self-identify as lesbian, gay, bisexual, transgender or queer.
- Teen dating violence: This is a count of all of the youth aged 13-17 receiving services due to being a victim of dating violence in their own relationships. These youth could be receiving services on their own, as an emancipated minor or other minor eligible to receive services or could be a youth who accompanies their parent to shelter and self-identifies as needing their own services.

Services	Clients	
Number needing language services, such as interpretation	0	*
Number self-identifying as lesbian, gay, bisexual, transgender or queer (LGBTQ)	0	*
Number of youth age 13-17 receiving services due to being a victim of dating violence	0	*

All these tables are zero's because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

Please provide the total number of crisis calls your agency received for this reporting period.

Crisis Calls

Calls received on any agency line that relate to an individual or family in need of some kind of service. A program does not have to have a dedicated hotline to count these calls. Count all calls including repeat callers and calls from third parties such as a family member. **Do not** count calls about donations or for general information about program or violence issues unrelated to a specific individual or family, calls from the media, etc.

Number of Crisis/Hotline Calls: [____] *

This number is not included in the sample data provided in this example. Please report based on the explanation in the question.

Please provide the total number of crisis calls your agency received for this reporting period.

Crisis Calls

Calls received on any agency line that relate to an individual or family in need of some kind of service. A program does not have to have a dedicated hotline to count these calls. Count all calls including repeat callers and calls from third parties such as a family member. **Do not** count calls about donations or for general information about program or violence issues unrelated to a specific individual or family, calls from the media, etc.

Number of Crisis/Hotline Calls: [0] *

This number is not included in the sample data provided in this example. However, this question will be a zero because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

Part 5 of DVPT data:

DVPT	Client	NEW	CONTINUING	Youth: Crisis Intervention	Youth: Victim Advocacy	Youth: Counseling/Support Group	Adult: Crisis Intervention	Adult: Victim Advocacy	Adult: Counseling/Support Group	Adult: Criminal/Civil Legal Advocacy	Adult: Medical Accompaniment	Adult: Transportation Services
OCTOBER												
	00001	X					X					
	00002		X						X		X	
	00004	X						X	X			
NOVEMBER												
	00006	X						X	X			
DECEMBER												
	00007		X	X		X						
	00010	X							X	X		
	00011	X							X			

The following table questions are asking for domestic violence victims regardless of funding source. This example only provides data from DVPT and FVPSA but you would include other sources if it applied.

Services to Victims

Report the number of individuals (new and continuing) who received each service. Count each individual only once for each type of service that the individual received.
- Individual/Group Counseling: Individual or group counseling or support provided by a volunteer, staff or advocate.
- Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life.
- Victim Advocacy Services: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.
- Criminal/Civil Legal Advocacy: Assisting a client with civil legal issues, including preparing paperwork for protection orders; accompanying a client to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system.
- Medical Accompaniment: Accompanying a domestic violence victim to, or meeting a victim at, a hospital, clinic, or medical office.
- Transportation Services: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.

Services	Clients
Number of children/youth receiving crisis intervention	1 *
Number of children/youth receiving victim advocacy services	0 *
Number of children/youth receiving individual or group counseling/support group	1 *
Number of adult victims receiving crisis intervention	0 *
Number of adult victims receiving victim advocacy services	3 *
Number of adult victims receiving individual or group counseling/support group	3 *
Number of adult victims receiving criminal/civil legal advocacy	1 *
Number of adult victims receiving medical accompaniment	2 *
Number of adult victims receiving transportation services	0 *

All 3 of these questions numbers are coming from the DVPT and FVPSA tables that are outlined.

Part 5 of FVPSA data:

FVPSA	Client	NEW	CONTINUING	Youth: Crisis Intervention	Youth: Victim Advocacy	Youth: Counseling/Support Group	Adult: Crisis Intervention	Adult: Victim Advocacy	Adult: Counseling/Support Group	Adult: Criminal/Civil Legal Advocacy	Adult: Medical Accompaniment	Adult: Transportation Services
OCTOBER												
	00003	X					X					
	00005	X						X				
NOVEMBER												
	00008		X					X	X			
DECEMBER												
	00009	X						X			X	
	00012		X						X			
	00013		X						X	X		
	00014	X									X	

The following table questions are asking for domestic violence victims regardless of funding source. This example only provides data from DVPT and FVPSA but you would include other sources if it applied.

Services to Victims

Report the number of individuals (new and continuing) who received each service. Count each individual only once for each type of service that the individual received.
- Individual/Group Counseling: Individual or group counseling or support provided by a volunteer, staff or advocate.
- Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life.
- Victim Advocacy Services: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.
- Criminal/Civil Legal Advocacy: Assisting a client with civil legal issues, including preparing paperwork for protection orders; accompanying a client to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system.
- Medical Accompaniment: Accompanying a domestic violence victim to, or meeting a victim at, a hospital, clinic, or medical office.
- Transportation Services: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.

Services	Clients
Number of children/youth receiving crisis intervention	0 *
Number of children/youth receiving victim advocacy services	0 *
Number of children/youth receiving individual or group counseling/support group	0 *
Number of adult victims receiving crisis intervention	0 *
Number of adult victims receiving victim advocacy services	0 *
Number of adult victims receiving individual or group counseling/support group	0 *
Number of adult victims receiving criminal/civil legal advocacy	0 *
Number of adult victims receiving medical accompaniment	0 *
Number of adult victims receiving transportation services	0 *

All these tables are zero's because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

DVPT:

Please provide the data for community education.

Community Education

Count the total number of presentations or trainings about domestic violence, dating violence, healthy relationships and/or available services. In addition, count the number of individuals in attendance.

Target Population	Number of Presentations	Number of Participants
Adults/General Population	*	*
Youth	*	*

This number is not included in the sample data provided in this example. Please report based on the explanation in the question.

Please provide the data from agency surveys.

Service Outcome Data

Domestic violence programs should be collecting outcome information from their clients served. There are two mandated questions that must be asked of clients:

Because of the services I received, I feel:
- Resource Outcome- I know more about community resources (yes or no)
- Safety Outcome- I know more ways to plan for my safety (yes or no)

Outcome information should be collected for each service: shelter, support services and advocacy, therapeutic counseling, and support groups. For each service, count the number of surveys completed and the number of "yes" responses to each question.

Survey Type	Surveys Completed	Number of YES to Resource Outcome	Number of YES to Safety Outcome
Shelter	*	*	*
Supportive Services/Advocacy	*	*	*
Counseling	*	*	*
Support Group	*	*	*
Total			

This number is not included in the sample data provided in this example. Please report based on the explanation in the question.

FVPSA:

Please provide the data for community education.

Community Education

Count the total number of presentations or trainings about domestic violence, dating violence, healthy relationships and/or available services. In addition, count the number of individuals in attendance.

Target Population	Number of Presentations	Number of Participants
Adults/General Population	0 *	0 *
Youth	0 *	0 *

This number is not included in the sample data provided in this example. However, this question will be a zero because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

Please provide the data from agency surveys.

Service Outcome Data

Domestic violence programs should be collecting outcome information from their clients served. There are two mandated questions that must be asked of clients:

Because of the services I received, I feel:
- Resource Outcome- I know more about community resources (yes or no)
- Safety Outcome- I know more ways to plan for my safety (yes or no)

Outcome information should be collected for each service: shelter, support services and advocacy, therapeutic counseling, and support groups. For each service, count the number of surveys completed and the number of "yes" responses to each question.

Survey Type	Surveys Completed	Number of YES to Resource Outcome	Number of YES to Safety Outcome
Shelter	0 *	0 *	0 *
Supportive Services/Advocacy	0 *	0 *	0 *
Counseling	0 *	0 *	0 *
Support Group	0 *	0 *	0 *
Total	0	0	0

This number is not included in the sample data provided in this example. However, this question will be a zero because this data is being collected on the DVPT program report. As a reminder, the October and November FVPSA data would have been collected on DVPT PR 4 and 5 since DVPT is a monthly report.

Please answer the following questions based on your DVPT program.

Describe the impact DVPT funding has had in this reporting period.

```
                                                              *
              0 of 4000
```

Describe any challenges that your DVPT program faced this reporting period.

```
                                                              *
              0 of 4000
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Add Attachment(s)

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| Choose File | No file chosen | Attachment Description: |

Please answer the following questions based on your FVPSA program.

Describe the impact FVPSA funding has had in this reporting period.

```
*
              0 of 4000
```

Describe any challenges that your FVPSA program faced this reporting period.

```
*
              0 of 4000
```

Add Attachment(s)

- To add additional attachments, click the **SAVE** button.

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