

Victims of Crime & Public Safety Fund Grant Quarterly Report Guide

Police Based Victim Service Units (VSU)

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 two (2) parts – Part A and Part B. Please complete **one Part A per detachment area** and one Part B per VSU.

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.

Part A

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, a contact number and select the reporting period from the drop down menu. Example:

Victim Services Unit Name	Eagle Tower Victim Services Society
Detachment/Division Name	Fox Creek
Victim Services Unit Name	Eagle Tower Victim Services Society
Detachment/Division Name	Whitecourt

Tab 2 New Incidents

Provide information regarding new incidents referred to the VSU and new persons assisted for the reporting quarter. Each referral is considered an incident. There may be more than one victim related to an incident/referral.

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 Incident:
 - Select the criminal code offense that best describes the incident that has occurred. Record each victim under the appropriate column receiving services associated with the incident.
 - In scenarios with multiple offenses committed, select the most serious offense for that incident.
 - If the incident 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 incident type is not listed, record under one of the “Other” categories (violent, non-violent, etc.) and provide a description of the incident in the space provided at the bottom of the page “Other incident Description”. You must include a description for every incident reported as “other.”
 - **Clare’s Law Referral:** select this incident type if a referral is received directly related to Clare’s Law. If you are providing general information on Clare’s Law, this is not considered an incident.
- New Incidents Referred:
 - Record the number of new incidents referred
 - Where multiple victims are associated with the same incident, that incident is reported only once.

Example:

Type of Incident	New Incidents Referred	New Persons (Record number of victims in each column)								
		Male			Female			Other		
		0-17	18 - 64	65 & up	0-17	18 - 64	65 & up	0-17	18 - 64	65 & up
A – Criminal Code Violent										
Homicide	1					1				
Attempted Homicide	1		1		2	1				

- Victim Demographics
 - Record demographic information for each new person assisted associated with an incident.
 - NOTE: multiple victims assisted may be associated with the same incident.
- If a person/victim is referred to the VSU but no offense has occurred, you may report that information under the Service Tab as time spent providing information, support or referral (as appropriate).

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

Tips

- Where multiple victims are associated with the same offense, that offence is reported only once.
- If you report an incident 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 incident should not be reported unless an offense has occurred.
- Only stats related to the provision of services to victims of crime by the VOCPSF funded program are to be reported.

Tab 3 Service

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

Question 2: Time Dedicated to Service Provision

- Time should be indicated in hours rounding up or down to the nearest 15-minute increment (.25, .5, .75, 1hr).

Service Provision Definitions:

Information Provided:

- Refers to things like first contact activities informing a victim about the services of the VSU such as mailing out information, leaving phone messages, short introductory phone calls/conversation, etc.
- Typically take around 15 minutes or less.

In-Depth Support:

- Refers to a more involved level of support to the victim such as providing information and support regarding Victim Impact Statements, Victims Assistance Programs, Request for Restitution, information about the criminal justice system, assistance to deal with the immediate impacts of the crime, liaison work with other community resources and/or the criminal justice system on behalf of the victim, information regarding the status of their case of offender status, matters of safety, etc.
- Please refer to the Victims of Crime Protocol: Roles and Responsibilities document which further outlines what supports victims of crime can expect from Victim Service Units.

Referral:

- Captures time spent making a referral for a victim of crime to another community or specialized agency, service or culturally safe support.

Court Support:

- Captures times spent providing court orientation or accompaniment to victims.

Question 3: Number of individuals who have received court support during the current reporting period

- Record each victim who has received court orientation and/or accompaniment during the reporting period for both new and ongoing files.
- Count each individual once even if there have been multiple contacts with that individual. Example:
- If a victim is accompanied to court 3 times in a quarter that victim would only be counted once on the report.

Question 4: Clare's Law Service Provision

- Report the number of times the services described were provided in direct relation to a Clare's Law referral received.

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.

Part B

Complete one Part B per VSU

Tab 1 Cover page

The cover page will capture the tombstone information of the organization, including the volunteers associated with unit (e.g. Advocates, Board members, etc.)

Tab 2 Staff

Information about the staffing resources associated with the Victim Service Unit

Tab 3 Training/Professional Development

Information about Professional Development/Training taken by staff during the quarter.

- Provide name and describe the training taken and by whom.

Tab 4 Administrative Duties

Information about time spent doing administrative or other operational activities (non-direct client service delivery) by both paid and volunteer staff

Tips

- Answer the attestation question. The report does not need to be signed.
- Provide the total number of employees, not the total number of hours.
- Time dedicated towards community awareness or public education should be captured under Tab 4 – Administrative Duties.
- Attendees to community awareness or public education sessions cannot be counted as victims in Part A.
- Volunteer hours do not include training. Only include hours dedicated to supporting the VOF funded program.