

**Department of Children and Families  
Domestic Abuse Program Annual Report  
Instructions and Definitions**

| Report Category                        | Definition   | Instructions   |
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| <b>Children/Youth</b>                  | A person under the age of 18.  | <ul style="list-style-type: none"> <li>▪ Count persons receiving both residential and non-residential services.</li> </ul> <p>Count each person only once (unduplicated count).</p>  |
| <b>Youth Intimate Partner Violence</b> | Youth under the age of 18 who are victims of dating violence or any type of intimate partner violence <i>in their own relationships</i> .  | <ul style="list-style-type: none"> <li>▪ Youth who are victims of Intimate Partner Violence should be counted in that subset <i>as well as</i> in the general category Children and Youth.</li> </ul>  |
| <b>Gender Categories</b>               | <p>Categories include:</p> <ul style="list-style-type: none"> <li>▪ Female</li> <li>▪ Male</li> <li>▪ Transgender male to female</li> <li>▪ Transgender female to male</li> <li>▪ Other/Not reported</li> </ul> <p>Transgender is a term for people whose gender identity, expression or behavior is different from those typically associated with their assigned sex at birth.</p> <p><i>Transgender male to female</i> refers to a transgender individual who currently identifies as a woman.</p> <p><i>Transgender female to male</i> refers to a transgender individual who currently identifies as a man.</p> | <ul style="list-style-type: none"> <li>▪ Count persons receiving both residential and non-residential services.</li> </ul> <p>Count each person only once (unduplicated count).</p>  |
| <b>Residential (Shelter) Services</b>  | Shelter Services include persons receiving on-site shelter, lodging in safe homes, or in program-sponsored hotel/motel rooms.  | <ul style="list-style-type: none"> <li>▪ Count the number of persons served during the reporting period.</li> <li>▪ Count each person once, regardless of how many times the person may be served during the reporting period (unduplicated count).</li> <li>▪ Persons who receive residential (shelter) services should be counted in Residential Services <i>only</i></li> </ul> |

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| <p><b>Nights of Shelter</b></p>          | <p>A shelter night should be counted for each person that arrives and is provided a shelter bed, thus making it unavailable for others.</p> | <p>and <u>not</u> in Nonresidential Services.</p> <ul style="list-style-type: none"> <li>▪ Count the number of people sheltered, multiplied by the number of nights. For example, a victim/survivor and her three children stay in shelter for 5 nights - 4 people x 5 nights = 20 shelter nights.</li> </ul>   |
| <p><b>Unmet Requests for Shelter</b></p> | <p>Unmet requests for shelter <i>due to program being at capacity</i>.</p>  | <ul style="list-style-type: none"> <li>▪ Count only the adult victims of domestic violence only.</li> <li>▪ This count should <u>not</u> include individuals who were not served because their needs were inappropriate for the services of your program, e.g., homelessness not related to domestic violence.</li> </ul>   |
| <p><b>Nonresidential Services</b></p>    | <p>Clients who received <i>only</i> non-residential direct services are be counted in this category.</p>                                    | <ul style="list-style-type: none"> <li>▪ Count the number of persons served during the reporting period.</li> <li>▪ Count each person once, regardless of how many times the person may be served during the reporting period (unduplicated count).</li> <li>▪ If a client stays in shelter and afterwards also receives a nonresidential service (e.g., support group, legal advocacy), count that person <i>only</i> in residential services.</li> <li>▪ Do <i>not</i> count persons receiving Batterer Intervention Services or those attending educational presentations in this category.</li> </ul> |

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| <p><b>Demographic Category – Race and Ethnicity</b></p> | <p>Categories include:</p> <p><b>American Indian or Alaskan Native</b> - A person who has origins in any of the original peoples of North, South or Central America and who maintains tribal affiliation or community attachment.</p> <p><b>Black or African American</b> - A person having origins in any of the black racial groups of Africa.</p> <p><b>Hispanic/Latina(o)</b>. - A person of Cuban, Mexican, Puerto Rican, South/Central American or other Spanish culture or origin, regardless of race.</p> <p><b>Southeast Asian</b>- A person from Cambodia, Laos (including Hmong) or Vietnam.</p> <p><b>Other Asian</b> - A person having origins in any of the original people of the Far East, Southeast Asia (other than Cambodia, Laos, or Vietnam), the Indian subcontinent, for example, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, and Thailand.</p> <p><b>Native Hawaiian or Other Pacific Islander</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>White</b> - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><b>Unknown/Other</b></p> | <ul style="list-style-type: none"> <li>▪ Count persons receiving both residential and non-residential services.</li> <li>▪ Clients may self-identify in more than one category; therefore, total number may exceed number of unduplicated clients.</li> <li>▪ Clients should be allowed to self-identify their own racial/ethnic designation. Do not make assumptions about the racial/ethnic background of a client.</li> <li>▪ Count all adults (women, men, transgender) as a category and all children/youth as a category.</li> </ul> |
| <p><b>Demographic Category - Age</b></p>                | <p>Categories include:</p> <ul style="list-style-type: none"> <li>▪ 0 – 17</li> <li>▪ 18 – 24</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Count persons receiving both residential and non-residential services.</li> <li>▪ Count each person only once (unduplicated)</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>▪ 25 – 49</li> <li>▪ 50-59</li> <li>▪ 60+</li> <li>▪ Unknown</li> </ul>   | <p>count).</p> <ul style="list-style-type: none"> <li>▪ Do not count a person again in two different age categories if he/she enters another age category while receiving services.</li> </ul>  |
| <b>Demographic Category – Limited English Proficiency.</b> | <p>Persons who are unable to communicate effectively in English because their primary language is not English and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English.</p>  | <ul style="list-style-type: none"> <li>▪ Count persons receiving both residential and non-residential services.</li> <li>▪ Count each person only once.</li> </ul>  |
| <b>Primary Language Spoken</b>                             | <p>The language spoken primarily in the home or community of the client, or the language acquired in earliest childhood.</p> <p>Categories include:</p> <ul style="list-style-type: none"> <li>▪ Spanish</li> <li>▪ Hmong</li> <li>▪ Russian</li> <li>▪ American Sign Language</li> <li>▪ Other (not English)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Count languages <i>other</i> than English.</li> <li>▪ Count persons receiving both residential and non-residential services</li> <li>▪ Count each person only once.</li> </ul>   |
| <b>Hotline Calls</b>                                       | <p>Calls received on <u>any</u> agency line that relate to an individual or family in need of some type of service.</p>  | <ul style="list-style-type: none"> <li>▪ Count all calls, including repeat calls and calls from third parties (e.g., concerned friends and family of victims).</li> <li>▪ The caller does not have to be in “immediate crisis”.</li> <li>▪ These calls are duplicated, as people often call more than once.</li> <li>▪ Do <b>not</b> count business calls, such as staff to staff calls, staff to board calls; calls about donations, calls from the media; etc.</li> </ul> |

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| <p><b>Individual Supportive Counseling and Advocacy - Adults</b></p>             | <p>A meaningful interaction with an adult client that extends beyond a brief, isolated contact.</p>      | <ul style="list-style-type: none"> <li>▪ Count the <u>individual</u> supportive services provided to adults that extend beyond a brief, isolated contact; e.g. crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, transportation, home visits, etc.</li> <li>▪ For individual supportive services, count the total number of service contacts provided, regardless of length.</li> <li>▪ A contact could be a brief advocacy session in shelter or several hours to accompany a survivor to court.</li> <li>▪ Do not count brief encounters such as distribution of supplies, toiletries, etc.</li> </ul> |
| <p><b>Group Supportive Counseling and Advocacy - Adults</b></p>                  | <p>A supportive service provided to adults in a group setting.</p>                                       | <ul style="list-style-type: none"> <li>▪ Count the supportive services provided to adult victims in a <u>group setting</u>, such as a support group.</li> <li>▪ Total the number of sessions, regardless of length, for each individual in attendance. For example, 5 hour-long support groups with 10 individuals at each group = 50 service contacts.</li> </ul>  |
| <p><b>Individual Supportive Counseling and Advocacy – Children and Youth</b></p> | <p>A meaningful interaction with a child/youth client that extends beyond a brief, isolated contact.</p> | <ul style="list-style-type: none"> <li>▪ Count the <u>individual</u> supportive services provided to children and youth which extend beyond a brief, isolated contact, e.g., crisis intervention, safety planning, individual counseling, peer counseling, educational services.</li> </ul>   |

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|  |   | <ul style="list-style-type: none"> <li>▪ For individual supportive services, count the total number of service contacts provided, regardless of length. A contact could be an individual counseling session in shelter or time spent enrolling a child in a needed community service.</li> <li>▪ Do not count brief encounters such as distribution of supplies, snacks, etc.</li> </ul>  |
| <b>Group Supportive Counseling and Advocacy – Children and Youth</b> | Supportive services provided to children/youth in a group setting.  | <ul style="list-style-type: none"> <li>▪ Count the supportive services provided to children and youth in a <u>group setting</u>, such as child-witness support groups.</li> <li>▪ Count the total number of sessions for each individual in attendance, e.g. 4 hour long support groups with 8 individuals at each = 32 service contacts.</li> </ul>  |
| <b>Activities for Children and Youth</b>                             | Activities that fall outside of child/youth advocacy (e.g., activities that are purely recreational in nature).   | <ul style="list-style-type: none"> <li>▪ Count all <u>individual</u> activities that fall outside of child/youth advocacy, including unplanned or unstructured contacts, such as mentoring opportunities. Count total number of service contacts.</li> <li>▪ Count all <u>group</u> activities that fall outside of child advocacy including recreational activities, field trips, etc. Count total number of service contacts, e.g., a 3-hour field trip for 4 children = 4 service contacts.</li> </ul> |
| <b>Community Education and Public Awareness</b>                      | Informational presentations or trainings about domestic violence and/or services related to victims of domestic violence and their children, such as training for health professionals, social services, law enforcement, etc. <b><i>Include</i></b> general community awareness presentations. | <ul style="list-style-type: none"> <li>▪ Count <u>all</u> informational presentations or trainings about domestic violence and/or services.</li> <li>▪ Include all presentations for an adult or mixed-age audience.</li> <li>▪ Presentations that are specifically targeted for</li> </ul>   |

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|                                    |  | <p>audiences of children or youth, such as school-based prevention programs, should be counted under the Youth section.</p> <ul style="list-style-type: none"> <li>▪ Count the total number of training and community education presentations. Count the total number of individuals attending.</li> </ul>                             |
| <b>Public Awareness Activities</b> | Domestic violence-focused information forums where domestic violence information is distributed and an exact count of audience cannot be obtained.   | <ul style="list-style-type: none"> <li>▪ Count all domestic violence-focused information forums where domestic violence information is distributed and developed and an exact count of audience cannot be obtained, such as: press conferences; booths at health fairs; etc.</li> <li>▪ Count the number of such activities</li> </ul> |
| <b>Volunteer Activity</b>          | Individuals performing volunteer service from all areas, including programmatic (e.g. advocacy, transportation) and administrative services (e.g. board members, data entry.)  | <ul style="list-style-type: none"> <li>▪ Count number of individuals performing volunteer service from all areas</li> <li>▪ Count total time of volunteer hours, <i>rounded to nearest hour.</i></li> </ul>  |
| <b>DCF Outcomes</b>                | <p>The outcome questions are:</p> <ul style="list-style-type: none"> <li>▪ I know more ways to plan for my safety</li> <li>▪ I know more about community resources</li> </ul> <p>The program areas are:</p> <ul style="list-style-type: none"> <li>▪ Shelter</li> <li>▪ Supportive Services and Advocacy</li> <li>▪ Support Group</li> <li>▪ Counseling</li> </ul> | <ul style="list-style-type: none"> <li>▪ For each program area from which you collected outcome data, indicate how many surveys were completed and how many YES responses you received to each of the outcome questions.</li> </ul>  |
| <b>Agency/Program Budget</b>       | Complete only those categories that apply to your domestic abuse agency or program. If you operate a transitional housing facility/service or some other separate program, do not include the expenditures for those programs/activities. If the domestic abuse program is part of a larger multi-service/purpose  | Provide the total annual budget for all domestic abuse services offered by your agency/program (not just through the DCF grant). Use the budget from the most recent completed period used by your agency/program.   |

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|  | agency (such as a YWCA or Family Service agency), do not include the expenditures for non-domestic abuse services of the larger agency. Also, do not include expenditures for sexual assault services or general crime victim services. |  |
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