

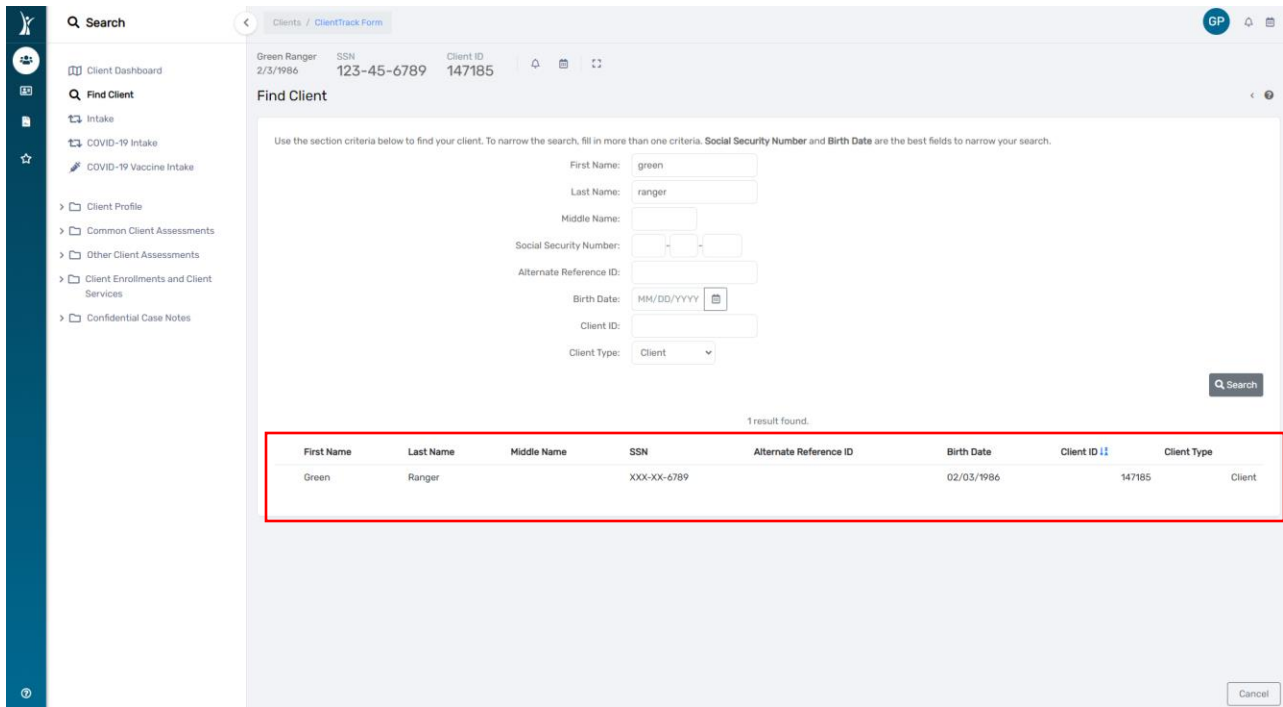
How to Guide

Offender/Victims Linked in DV ClientTrack

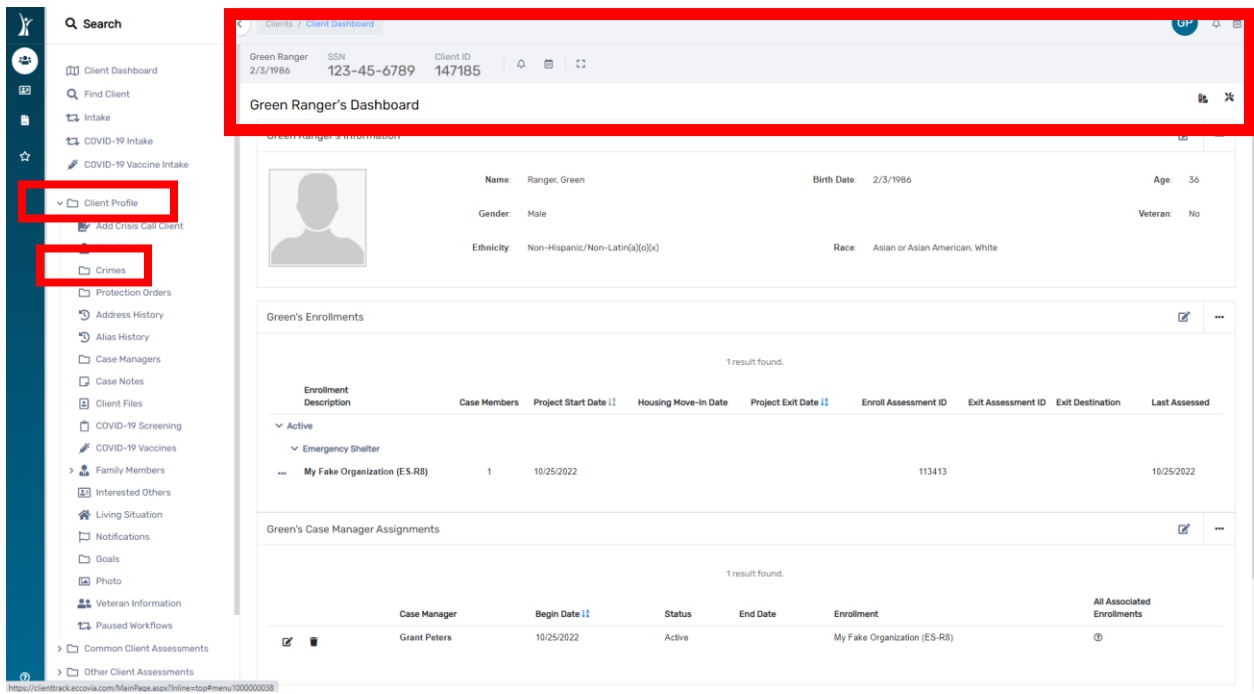
1. DV ClientTrack now allows you to search by **“Offender”** and view the **“Victims”** linked to the **“Offender”**.
2. To begin: From the **“Clients” Workspace**, complete a **“Find Client”** search using the **“Victim’s Name (first few letters of each), SSN or DOB”** then click on **“Search”**.

The screenshot shows the DV ClientTrack interface. On the left is a dark blue sidebar with a navigation menu. The 'Find Client' option is highlighted with a red box and a red arrow points to it. The main content area is titled 'Clients / ClientTrack Form' and contains a search form. The form has the following fields: First Name (with 'Gre' entered), Last Name (with 'Ran' entered), Middle Name, Social Security Number, Alternate Reference ID, Birth Date (with a calendar icon), Client ID, and Client Type (with a dropdown menu). A red arrow points to the 'Last Name' field. At the bottom right of the form is a blue 'Search' button with a magnifying glass icon, and a red arrow points to it. A 'Cancel' button is located at the bottom right of the entire page. The top of the page shows a search bar, a breadcrumb trail, and a user profile icon labeled 'GP'.

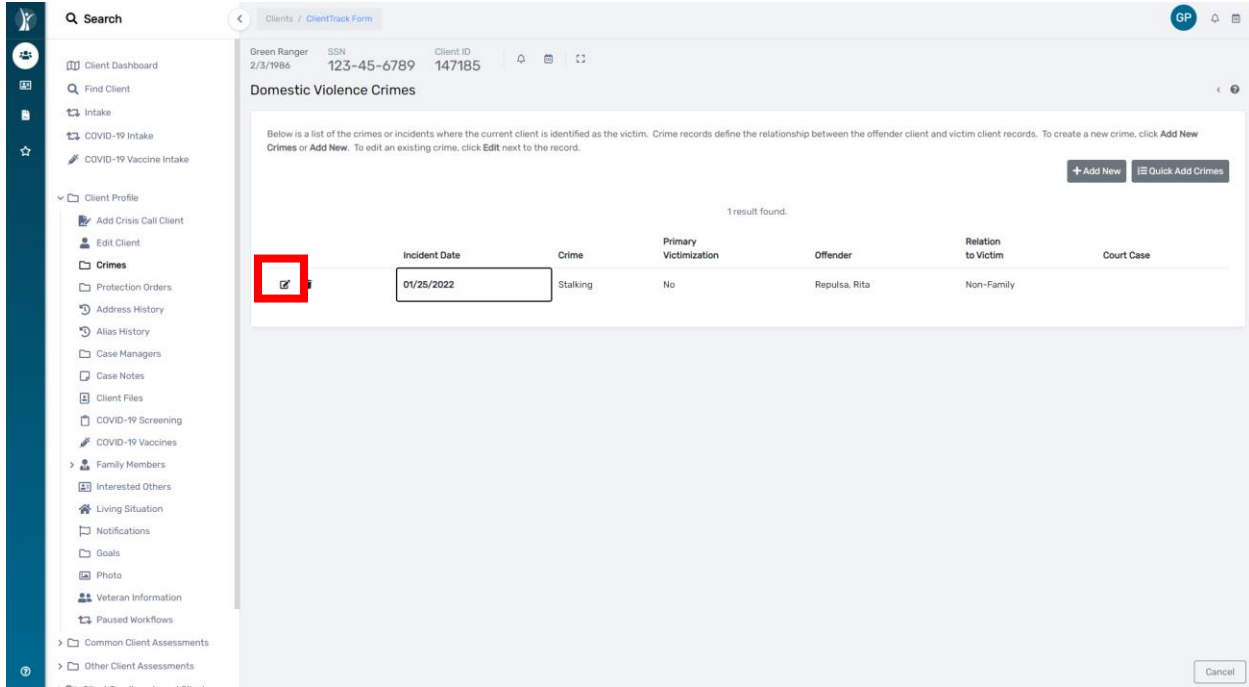
3. Once you locate the **“Victim’s Client Record”** click on the **“Victim’s”** information line and you will be taken to the Victim’s **“Dashboard”**.



- From the **“Victim’s Dashboard”**, go to the menu of the left side of the screen and click on the **“Client Profile”** option.
- Next, click on **“Crimes”**



- The **“Crimes Assessment”** will appear which will display the **“Offender’s Name”** (The **“Crimes Assessment”** is completed during the **“Intake/Enrollment Workflow”**, and it is important for staff to complete the **“Offender’s”** information during the Client’s enrollment in your DV project.
- To view the **“Crimes Assessment”**, click on the little pencil to the left of the **“Crimes Assessment”** as shown below.



- The **“Crimes Assessment”** will display on the screen. The **“Offender’s Name”** will display in the **“Abuser”** field.

Green Ranger SSN Client ID
2/3/1986 123-45-6789 147185

Domestic Violence Crime

To add or edit a domestic violence crime for which the current client is identified as the victim, enter an **Incident Date**. Select an **Offender** using the lookup: **Offender's Birth Date** will display. Select a **Relationship to Victim** for the offender. Select the **Crime** and **Amended Charge** if applicable. Select a **VOCA Victimization Category** for VOCA reporting. Check **Primary Victimization** if this is the primary charge for this client on the incident date. Select a **Status** and **Court Case** if applicable. Enter any **Comments**.

Assessment: *

Date	Program	Type	User
10/25/2022	My Fake Organization (ES-R8)	Entry	Grant Peters

Incident Date: 01/25/2022

Abuser: Repusa, Rita

Offender Birth Date: 1/1/1900 12:00:00 AM

Relationship to Victim: Non-Family

Household: --SELECT--

Crime: Stalking

VOCA Victimization Category: L. Economic Exploitation and Fraud

Primary Victimization:

Repeat Victim: Yes

Comments:

Save Cancel

9. Next, we will learn how to search for an **“Offender”**.

- On the **“Client Workspace”**, and **“Find Client”** screen, click on the drop-down arrow on the **“Client Type”** field and then click on **“Offender”**.
- Enter the **“Offender’s Name”** then click on **“Search”**.

Green Ranger SSN Client ID
2/3/1986 123-45-6789 147185

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. **Social Security Number** and **Birth Date** are the best fields to narrow your search.

First Name: Rit

Last Name: Rep

Middle Name:

Social Security Number:

Alternate Reference ID:

Birth Date: MM/DD/YYYY

Client ID:

Client Type: Offender

Search

Cancel

10. The “Offender’s” record will appear. Click on the **Offender’s** information.

Green Ranger SSN 123-45-6789 Client ID 147185

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. **Social Security Number** and **Birth Date** are the best fields to narrow your search.

First Name: Rita
 Last Name: Rep
 Middle Name:
 Social Security Number:
 Alternate Reference ID:
 Birth Date: MM/DD/YYYY
 Client ID:
 Client Type: Offender

Search

First Name	Last Name	Middle Name	SSN	Alternate Reference ID	Birth Date	Client ID	Client Type
Rita	Repulsa		123-45-6789		01/01/1900	147185	Offender

Cancel

11. The “Offender’s Dashboard” displays on the screen.

Rita Repulsa SSN -- Client ID 147186

Rita Repulsa's Dashboard

Rita Repulsa's Information

Name: Repulsa, Rita Birth Date: 1/1/1900 Age: 122
 Gender: Veteran:
 Ethnicity: Race:

Rita's Enrollments

No records found.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
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Rita's Case Manager Assignments

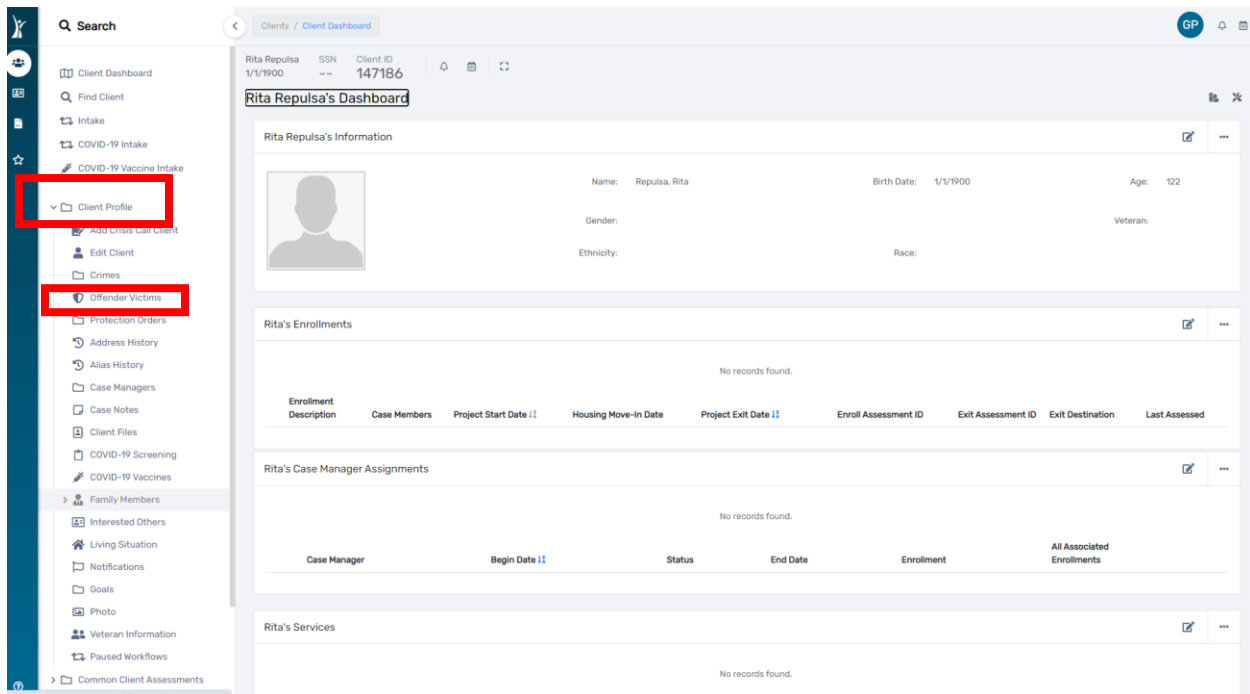
No records found.

Case Manager	Begin Date	Status	End Date	Enrollment	All Associated Enrollments
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Rita's Services

No records found.

12. From the **“Offender’s Dashboard”**, go to the menu on the left side of the screen and click on the **“Client Profile”** option.
13. Next, click on **“Offender Victims”**.



14. A list of this Offender’s Victims will display on the screen.

Rita Repulsa SSN: 1/1/1900 Client ID: 147186

Offender Victims

1 result found.

Victim Name	Offender Relation to Victim	Incident Date	Crime	VOCA Victimization Category
Ranger, Green	Non-Family	01/25/2022	Stalking	L. Economic Exploitation and Fraud

Cancel

15. **NOTE: You have access to view the Offenders and Victims entered by your agency. DV ClientTrack is a “Closed” system and will not allow you to see Offender/Victim records entered by other DV provider agencies.**