

APPENDIX A¹

Please note that while race/ethnicity definitions are provided below, race/ethnicity must be self-reported by client

“American Indian or Alaska Native” refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian groups.

“Asian” refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provided other detailed Asian responses.

“Black or African American” refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “Black, African American, or Negro” or reported entries such as African American, Kenyan, Nigerian, or Haitian.

“Hispanic or Latino” refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: “Mexican,” “Puerto Rican,” or “Cuban.” This also refers to those who indicate that they are “another Hispanic, Latino, or Spanish origin.” People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms “Hispanic,” “Latino,” and “Spanish” are used interchangeably.

“Multiple Races” refers to a person who may self-identify in more than one race or ethnicity category.

“Native Hawaiian or Other Pacific Islander” refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander” or provided other detailed Pacific Islander responses.

“White” refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as “White” or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

“Some Other Race” includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

¹ <http://www.census.gov/prod/cen2010/briefs/c2010br-02.pdf>

APPENDIX B

The descriptions below are based on Federal legislation (unless otherwise noted), which provides guidance to states by identifying a minimum set of acts or behaviors to define the crime. OVC understands that state statutes may vary. Please interpret your state code within the definitions provided to report requested data.

GENERAL DEFINITIONS:

a. Child

A person under the age of 18 or as otherwise defined by state law.

b. Federal Fiscal Year

October 1 through September 30.

c. Services (as defined by program guidelines)

- i. Respond to the emotional and physical needs of crime victims;
- ii. Assist primary and secondary victims of crime to stabilize their lives after a victimization;
- iii. Assist victims to understand and participate in the criminal justice system; and
- iv. Provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

d. Crime Victim or Victim of Crime

A person who has suffered physical, sexual, financial, or emotional harm as the result of the commission of a crime.

e. Teen

OVC describes a teen (for purposes of this report) as a youth, ages 13–17. Use this definition to capture youth ages 13–17 who present for services for a primary and/or additional victimization where applicable: for example, teen dating victimization.

f. Victim Funded Project

VOCA funds plus match.

g. Victim Services Program

All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

VICTIMIZATION TYPES:

a. Adults Sexually Abused/Assaulted as Children

Adult survivors of sexual abuse and/or assault suffered while they were children.

b. Adult Physical Assault

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Simple Assault: Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

c. Adult Sexual Assault

Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is

rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

d. Arson

Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

e. Bullying (cyber, physical, or verbal)

Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature—for example, hitting or kicking, teasing or taunting—or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyberbullying include mean text messages or e-mails; rumors sent by e-mail or posted on social networking sites; and embarrassing pictures, videos, Web sites, or fake profiles.

f. Burglary

The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three subclassifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

g. Child Physical Abuse and Neglect

This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

h. Child Sexual Abuse and Assault

This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

i. Child Pornography

Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

j. Domestic and/or Family Violence

A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by

one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

k. DUI/DWI Incidents

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

l. Elder Abuse/Neglect

Also known as elder mistreatment, generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

m. Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other)

A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

n. Human Trafficking: Sex/Labor

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

o. Identity Theft/Fraud/Financial Crimes

Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

p. Kidnapping (noncustodial)

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

q. Kidnapping (custodial)

Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

r. Mass Violence: Domestic/International

An intentional violent criminal act that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction.

s. Other Vehicular Victimization

May include hit-and-run crimes, carjacking, and other vehicular assault.

t. Robbery

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

u. Stalking/Harassment

Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

v. Survivors of Homicide Victims

Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

w. Teen Dating Victimization

Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

x. Terrorism: Domestic

The term terrorism means an activity that . . . (1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended . . . (a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

y. Terrorism: International

The *Antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes* refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that . . . (1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended . . . (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).

z. Violation of a Court Order

This is defined by state or jurisdiction.

OVC PMT - SUBGRANTEE DATA REPORT **WISCONSIN INSTRUCTIONS & DEFINITIONS**

The following are instructions and definitions from the Wisconsin Department of Justice Office of Crime Victim Services for clarification of terms not defined by the federal report definitions or clarified in the federal report instructions.

I. POPULATION DEMOGRAPHICS

1. TOTAL number of individuals who received services during the reporting period.

Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. **DO NOT count anonymous contacts, such as hotline calls, here. They should be reported in question 2. If your organization only had anonymous contacts enter zero (0).**

2. TOTAL number of anonymous contacts received during the reporting period.

COUNT all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).

3. Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period.

Report the number of **NEW** individuals served with the use of VOCA plus match funds **for the first time** during the reporting period. This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

For the first reporting period of your subgrant, ALL individuals should be counted as new.

SPECIAL CLASSIFICATIONS OF INDIVIDUALS:

Please note that no definitions are provided as these “Special Classifications” must be self-reported by client

- a. **Deaf/Hard of Hearing**
Self-reported
- b. **Homeless**
Self-reported
- c. **Immigrants/Refugees/Asylum Seekers**
Self-reported
- d. **LGBTQ**
Self-reported
- e. **Veterans**
Self-reported
- f. **Victims with Disabilities: Cognitive/Physical/Mental**
Self-reported
- g. **Victims with Limited English Proficiency**
Self-reported

II. DIRECT SERVICES: Services provided by VOCA funded staff and VOCA match staff either in-person and over the phone unless otherwise specified.

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WISCONSIN INSTRUCTIONS & DEFINITIONS

A. INFORMATION AND REFERRAL

A1. Information about the criminal justice process

Providing information about the criminal justice process, from investigation thru post-conviction, including information about law enforcement, prosecution, and the appeals process.

A2. Information about victim rights, how to obtain notifications, etc.

Providing information about victim rights, how to obtain notifications, etc., including information about County Victim/Witness, the Crime Victim Compensation program, V.I.N.E. (Victim Information and Notification Everyday), how to obtain VANS (Victim Appellate Notification Services), DOC & DHS's VOICE system, and other victim rights.

A3. Referral to other victim service programs

Referral to other victim services programs (within your agency or outside of your agency) including: County Victim/Witness, sexual assault programs, domestic violence programs, and disability rights programs (i.e. DRW).

A4. Referral to other services, supports, and resources

Referrals to other non-victim centered services, supports, and resources including: legal, medical, law enforcement, child protective services, adult protective services, health and human services, faith-based organizations, address-confidentiality programs, etc.

B. PERSONAL ADVOCACY/ACCOMPANIMENT

B1. Victim advocacy/accompaniment to emergency medical care

Advocacy or accompaniment to emergency medical care deemed necessary or immediate by the victim or circumstance, related to the crime event/trauma. This includes a non-forensic exam or other medical care related to the crime event.

B2. Victim advocacy/accompaniment to medical forensic exam

B3. Law enforcement interview advocacy/accompaniment

Any interaction with law enforcement where the victim is present or on behalf of the victim. This subcategory differs from subcategory E9.

B4. Individual advocacy

Includes, but not limited to, assistance in applying for public benefits, return of personal property or effects, and relocation assistance for programs that do not operate a shelter and for non-shelter residents with obtaining housing.

B5. Performance of medical or nonmedical forensic exam or interview, or medical evidence collection

Only includes the actual performance of the forensic exam, not accompaniment (B2). Accompaniment should be reported in subcategory B2.

B6. Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)

Advocacy and accompaniment regarding immigration assistance, not exclusively providing information and referral. Referrals for immigration assistance should be reported in subcategory A4. This subcategory differs from E7.

B7. Intervention with employer, creditor, landlord, or academic institution

B8. Child or dependent care assistance (includes coordination of services)

Includes child/dependent care advocacy and child/dependent care as part of the services that VOCA funded staff provide, as well as participation in or coordination of safe exchange, respite, and supervised visitation. (Please note that each instance should be counted as one service regardless of the number of children).

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B9. Transportation assistance (*includes coordination of services*)

B10. Interpreter services

Only includes interpreter services paid for by VOCA funds.

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

C1. Crisis intervention (in-person, includes safety planning, etc.)

Includes crisis intervention for new and current clients and contacts in person.

C2. Hotline/crisis line counseling

Includes hotline/helpline/text line/crisis counseling for new and current clients, anonymous hotline calls/contacts, and contacts not in person (i.e. email contacts, Facebook contacts, etc.).

C3. On-scene crisis response (e.g., *community crisis response*)

Responding on scene as part of a coordinated team response to a crisis, per protocol.

C4. Individual counseling

Non-crisis counseling or follow-up either in-person or over the phone (or via email, facebook, etc.).

C5. Support groups (facilitated or peer)

C6. Other therapy (*traditional, cultural, or alternative healing; art, writing, or play therapy, etc.*)

Provided through a VOCA funded subcontract or by VOCA funded staff for therapy that may have specialized training or licensure.

C7. Emergency financial assistance

Emergency financial assistance as funded by VOCA, including payment for items such as food and/or clothing, changing windows and/or locks, taxis, emergency lodging, and emergency transportation, etc.

D. SHELTER/HOUSING SERVICES

THIS SECTION FOR PROGRAMS THAT OPERATE A SHELTER ONLY

D1. Emergency shelter or safe house

When shelter is covered by VOCA funded staff, the number of bed nights provided.

D2. Transitional housing

Not currently funded by VOCA at this time.

D3. Relocation assistance (*includes assistance with obtaining housing*)

For shelter residents only. (For programs that do not operate a shelter, please mark relocation assistance and assistance with obtaining housing for clients under subcategory B4 Individual Advocacy).

E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

E1. Notification of criminal justice events

Communication with the client on criminal justice events, including, but not limited to, case status, arrest, court proceedings, case disposition, release, and appellate notifications.

E2. Victim impact statement assistance

E3. Assistance with restitution

Includes, but not limited to, assistance in requesting restitution, attending restitution hearing for or with client, and assistance when collection efforts are not successful.

E4. Civil legal assistance in obtaining protection or restraining order

Assistance with obtaining protection or restraining order regardless of outcome.

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E5. Civil legal assistance with family law issues

Advocacy and accompaniment with family law issues (e.g., custody, visitation, or support) that may be provided by victim service representatives, advocates, attorneys, paralegals and/or child advocacy center staff that are VOCA funded.

E6. Other emergency justice-related assistance

E7. Immigration assistance

Navigating the legal work of filing the paperwork needed and petitioning for immigration assistance (e.g., special visas, continued presence application, and other immigration relief). This subcategory is different from providing immigration assistance through advocacy and accompaniment in B6.

E8. Prosecution interview advocacy/accompaniment

Any interaction with prosecution where the victim is present or on behalf of the victim, includes accompaniment with prosecuting attorney and with victim/witness.

E9. Law enforcement interview advocacy/accompaniment

Any interaction with law enforcement, after the case has been referred to the district attorney's office, where the victim is present or on behalf of the victim. This subcategory differs from subcategory B3.

E10. Criminal advocacy/accompaniment

Attending any criminal court-related activities with or without the victim.

E11. Other legal advice and/or counsel

Services must be provided by an attorney.