



## DCF Annual Domestic Abuse Program Report Template

### Program Information

**Please have all your data prepared and ready to enter before you begin this survey.**

**You may use this link (\_\_\_\_\_) to come back to this survey at any time to make changes, as long as you're doing it from the same computer. If you use a different computer you will start a new survey. If that happens, please contact Sharon Lewandowski at 608-422-6965 and ask to remove the one that is incorrect.**

#### \* Contact Information

Agency Name

Your Name

Phone number

#### \* Email address



## DCF Annual Domestic Abuse Program Report Template

### Residential Services

**Include persons receiving on-site shelter, lodging in safe homes, or in program–sponsored hotel/motel rooms.**

**Count each person once, regardless of how many times the person may be served during the reporting period (unduplicated count). Persons who receive shelter services should be counted in this category only and not in Nonresidential Services.**

**Note: The demographic category Youth Intimate Partner Violence (IPV) refers to youth under the age of 18 who are victims of dating violence or any type of intimate partner violence. Youth who are victims of Intimate Partner Violence should be counted in that subset as well as the general category Children and Youth.**

#### Residential Services

Women	<input type="text"/>
Children	<input type="text"/>
Men	<input type="text"/>
Youth IPV	<input type="text"/>
Transgender male to female	<input type="text"/>
Transgender female to male	<input type="text"/>
Other/Unknown	<input type="text"/>

#### Nights of Shelter

A night should be counted for each person that arrives and is provided a shelter bed. To obtain nights of shelter, count the number of people housed, 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.

Women	<input type="text"/>
Children	<input type="text"/>
Men	<input type="text"/>
Youth IPV	<input type="text"/>
Transgender male to female	<input type="text"/>
Transgender female to male	<input type="text"/>
Other/Unknown	<input type="text"/>

## Unmet Requests for Shelter (adults only)

Count unmet requests for shelter due to program being at capacity. Count only the adult victims of domestic violence only. This count should not 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.

Count the total number of times requests for shelter were declined, even if you provided other services.

Adults



## DCF Annual Domestic Abuse Program Report Template

### Nonresidential Services

#### Nonresidential Services

Count each person once, regardless of how many times the person may be served during the reporting period (unduplicated count).

Count clients who receive only nonresidential services (e.g., support groups, legal advocacy, etc.). For example, if a client stays in shelter and then attends support group afterwards, count her/him only in shelter services.

Do not count persons receiving Batterer Intervention Services or those attending educational presentations.

Women

Children

Men

Youth IPV

Transgender male to female

Transgender female to male

Other/Unknown



## DCF Annual Domestic Abuse Program Report Template

### Demographic Data - Race and Ethnicity

#### (Number of clients)

**Count persons receiving residential and nonresidential services. Clients may self-identify in more than one category; therefore total number may exceed number of unduplicated clients.**

**Clients should be allowed to self-identify their own racial/ethnic designation. Do not make assumptions about the racial/ethnic background of a client.**

**Count all adults (women, men, transgender) as a category and all children/youth as a category.**

#### Adults

White	<input type="text"/>
Black or African American	<input type="text"/>
Hispanic/Latina(o)	<input type="text"/>
Southeast Asian	<input type="text"/>
Other Asian	<input type="text"/>
Native Hawaiian or Pacific Islander	<input type="text"/>
American Indian or Alaskan Native	<input type="text"/>
Other/Unknown	<input type="text"/>

## Children and Youth

White

Black or African American

Hispanic/Latina(o)

Southeast Asian

Other Asian

Native Hawaiian or Pacific Islander

American Indian or Alaskan Native

Other/Unknown



## DCF Annual Domestic Abuse Program Report Template

### Demographic Data - Age

**Count persons receiving either residential or non-residential services. The total number in each category should equal the number of residential and non-residential clients reported for that category. Count each person only once (unduplicated count). Do not count a person in two different age categories if he/she enters another age category while receiving services.**

**Count all adults (women, men, transgender) as a category and all children/youth as a category. Children and youth include anyone under the age of 18, unless legally emancipated.**

## Adults

18-24

25-49

50-59

60 and over

Unknown

## Children and Youth

0-17



## DCF Annual Domestic Abuse Program Report Template

### Other Demographic Information

#### (Number of clients)

##### Demographic Data - Limited English Proficiency

Count persons receiving either residential or non-residential services. Count each person only once. A person with Limited English Proficiency is 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. Count all adults (women, men, transgender) as a category and all children/youth as a category.

Adults

Children

## Demographic Data - Primary Language Spoken (Non- English)

Primary language refers to the language spoken primarily in the home or community of the client, or the language acquired in earliest childhood. Count persons receiving both residential and non-residential services.

Count each person only once.

Spanish	<input type="text"/>
French	<input type="text"/>
Hmong	<input type="text"/>
Russian	<input type="text"/>
American Sign Language	<input type="text"/>
Other (not English)	<input type="text"/>



## DCF Annual Domestic Abuse Program Report Template

### Client Services

#### Hotline Calls

Count all calls received on any agency line that relate to an individual or family in need of some kind of service. It is expected that this number will be duplicated, as people often call more than once. Count all calls, including repeat callers and calls from third parties. Do not count business calls, such as staff to staff calls, staff to board calls, calls about donations, calls from the media, etc.

Total number of calls

### Supportive Counseling and Advocacy - Adults

Count the individual supportive services provided to adults which 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.

For individual supportive services, count the total number of service contacts provided, regardless of length. A contact could be a brief advocacy session in shelter or several hours to accompany a survivor to court. Do not count brief encounters such as distribution of supplies, toiletries, etc.

Count the supportive services provided to adult victims in a group setting, such as a support group. Total the number of sessions, regardless of length, for each individual in attendance. For example, 5 support groups (each one hour long) with 10 individuals at each group = 50 service contacts.

Individual

Group

### Supportive Counseling and Advocacy - Children and Youth

Count the individual 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. Children and youth include anyone under the age of 18, unless legally emancipated.

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. Do not count brief encounters such as distribution of supplies, snacks, etc.

Count the supportive services provided to children and youth in a group setting, such as child-witness support groups. Count the total number of sessions for each individual in attendance, e.g., 4 support groups (each one hour long) with 8 individuals at each = 32 service contacts.

Individual

Group



## Activities for Children and Youth

Count all individual activities that fall outside of child/youth advocacy, including unplanned or unstructured contacts, such as mentoring opportunities. Count total number of service contacts.

Count all group 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.

Individual Activities

Group Activities



## DCF Annual Domestic Abuse Program Report Template

### Community Activity and Volunteers

#### Community Education

##### Adults/General Population

Count all 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.

Include all presentations for an adult or mixed-age audience. Count the total number of training and community education presentations. Count the total number of individuals attending.

Number of Presentations

Number of Participants

## Community Education - Youth Oriented

Presentations that are specifically targeted for audiences of children or youth, such as school-based prevention programs, should be counted here. Count the total number of training and community education presentations.

Count the total number of individuals attending.

Number of Presentations

Number of Participants

## Public Awareness

Count all domestic violence-focused information forums where domestic violence information is distributed and developed and an exact count of audience can not be obtained, such as: press conferences, booths at health fairs, etc.

Count the number of such activities. Use the narrative questions (sent in separately) to describe any events of particular significance.

Number of Activities

## Volunteer Activity

Count number of individuals performing volunteer service from all areas, including programmatic (e.g. advocacy, transportation) and administrative services (e.g. board members, data entry.)

Count total time of volunteer hours, rounded to nearest hour.

Number of Volunteers

Number of Volunteer Hours



**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.**

Number of surveys returned

Shelter

Support Group

Advocacy and Support Services

Counseling

Number of "yes" responses to Safety Outcome

Shelter

Support Group

Advocacy and Support Services

Counseling

Number of "yes" responses to Resources Outcome

Shelter

Support Group

Advocacy and Support Services

Counseling

## Budget of Domestic Abuse Program

Provide the total annual budget for all domestic abuse services offered by your agency (not just through the DCF grant). Use the budget from the most recent completed period used by your agency (e.g., if your agency keeps a budget on a calendar year, provide the 2015 budget). Use whole dollar amounts only (no cents). 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 agency (such as a YWCA or Family Service agency), do not include the expenditures for the non-domestic abuse services of the larger agency. Do not include expenditures for sexual assault services or general crime victim services.

DCF Funding

Funding through other State Agency

Local Government (city, county, tribal)

Federal (direct funding from federal agency, not through a state agency)

Community Development Block Grant (CDBG)

United Way

Private Foundations

Fundraising (e.g., events, individual donations, etc.)

Other

Total Budget