

Victims of Crime Fund Grant Quarterly Report Guide

Community Based and Specialized Victim Serving Organizations

Quarterly Reports **must be submitted in Excel format**. They do **not** have to be printed or signed.

Quarterly Reports should be submitted via email to: victims.programs@gov.ab.ca

The Quarterly Report (QR) consists of six (6) pages (tabs). Please complete all tabs with information on the Victims of Crime (VOCF) funded program only.

Tips

- Be sure to answer the attestation question. The Report does not need to be signed.
- Under each tab, scroll down to ensure all questions have been answered.
- Ensure your responses are limited to the VOCF grant funded program only.

Tab 1 Cover Page

- The cover page will capture the tombstone information of the organization. A section for general trends is also available for any additional information an organization may wish to provide.
- List the organization name, the funded program name, the contact person or coordinator for the program and a contact number. Example:

Organization Name: Vulnerable Citizens Association
Program Name: Victim Services Assistance Unit
Coordinator Name: First Last
Phone: 403-555-5555

Tab 2 Criminal Offences

Provide information regarding new criminal offenses for the reporting quarter.

Charges DO NOT have to be laid in order to record an offense or to provide assistance to a victim of crime throughout the criminal justice process.

- Type of Offense:
 - Select the criminal code offense that best describes the incident that has occurred.
 - In scenarios with multiple offenses committed, select the most serious offense for that incident.
 - If the offence is related to domestic/family violence, choose 'Family Violence' as the most serious offence unless the offence is homicide. (i.e. spousal assault with threats, choose domestic/family violence). However, organizations may have to use their discretion if the incident involves sexual violence.
 - If the offence type is not listed, record as "Other" and provide a description of the offence in the space provided.

- Number of Offenses:
 - Record the number of new offenses.
 - Where multiple victims are associated with the same offense, that offence is reported only once.

Example:

Type of Offense	Number of Offenses (new from this quarter only)	New persons assisted								
		Male			Female			Other or Undisclosed		
		0-17	18 - 64	65 & up	0-17	18 - 64	65 & up	0-17	18 - 64	65 & up
A – Criminal Code Violent										
Homicide		1		2		1				
Attempted homicide		2		1		1				

- Victim Demographics
 - Record demographic information for each new person assisted associated with an offense.
 - NOTE: multiple victims assisted may be associated with the same offense.
- If a person/victim is referred to the program but no offense has occurred, you may report that information under:
 - assistance provided when an offense has not occurred
 - number of clients for whom information was provided but no file was opened
 - This could include a referral that declined service.
- Report the number of ongoing/active files related to the funded program.

Definitions

- **Criminal Offense:** refers to the crime that occurred under the criminal code of Canada and for which a victim(s) has been referred or is seeking assistance
- **Incident:** the occurrence or event relating to the criminal offense
- **File:** refers to the caseload or active clients currently receiving assistance related to an offense.

Tips

- If you report an offence as 'other' there must be a description provided for each offence individually. Do not include names or other identifiable information.
- Refer to the Coding Key document if you are unsure how to code an offense.
- An offense should not be counted unless a file is opened and a criminal offense has occurred.
- Only stats related to the provision of services to victims of crime by the VOF funded program are to be reported.

Tab 3 Service

*This page should capture services delivered to both **new and ongoing** cases.*

As applicable, indicate the number of times and the number of victims that each support type was provided for all **new and ongoing** files.

- Count each individual once even if there have been multiple contacts with that individual. For Example: One victim was accompanied to court three times in a quarter. Record court accompaniment = 3 and victim = 1.

Where other supports are provided but not listed, please include a description of that support type under 'other'.

Record the number of forms distributed to victims and/or forwarded on behalf of victims in the quarter. Please include all **new and ongoing** files.

Tips

- See the Victims of Crime Protocol: **Roles and Responsibilities** document for more information on the roles and responsibilities/ what victims can expect from criminal justice partners. This document should be available in your organization and is available upon request from JSG Victims Programs.

Tab 4 Referrals

List the referral source and number of referrals to your program for new and ongoing files this quarter.

List the organization name and number of referrals made to outside services/programs this quarter.

Referral agencies may be grouped into broader categories (i.e. shelter, hospital, Alberta Health Services, etc.).

Tips

- Provide the total number of employees, not the total number of hours.
- Include the staffing positions that are funded through the VOCF grant.
- Volunteer hours do not include training. Only include hours dedicated to supporting the VOCF funded program.

Tab 5 Staff

Information about the staffing and volunteer resources associated with the Victims of Crime Funded program or initiative.

Tab 6 Professional Development

Information about Professional Development/Training related to the funded program/initiative taken by staff and volunteers and any community awareness or education provided by the organization during the quarter.

- Provide name and describe the training taken and by whom.
- Name and describe any training/presentation or community awareness events provided by your organization to other agencies, groups or individuals.