

Arrest Reporting Form: Helpful Hints for Grantees

This document identifies some common mistakes (i.e., “red flag”) found during the review of data submitted by Arrest grantees. A “red flag” does not always indicate an error. If your data does not fit with the instructions in this document, provide an explanation in item 51 (Narrative, Section G). This will help us understand how your program or jurisdiction is different than we anticipated. Not all items from the semi-annual progress report will be found in this document. Additionally, not all red flags have been identified in this document. The most common red flags have been highlighted. If the instructions in this document do not fit your data, provide an explanation in item 51 (Narrative, Section G). Questions and comments from Arrest grantees are welcome via the Technical Assistance on Progress Reporting Forms hotline 1-800-922-VAWA (8292) or email vawamei@usm.maine.edu.

Other: Use the “Other” category as a last option when no other category is appropriate. Check to see if your response can fit into an existing category. The category does not have to be a perfect fit to your response. Only when your response is completely different from the existing categories, should you use the “Other” category. The vast majority of responses will fit in an existing category. If you use the “Other” category, be as specific as possible. Do not use acronyms to describe responses in the “Other” category.

Protection Orders: In any section, the number of protection orders “requested” should reflect the number of requests filed with the agency having the authority to file protection orders, usually the courts. The number “granted” should be the number of protection orders granted by the court. Ideally, your program should provide data on both requested and granted.

General Information – Section A1

Item 7 (Indian Populations): If you indicate “yes,” list the specific tribal population(s) for which your program has specifically focused services or programming. Answers such as “all tribes in our state” or the use of “etcetera” are not valid responses and are red flags. This should not include tribal populations who just happen to live in your service area or if American Indians just happen to come in for services. For example, a pueblo in New Mexico should not indicate that they are serving Cherokee just because there are Cherokee living in their pueblo. In most cases, if you indicate “yes,” your program’s intentions to focus on a specific tribe(s) or nation(s) would have been included in your grant proposal.

Staff Information – Section A2

Report the total number of full time equivalents (FTEs) funded by the Arrest Program grant during the current reporting period. This includes employees who are part-time and/or only partially funded with these grant funds as well as contractors and consultants. Additionally, if grant funds support overtime, or a service and not a particular person, you will need to calculate FTEs. One FTE is equal to 40 hours per week. You should pro-rate the FTEs for staff that were partially funded, part-time, contract employees, or employed for only a portion of the six month reporting period. Only report FTEs for grant-funded or grant supported staff. Do not report FTEs for in-kind staff.

Calculations of FTEs should be based on the 26 weeks/6 month reporting period (1040 working hours in the six-month reporting period equals 1.0 FTE). Your calculations do not have to be exact, but should be as accurate as possible. **The reported FTEs should always reflect the job functions performed by the staff, not their job title.**

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Reference for determining FTEs

Calculations should be based on 26 weeks or 1040 working hours in a six-month reporting period.

1.0 = (40 hours per week, full time/1040 [40 hours X 26 weeks] hours per six months)

.50 = (20 hours per week, half time/520 hours per six months).

.40 = (16 hours per week/416 hours per six months)

.25 = (10 hr per week/260 hours per six months)

.10 = (4 hrs pr week/104 hours per six months)

Item 8 (Staff): Generally, any category with more than 5.0 FTE is considered a red flag. More than 1.0 FTE reported in the Administrator category is also a red flag. Provide an explanation in item 51 of the Narrative (Section G) if your data exceeds these numbers.

You are not required to report FTEs less than .10 (4 hours per week or 104 hours per six months), but it would be helpful if you included a note in item 51 of the Narrative (Section G). For example, “Contract attorneys provided 30 hours of civil legal assistance to victims/survivors.”

Definitions for FTE categories

Victim Advocate: A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.

Legal Advocate: A person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to civil or criminal court; and other advocacy within the civil or criminal legal system.

Counselor: Professional (social worker, counselor, psychologist, etc.) or peer counselor who provides emotional support, guidance, and/or problem solving in a specific area of expertise or knowledge.

Victim Witness Specialist: A person who provides victim assessment and coordination in support of case prosecution activities, assists with victim witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are limited to the period and scope of court proceedings. Typically, they are employees of a prosecution office or court, and confidential communications are usually limited.

Examples for calculating FTEs

Example 1: During the reporting period, your program had one full-time police officer who spent half of her/his time conducting investigations and half of her/his time providing training, developing training curriculum, organizing training, etc. In this case, you would report .50 FTE under the “Trainer” category and .50 FTE under the “Law enforcement officer” category.

Example 2: Two months into the reporting period, a full time prosecutor was hired. In this case, you would need to pro-rate the FTEs to reflect four months of the six-month reporting period. The correct FTE under “Prosecutor” would be .66 FTE (4 months/6 months).

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Example 3: Your program used Arrest Program funds to pay overtime for officers in the domestic violence unit; you need to convert this time into FTEs. Over the six-month reporting period, this came out to approximately 20 hours per week. You should indicate .50 FTE (20 hours/40 hours) in the “Law enforcement officer” category.

Example 4: Your program has contract attorneys that provided Civil Legal Assistance during the six-month reporting period. At the end of the reporting period, you determined through invoices that they provided 60 hours of service. The FTE equivalent would be .06 (60 hours/1040 hours). In this case, because the FTE for civil attorney was less than .10 FTE, you may decide to omit this information in item 8. It is helpful if you provide a brief statement about the intended omission in item 51 of the Narrative Section, so we will know who performed certain activities.

Responses in the “Other” category should be very specific, and you should always report FTEs based on job functions and not job titles. Responses such as graduate assistant, contractor, and consultant are not valid. We need to know the functions performed by those people. Some acceptable “Other” category entries include data analyst, investigator (if working for the prosecutor), program evaluator, and batterer intervention staff.

Purpose Areas – Section B

Item 9 (Statutory purpose areas): Check all purpose areas that apply to activities engaged in with Arrest Program funds during the current reporting period. If you are not sure which purpose area(s) apply to your grant program, you should refer to your grant proposal. **You should always check at least one purpose area.** Your OVW Program Manager will pay close attention to this section.

Item 10 (Program priority areas): Indicate program priority areas addressed by your Arrest Program grant. Some years OVW will include priority areas in the Arrest Program solicitations. Refer back to the solicitation under which you applied to see if your program addressed any of the priority areas during the current reporting period.

Training – Section C1

It is important to understand that training and education are two different activities. Only training activities should be reported in this section.

Training is for professionals or volunteers acting in the role of a professional, to improve their response to victim/survivor safety and offender accountability.

Education means providing general information that will increase awareness of sexual assault, dating violence, domestic violence, or stalking.

Training is **not** an educational presentation or prevention education. If you are presenting to a group that is typically not seen as professionals that work with victims/survivors or offenders, you should question whether you are providing training or education. Some examples of education (that should not be reported in this section) include presentations to general public, local civic groups, students (unless they are pre-professional students), victims/survivors, parents, or education via the media (TV, newspaper, or radio).

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Only training activities can be reported in this section. There is not a place on this form to report education activities. ***You should contact your OVW program manager before you use grant funds to support education activities.*** If you are not sure if an activity is training or education, you should contact your OVW program manager.

In this section, only report the training provided to non grant-funded staff. For example, you sent five judges that are not grant-funded to a conference. You will count this as one training event in Item 11 and then indicate five under the “Court personnel” category in Item 12 (People trained). You can train your grant-funded staff, but you should not report those activities in this section.

Item 11 (Training provided): List all training events provided during the current reporting period that were supported with grant funds and provided to non grant-funded staff.

Remember that a training event can be a five-minute roll call or a three-day conference. Provide additional information in item 51 of the Narrative (Section G) if you think the training provided by your Arrest Program grant is unique, or you would like OVW or Muskie School staff to have a better understanding of the training events supported with Arrest Program grant funds.

Example: Grant-funded staff went to a conference and provided a workshop for three days for a completely different audience each day. In this case, report three separate training events and report each person attending each workshop. However, if you are holding a class and the audience is the same each week over a five week period, this would be considered as one training event and you will count the people trained only once.

Item 12 (People trained): Except for large cities and statewide projects, most categories with over 100 people would be a red flag. If you report more than 500 law enforcement officers as trained, this would be a red flag. If you report a number that exceeds these numbers, include a note in item 51 of the Narrative (Section G) that verifies the accuracy of the number reported.

The number reported in the “Community advocacy organization staff” category should typically be low. Community advocacy organizations are those that advocate for specific populations such as the Gray Panthers, NAACP, Human Rights Campaign, and National Organization for Women. For the purposes of this reporting form, community advocacy organizations are not domestic violence programs.

Use the “Other” category only if your response does not fit into an existing category. For example, if you train dispatchers that are not a part of law enforcement, but they dispatch calls to law enforcement, you should put these people under the “Law enforcement officer” category. If you have community police academies, or other types of volunteers, you should put those people under “Volunteers.” Child protective service workers, city workers, county workers, and other government workers, should be placed under “Government agency staff.”

The vast majority of responses will fit in an existing category. Some acceptable “Other” category entries include public school staff, interns, and social work students. If the individual or group listed is not typically thought of as a professional working with victims/survivors, this would be a red flag.

Item 13 (Training content): Check all content areas that were addressed in the training that you provided during the current reporting period. Use the existing categories whenever possible, even if

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your response is not a perfect match. If you need to use the “Other” category, be as specific as possible.

CCR – Section C2

This section provides a picture of the relationships that you have with other agencies and organizations within your community and the frequency with which you interact with these agencies and organizations. You should include all agencies and organizations, not just your grant partners.

Your participation in these coordinated community response (CCR) activities should be in within the scope of your grant program. In the event that grant-funded staff are not participating in CCR activities, but CCR activities occur within the scope of your grant program, you should report those activities in this section.

Item 14 (Coordinated Community Response activities): Report only one interval of frequency for each agency/organization in the “Referrals, consultations, and/or technical assistance” column and only one interval of frequency in the “Meetings” column. Use your judgment to determine the most accurate frequency. For example, you work with three different LE agencies. You determine that you have contact with one on a daily basis, contact with one on a weekly basis, and contact with one on a monthly basis. These contacts include victim/survivor referrals, consultations, and technical assistance. You would indicate daily in the second column (victim/survivor referrals, consultations, and technical assistance) because the most frequent contact you have with a law enforcement agency is daily.

The “Health/mental health organization” category is for hospitals and mental health providers. The agency/organization does not have to provide both health and mental health services for you to use this category. Hospitals would fall under this category. The “Domestic violence program” category refers to those programs that provide direct victim services, such as shelter.

Use the existing categories whenever possible. Keep in mind that your response does not need to be an exact fit to an existing category. Use the “Other” category when your response does not fit in an existing category. Break down membership of a task force or advisory group by using the existing categories. Report the individual agencies and organizations that participated in these groups. Do not put “Task Force” or “Advisory meeting” in the “Other” category.

Policies – Section C3

Item 15 (Types of protocols and/or policies): Report only those protocols/policies that were completed during the current reporting period. If the policy/protocol is still in the development or revision phase, you should not report the policy/protocol until it is actually finished.

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

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Products – Section C4

Item 16 (Products developed, substantially revised, or distributed): Only report products that have been completed. Do not report products that are still under development or revision.

Develop: To create a new product.

Substantially revise: To make a significant change to an existing product.

The “Number developed or revised” column refers to the actual number created. Do not report the number printed. There is not a place on the form to report the number printed.

In the “Number distributed” column you must report a number. Do not report, “distributed widely,” “on-going,” or “distributed at all training events.”

Example, during the current reporting period, you developed one brochure with grant funds and had a thousand copies made. Report only one in the “Number developed or revised” column. In the “Title/topic” column, list the title or topic of the brochure. If you are going to distribute this brochure to victims, indicate “victims” in the “Intended audience” column. If you distributed 500 copies of the brochure, report 500 under the “Number used or distributed” column. If it was developed in a language other than English, indicate the language in the “Other language” column.

Data Collection and Communication Systems – Section C5

Item 17 (Data Collection and/or communication systems): Report the use of Arrest Program funds for data collection and/or communication systems. Only indicate the activities that were engaged in with grant funds during the reporting period. If you purchased equipment in the previous reporting period, do not report it purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

Item 18 (Purpose of data collection and/or communication systems): Check the purpose of data collection and/or communication systems. If you use the “Other” category, be as specific as possible.

Specialized Units – Section C6

A specialized unit is a centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges responsible for handling domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your Arrest Program grant funds. For the purposes of this report form, a specialized unit only exists within the criminal justice system and should consist of criminal justice personnel. A victim advocate can be part of a specialized unit, but a victim advocate alone does not constitute a specialized unit.

Item 19 (Specialized Units): Indicate the activities that grant funds supported during the current reporting period. Once you have reported a specialized unit as developed you will not report it as developed again.

The “Other” category should be used only when funds are used for an activity other than the activities listed; i.e., develop, support, expand, coordinate, or train. This category should not be used

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to describe a specialized unit. If the “Other” category is used, the response should be very specific. To date, all responses in the “Other” category could have been placed under an existing category or should not have been reported as a specialized unit.

System Improvement – Section C7

Item 20 (System Improvements): Report improvements to the larger service delivery or response system. Think about improvement as a broad system issue, something that will change the entire system.

If you reported the purchase of equipment in the Data Collection and Communication System Section (C5), you can report it again in this section.

If you use the “Other” category, please be as specific as possible. Responses such as “improved prosecution” are not valid because you should report how prosecution was improved.

Victim Services (Section D)

There are a few requirements that must be met before a victim is counted in this section.

1. A key word here is ***seeking***. The victim/survivor has to request or accept services before you can count them in this section.

In many jurisdictions, law requires that an attempt be made to contact victims. Additionally, many grantees have outreach programs. For grantees with such statutory requirements and/or outreach programs, it is critical to remember that if a victim does not request or accept services they cannot be counted in this section. This means that if you are required to send letters to all victims, you can only count victims in this section if they respond to the letter and request or accept services. Additionally, if your program contacts all victims by phone or in-person, you cannot count a victim in this section unless they request or accept services. You can however, report the victims you attempted to reach through outreach activities, and/or the number you contacted who did not want any services, in item 51 of the Narrative Section.

2. The services requested must be supported with your Arrest Program grant.
3. Only the primary victims of domestic violence should be counted in this section. Primary victims are those victims against whom the domestic violence was directed. ***Children of domestic violence victims and secondary victims should not be reported in this section.***
4. Victims of sexual assault and stalking are counted in this section only if sexual assault or stalking occurred within the context of domestic violence.
5. The federal definition of domestic violence should be followed. This definition can be found in the separate instructions on page 11.

You should make sure that all of these requirements are met when determining which victims you can count in this section.

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Once you have determined that a victim should be counted in this section, your next step will be to determine if they were served, partially served, or not served.

Item 21 (Victims served, partially served, and not served): Provide, to the best of your ability, an unduplicated count for each category: **served, partially served, or not served** for the current reporting period. This means that each victim who sought/accepted grant-funded services during the current reporting period should be reported only once.

Example 1: A victim request services three different times during the current reporting period, you should report this person only once in item 21 even though they came in three different times.

Example 2: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will still count them once in item 21.

Example 3: Your program offers court accompaniment and crisis intervention. A victim comes in and asks for these two services that are grant-funded and you are able to provide these services. In this case, the victim would be counted as **served**. On the other hand, if a victim comes in and asks for these two grant-funded services, but your program can only provide them with crisis intervention because the advocate is busy on the day they need to go to the court, count this victim as **partially served**, because your program could not provide court accompaniment. In the last scenario, if a victim comes in asks for these two grant-funded services and you are not able to provide either of them, you would count this victim as **not served**, because you were not able to provide either court accompaniment or crisis intervention.

Count a victim/survivor **served** if they requested grant-funded services and your program was able to provide all of those services.

Count a victim **partially served** if they request grant-funded services, but for programmatic issues such as those listed in item 22, your program could not provide all of those services.

Count a victim **not served** if your program could not provide any of the grant-funded services the victim requested due to programmatic issues such as those listed in item 22.

In this section, do not count a victim who only asks for services that are not grant funded. If your program provides a victim/survivor with a mix of grant-funded and non grant-funded services, you do not factor in your program's ability to provide the non grant-funded services when trying to determine if they are served, partially served, or not served.

Item 22 (Reasons Partially Served or Not Served): Indicate the reason(s) victims/survivors were reported as not served or partially served. The list of existing categories is comprehensive. To date, all reasons listed in the "Other" category could be reclassified or indicated the victim should have been reclassified (served, partially served, or not served), or the victim should not have counted in this section.

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- If a victim refuses all services, then the victim should not be counted at all.
- If a victim requested services and then could not be located and no services were provided, then the victim should not be counted at all, unless the person was on a waiting list.
- If a victim cannot be located after some services were provided, then the victim should be counted as served, unless the person was on a waiting list.
- A victim who was on a waiting list and cannot be located when services become available should be counted as partially served or not served, depending on whether or not they received some of the grant-funded services they requested.
- If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim should be counted as served.

Item 23 (Demographics): High numbers in the “Unknown” categories is a red flag (15% or more). If there is a high number in the “0-17” category under age, this is an indication your program might be serving children of domestic violence victims. This section is for primary victims of domestic violence only. The total number in the “Race/ethnicity” category can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. The total number for age and gender should equal the total number of victims/survivors served and partially served (21A and 21B).

Item 24 (Relationship to offender): The total number reported can be greater than 21A and 21B, but it cannot be less. Grantees should only use the “Other” category when their state statute is broader than the federal statute for domestic violence. If you use the “Other” category, you should verify that the domestic violence statute in your state includes relationships that are not intimate, such as roommate, teacher, neighbors, or boss. Read the definitions carefully on page 9 in the separate instructions. Do not use the “Other” category if the relationship is intimate in nature or there are blood relations, because that relationship will fit into an existing category.

Item 25 (Victim services): Report all types of grant-funded services that a victim received. In this question, we are looking for the number of victims that received a particular service, not the number of times a particular service was provided. If you read the instruction on the form, it does state, “the number of victims/survivors reported here may total more than the sum of 21A&B.” This instruction is unclear, so we need to clarify what this means. If you add all of the service categories together, that total can be more than 21A&B. However, the total in any individual service category should not be greater than 21A&B.

Count a victim once for each type of service they received. It is important to understand that in this question you count not how many times you provided the service, but how many victims received this service.

Example 4: If a victim requested victim/survivor advocacy and over the course of the reporting period the advocate met with this victim six times to provide this service, you would only count this service once for this victim. As a reminder, we are talking about grant-funded services only. Your grant may support all of the activities listed in this item or it may support some of the activities. Only report the activities that apply to your grant.

You are not expected to report safety planning, information, or referrals. OVW expects that all programs provide these basic services and in an effort to reduce the burden of data

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collection, they determined that these activities did not need to be reported. An important note, if a victim comes in and only requests safety planning and information, these services are grant-funded, and your program provides these services, you would count this person in 21A, but you would not need to report the services provided in item 25. If this occurs often, you should include a note in item 51 of the Narrative (Section G).

Also, if the only service provided was an intake, this victim should not be counted because it is unlikely the victim requested an intake—they probably requested another service and the intake was a procedure imposed by the agency.

If you use the “Other” category, be very specific. Some acceptable responses in the “Other” category are relocation expenses, supervised visitation, job training.” Follow-ups should be reported in the appropriate existing category.

Item 26 (Domestic protection orders): The number of protection orders reported should reflect the number in which grant-funded staff actually assisted a victim in obtaining the protection order. If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, this would be a red flag. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Criminal Justice Sections

With the exception of BIP (Section E5), you should report agency wide data in the Criminal Justice Sections. If grant funds were directed from one jurisdictional unit to a smaller jurisdictional unit, a grantee would only need to report on the activities of the smaller jurisdictional unit. For example, a large city with several police precincts receives Arrest funds, but all of the funds go to one precinct, report the law enforcement activities related to domestic violence cases from the one precinct.

Law enforcement – Section E1

In this section, if grant funds support law enforcement activities, report domestic violence data for the entire law enforcement agency, not just the activities of grant-funded law enforcement officers. Complete information should be reported in all applicable activity categories.

Item 27 (Activities): Report calls for assistance, unless the 911 system in your jurisdiction is separate from the law enforcement agency. If you cannot separate out the calls related to domestic violence, include a note in item 51 in Narrative (Section G) that explains the number reported.

All grantees should report on “Incident reports,” “Cases/incidents investigated,” “Arrests of predominant aggressor,” and “Referrals of cases of prosecutor.” If your law enforcement agency does not engage in these activities, include a note in item 51 in the Narrative (Section G) that explains the omission of this data. When relevant, report on other categories such as dual arrests and arrests for violation of bail bond. Only report on activities related to domestic violence incidents.

It is very important that you use the definitions below for each of these activities. These definitions may be different, and in some cases very different, from the definitions used in your

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jurisdiction. Because there is a lot of variance among the definitions for some of these activities, we need all grantees to use the definitions identified below to gather consistent data.

The definition of incident report is anytime an officer responds to a call for assistance. It does not have to be a formal or standard report. If your jurisdiction has a call center separate from law enforcement and you know your officers respond to all calls for assistance, then you can report the same number used for incident reports in the calls for assistance category. It is common for the numbers in these two categories to be the same or very similar. However, because incident reports are based on calls for assistance, the number of incident reports should not be higher than calls for assistance.

The definition for cases/incidents investigated is anytime an officer collects evidence, interviews witnesses, etc. Again, it would be common for cases/incidents investigated to be the same or similar to incident reports and calls for assistance. However, an investigation is the product of an incident report, so the number of cases/incidents should not be more than the number of incident reports.

Reporting the same number of "Protection/ex parte/temporary restraining orders served" and "Protection orders issued" is a red flag. Only the jurisdictions in which law enforcement has the power to issue a protection order should report in the "Protection orders issued" category. If the court issues a protection order and law enforcement is tasked with serving the offender with the protection order, this would be reported in the "Protection/ex parte/temporary restraining orders served" category. To determine the appropriate category ask, "Who issued the order?".

Item 28 (Domestic violence protection orders): The number of protection orders reported should reflect the number in which law enforcement actually assisted a victim in obtaining the protection order. Low numbers or no numbers is common in this item. The exception is when law enforcement can actually issue protection orders. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Prosecution – Section E2

In this section, if grant funds support prosecution activities, you should report data for the entire prosecution office, not just the activities of grant-funded prosecutors. Complete information should be reported in each item. Include only those cases related to domestic violence.

Item 29 (Number of domestic violence cases received, charged, not charged, or transferred): Report the number of case referrals received (29a), the number of cases received in which charges were filed (29b), the number of cases received in which an affirmative decision was made to not file charges (29c), and the number of cases transferred to higher or lower court (29d). All grantees using funds for prosecution activities should complete 29a (received) and 29b (filed).

The numbers reported in 29b, 29c, and 29d should be based on the number reported in 29a. The exception would be if a case referral was received during the previous reporting, but a decision to charge or not charge was made during the current reporting period. The red flag will be if the sum of 29b, 29c, and 29d is significantly higher or lower than 29a.

Item 30 (Number of pending charges and number of new offenses charged): Report the number of charges pending and the number of new charges filed. It is common practice to file multiple charges and you should report all original charges filed, not just the lead charge. The total number of new

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charges filed during the current reporting period should typically be equal to or greater than the number reported in item 29b (filed).

Numbers should be reported in both the pending charges column and the new charges column. If you have not previously filed a semi-annual progress report, include all charges pending at the time grant funds began to support prosecution activities. If new charges are not reported, provide an explanation in item 51 (Narrative, Section G).

Pending charges are those charges filed in a previous reporting period that are not yet disposed of at the beginning of the current reporting period. You should report pending charges to the best of your ability. The instructions on the form instruct you to report the charges pending from the “previous reporting period” under pending charges. An “s” was left off “reporting period,” so the instruction may be unclear. Again, pending charges are those charges pending at the beginning of the reporting period, regardless of when the charge originated.

Ordinance, misdemeanor, and felony offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name the offense domestic violence, sexual assault, or stalking. The use of the “Other” category is a red flag. If you use the “Other” category, be as specific as possible.

Item 31 (Disposition of charges): The number of dispositions for an offense should not be more than the number of pending and new charges reported for that offense in item 30. For example, five pending domestic violence ordinance charges and ten new domestic violence ordinance charges are reported in item 30. In item 31, there should be no more than 15 dispositions for domestic violence ordinance charges. Provide an explanation in item 51 of the Narrative (Section G) if your data differs from these instructions.

You should report the dispositions of the original charges. For example, if as the result of a plea bargain, a felony domestic violence charge is dismissed in exchange for a guilty plea of two misdemeanor domestic violence charges, you would report dismissed by “plea bargain” under the felony domestic violence charge.

If the “Other” column under “Number Dismissed” is used, provide more information as to the nature of these dispositions in item 51 of the Narrative (Section G).

Item 32 (Tribal grantees): Only tribal grantees should complete this question.

Item 33 (Domestic violence protection orders): The number of protection orders reported should reflect the number in which prosecution staff assisted a victim in obtaining the protection order. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Courts – Section E3

In this section, if grant funds support court activities, you should report data for the entire court jurisdiction, not just the activities of grant-funded court personnel. If the jurisdiction receives funds to operate a specialized domestic violence court in which all domestic violence cases are handled,

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the grantee would report only on the activities of that court. Include only those cases related to domestic violence.

Item 34 (Number of criminal charges): Numbers should be reported in both the pending charges column and the new charges filed column. If you have not previously filed a semi-annual progress report, include all charges pending at the time grant funds began to support prosecution activities. If new charges are not reported, provide an explanation in item 51 (Narrative, Section G).

Pending charges are those charges that were filed in any previous reporting period and are still pending. You should report pending charges to the best of your ability. The instructions on the form instruct you to report the charges pending from the “previous reporting period” under pending charges. An “s” was left off “reporting period,” so the instruction may be unclear. Again, pending charges are those charges pending at the beginning of the reporting period, regardless of when the charge originated. New charges are those charges filed during the current reporting period.

Ordinance, misdemeanor, and felony offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name the offense domestic violence, sexual assault, or stalking. We are asking you to use the definition on the instructions.

Item 35 (Disposition of criminal charges): The number of dispositions for an offense should not be more than the number of pending and new charges reported for that offense in item 34. For example, in item 34 a grantee reports five pending domestic ordinance charges and ten new domestic ordinance charges. In item 35, there should be no more than 15 dispositions for domestic violence ordinance charges.

Item 36 (Judicial monitoring): The number of review hearings conducted should not be less than the number of offenders reviewed. Each individual hearing that is conducted should be counted. For example, your program holds review hearings on the second Tuesday of the month. Over the six-month reporting period, the same 50 offenders are reviewed each month. You would report 50 offenders reviewed and 300 (50 offenders X 6 months) review hearings conducted.

Item 37 (Disposition of violations): Report the number of domestic violence cases in which there were dispositions of violations during the current reporting period. The violation does not need to occur during the current reporting period, only the disposition. A violation refers to a violation of probation or other court order. A case may be counted more than once if there were multiple violations.

Item 38 (Domestic violence protection orders): The number of protection orders reported should reflect the number of civil protection orders granted by the court. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed. If this item is not completed, provide a reason in item 51 in the Narrative (Section G).

Probation and Parole – Section E4

In this section, if grant funds were used to support probation and/or parole activities, you should report data for the entire probation office, not just the activities of grant-funded probation officers. Include only those cases related to domestic violence.

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Item 39 (Number of cases): If you have not previously filed a semi-annual progress report, include all continuing cases at the time grant funds began to support probation and parole activities. The number completing probation should not be higher than the number of pending and new cases.

Item 40 (Monitoring activities): Grantees should complete both the number of offenders/victims and the number of contacts. The number of contacts should always be equal to or higher than the number of offenders monitored or victims contacted. If you are not able to provide complete data, you should include a note in item 51 of the Narrative Section.

Item 41 (Disposition of violations): Report the number of domestic violence cases in which there were dispositions of violations during the current reporting period. The violation does not need to occur during the current reporting period, only the disposition. A violation refers to a violation of probation or other court order. A case may be counted more than once if there were multiple violations.

BIP – Section E5

In this section, grantees report on grant-funded staff or activities supported with grant funds. Complete information should be reported in each item.

Item 42 (Offenders in program): If you have not previously filed a semi-annual progress report, include all continuing offenders at the time grant funds began to support BIP activities. However, if your program is new, only report the number of offenders entering BIP during the current reporting period.

Item 43 (Outcomes): Report the outcomes for the offenders that completed BIP, who were terminated from the program, or who returned to the program after termination during the current reporting period. If you need to use “Other,” please be as specific as possible.

Item 44 (Length of BIP in weeks): Report the number of distinct programs supported with grant funds or grant-funded staff within an agency not the number of groups that operate within an agency. The groups within a program would provide the same services and operate on the same philosophies. For example, during the reporting period your program offers three groups that are 26-weeks in length. Each group serves the same type of offender, provides the same services, uses the same materials, and operates on the same philosophy. You would report one 26-week program. However, if your program were to provide three groups that differed in length you would report three programs indicating the length of each group.

Community Measures – Section F

Item 45 (Domestic violence civil protection orders in grant jurisdiction): All grantees are required to complete this section. Ideally, if a grantee reports the number of protection orders requested, the number granted should also be provided. The number granted should be based on the number requested. Therefore, there should not be more orders granted than were requested. If you are unable to collect the data or can only provide partial data, explain why in item 46.

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Item 46 (Exceptions): If partial data or no data is reported in item 45, there should be an explanation in this item.

Narrative – Section G

The narrative is an important section as it allows you to communicate information that cannot be captured in the other sections of the report form. This information gives OVW and the Muskie School a better understanding of what is going on beyond the numbers. For that reason, it is important for your responses to be as clear as possible. Please do not use acronyms unless you spell out in the beginning what this acronym means and do not include attachments because the Muskie School does not receive them.

Item 47 (Status of Arrest Program grant goals and objectives): Report on the status of your Arrest Program grant goals and objectives as of the end of the current reporting period. Report only on the status of your approved goals and objectives. You should refer to your original grant proposal if you are not sure of your grant program's goals and objectives. Your OVW program manager will pay close attention to this item. This item enables them to monitor the status of your goals and objectives. Indicate whether the activities related to your objectives for the reporting period have been completed, are in progress, are delayed, or have been revised. You should include any additional information that you think your OVW program manager needs to know to understand what you have and have not accomplished. Comment on your successes and challenges. If you have not completed objectives that should have been completed during the current reporting period, you must provide an explanation.

You are only required to answer items 48 and 49 once a year on the report for the January-June reporting period.

Item 48 (Remaining areas of need): Report on what you see as the most significant areas of remaining need within your state or service area, with regard to increasing victim/survivor safety and offender accountability. You should report not only on the needs of your program, but needs within the community, needs of victims/survivors, underserved populations, challenges, barriers, etc. These needs do not have to be related to the scope of your grant program. Be explicit about the needed remedies for the challenges you discuss. If you report a need that you are responding to, be clear that you are responding to this need. Approach the question with your immediate needs in mind and be specific and clear about unmet needs.

Example 1, "In our area, there are vast distances between victim/survivors and available domestic violence programs and we do not have the transportation to reach people in these remote areas." In this instance, the need could be construed as expansion of services or as transportation. Following up the initial sentence with "We need vehicles to facilitate travel to these locations" or "We need more satellite offices to serve victims in rural areas" makes clear exactly what is needed.

Example 2, "We need offender accountability in order to deter recidivism." The goal of offender accountability is somewhat vague. Stating, "Offender accountability is lacking in our area. In order to increase such, we need greater responsiveness from the local judiciary" provides more useful information.

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Example 3, “We desperately need funding and staff.” It is safe to assume that the majority of grantees need more funding and staff. Describing the intent of the funding and staff by adding “to obtain security equipment and to hire qualified interpreters” says more about the perceived gaps.

Item 49 (Benefits of Arrest Program funding): What has Arrest Program funding allowed you to do that you could not do prior to receiving this funding? Describe what it was like before receiving Arrest Program funding and compare with results that occurred after receiving Arrest Program funding. Be as specific as possible. If available, provide before and after data, stories, and statistics.

Example 1, in order to receive Arrest Program funding your program had to develop a coordinated community response that included the criminal justice system. “Through our monthly coordinated community response meetings, the local law enforcement agency embraced their role in holding offenders accountable and increasing victim safety. This agency implemented a policy that requires all officers to receive annual training on domestic violence. The law enforcement agency is not receiving grant funds and will be using other funding to train officers.”

Example 2, “Money from the Arrest Program has enabled us improve victim safety in our area.” Elaborate with “by allowing us to dedicate probation staff that provides outreach to victims” draws a clearer picture of your accomplishments.

Example 3: Our program served 60 domestic violence victims per year prior to receiving Arrest Program funds. During the past year, we served 120 domestic violence victims, a 100% increase.

Items 50 and 51 are always optional.

Item 50 (Additional information on the effectiveness of your grant-funded program): Provide additional information regarding the effectiveness of your grant-funded program. Discuss the difference it has made in your job, in your community, the people that you serve, and holding offenders accountable. Discuss what you think are the key parts of your program’s effectiveness. This item is not restricted to only grant-funded activities, but you should identify whether the activity was supported with your Arrest Program grant. If you feel a certain aspect of your program’s effectiveness is the result of the Arrest Program grant, but it was not actually supported with grant funds, you can discuss it in this item.

Item 51 (Additional information): Provide any additional information that you would like OVW or Muskie School staff to know about your program that was not captured elsewhere on the report form. Provide explanations that will help us understand the data you submitted. For example, if your computer crashed and you lost data, or if a person that you hired left during the current reporting period so you could not provide complete data.