Instructions for the
Domestic and Sexual Violence Services Statewide Report

Introduction

The Domestic and Sexual Violence (DSV) Services Statewide Report is required of non-profit DSV organizations[1] and Tribal Nation victim services programs that receive 2021-2023 Joint Non-Competitive Funds from the Oregon Department of Justice (ODOJ) and the Oregon Department of Human Services (ODHS). This statewide report replaces the "Striving to Meet the Need" report used in past years by ODOJ and ODHS.

Data collected for this report is meant to reflect an <u>annual count</u> of survivors served and services provided. This report is submitted to ODOJ and ODHS every six months to ensure data collection is on schedule for the year.

- July 1 to December 31 | Six months of data | Submit to ODOJ and ODHS by January 31
- January 1 to June 30 | Twelve months of data | Submit to ODOJ and ODHS by July 20

The second and final report for the July 1 to June 30 annual period includes the first six months of data plus the second six months of data for a total of twelve months of data.

This report is built into the OSNIUM system which allows users to query results for submission to ODOJ and ODHS. Organizations and Tribal Nations have the option of using the OSNIUM system or to use other systems to collect and query results.

These instructions accompany the DSV Services Statewide Report. This report asks for data on ALL domestic and sexual violence advocacy services provided non-profit organizations/programs regardless of funding source. Tribal Nations victim services programs are only required to provide data for the joint non-competitive funding they receive from ODOJ.

Recipients of ODOJ and ODHS funds shall protect the confidentiality and privacy of persons receiving services to ensure the safety of survivors and their families. Personally identifying information is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. This report is designed for organizations and programs to share non-personally identifying information <u>in the aggregate</u> regarding services to survivors. Carefully consider if any data, or combination of data, provided in this report will identify a survivor. Organizations/programs have the option of selecting "undisclosed" to avoid such a breach.

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[1] This includes those organizations who receive Joint Non-Competitive funds to provide legal services.

Table Instructions

Table 1 – Total Survivors Served and Demographics

Table 1 asks for data about the number of individuals served and their demographic information. The demographic data provided in this report is based on how the survivor self-identifies. Please note that some counts of demographic data are duplicated and other unduplicated.

Total # of all individuals served

This is an underlined unduplicated number of individuals who are adults and teens who are the primary survivor served in the annual reporting period of July 1 to June 30. This is an unduplicated count of individuals that are served regardless of program (shelter, community-based, mobile, co-located services, etc.).

Population demographics

Population demographics can be a duplicated count of race and ethnicity as identified by the survivor at the time the question is asked. A survivor may choose "other" to describe race or ethnicity if the choices that are available do not fit. "Other" is not the same as "undisclosed." "Undisclosed" is an option for when survivors choose not to report. It is also an option for when the information is unknown.

Note to OSNIUM users: Categories for race/ethnicity and gender identity in the OSNIUM system are as follows: American Indian/Alaska Native, Asian, Black/African American, Hispanic or Latino, Native Hawaiian, White Non-Latino/Caucasian, Other, Undisclosed. Indigenous, Asian American, African, Latino (a)(o)(x), Pacific Islander, and White/Caucasian are expansions or modifications to categories found in OSNIUM. OSNIUM users may report individuals in these categories even without OSNIUM's use of these demographic identifiers. For example, a person who is African may be reported in OSNIUM under Black/African American.

Gender identity

Gender identity can be a duplicated count of gender as identified by the survivor at the time the question is asked. A survivor may choose "other" to describe gender if the choices that are available do not fit. "Other" is not the same as "undisclosed." "Undisclosed" is an option for when survivors choose not to report. It is also an option for when the information is unknown.

Note to OSNIUM users: Categories for gender identity in the OSNIUM system are as follows: Male, Female, Transgender, Non-Binary, Other, Undisclosed. The category of Non-Binary (a gender that is not singularly "female" or "male") is an expansion of the category found in

OSNIUM. OSNIUM users may report individuals who identify as a gender not singularly "female" or "male" under Non-Binary.

Age

Age is an <u>unduplicated</u> count of individuals. This number should match the total number of individuals served as reported in the first question.

By survivor type

Survivor type is an <u>unduplicated</u> count of individuals. Count the survivor type as the primary issue for which the survivor is seeking services.

Other demographics

Other demographics can be a <u>duplicated</u> count as identified by the survivor at the time the question is asked.

Table 2 – Crisis Calls

This is a count of the number of calls for help answered by the organization or program. Calls are identified by service area and by the primary crime committed against the survivor. If the survivor has experienced several types of crime, report only the primary crime identified during the call. Count all calls on the crisis line except for business calls. This includes calls from survivors, family members, friends or other individuals seeking help or seeking to help the survivor. A call from a perpetrator can also be counted. For an organization with a service area covering more than one county, identify the calls by county whenever possible.

Table 3 – Number of People Receiving Emergency Sheltering Services

Emergency sheltering services includes communal shelter, hotel, motel, safe house, or any other emergency shelter service. Table 3 captures unmet survivor requests and the number of people receiving emergency sheltering services.

Unmet survivor requests for emergency sheltering services

Count the number of *requests* for shelter that were unmet because the program was at capacity. This number excludes dependent teens and children. Count each survivor even though you may shelter them later. Do not count individuals who were unserved because their needs were inappropriate for your program services (ex. houselessness unrelated to domestic violence, sexual assault, stalking, teen dating violence).

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Number of People Receiving Emergency Sheltering Services

People receiving emergency sheltering services are counted once per stay (in the month they leave shelter services). People receiving emergency sheltering services include adults age 18 and over; children 0-12; and teens 13 thru 17. Identify people receiving emergency sheltering services based on the county where the organization or program is headquartered.

Table 4 – Shelter Nights

At the end of the emergency sheltering service, report on the total number of nights spent for adults (people age 18+), teens (ages 13 – 17), and children (ages 0-12). Identify people receiving emergency sheltering services based on the county where the organization or program is headquartered.

Table 5 – Shelter Survivor Demographics

This table captures demographic information about the primary survivor (teens and adults) who received emergency sheltering services. Please count demographic information about dependents of survivors who receive emergency sheltering services in Table #6.

Total # of all individuals served

This is a underduplicated count of individuals who are adults and teens who are the primary survivor served in the annual reporting period of July 1 to June 30. This is an unduplicated count of individuals that are served regardless of the type of emergency sheltering (communal shelter, hotel, motel, safe house, or any other emergency shelter service, etc.).

Population Demographics

Population demographics can be a duplicated count of race and ethnicity as identified by the survivor at the time the question is asked. A survivor may choose "other" to describe race or ethnicity if the choices that are available do not fit. "Other" is not the same as "undisclosed." "Undisclosed" is an option for when survivors choose not to report. It is also an option for when the information is unknown.

Note to OSNIUM users: Categories for race/ethnicity and gender identity in the OSNIUM system are as follows: American Indian/Alaska Native, Asian, Black/African American, Hispanic or Latino, Native Hawaiian, White Non-Latino/Caucasian, Other, Undisclosed. Indigenous, Asian American, African, Latino (a)(o)(x), Pacific Islander, and White/Caucasian are expansions or modifications to categories found in OSNIUM. OSNIUM users may report individuals in these categories even without OSNIUM's use of these demographic identifiers. For example, a person who is African may be reported in OSNIUM under Black/African American.

Gender Identity

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Age

This is an unduplicated count and should match the total number of survivors served reported in the first question of this tab.

Table 6 - Shelter Dependent Demographics

This table captures limited information about dependents who received emergency sheltering services who are between the ages 0-17.

Population Demographics

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Note to OSNIUM users: Categories for race/ethnicity and gender identity in the OSNIUM system are as follows: American Indian/Alaska Native, Asian, Black/African American, Hispanic or Latino, Native Hawaiian, White Non-Latino/Caucasian, Other, Undisclosed. Indigenous, Asian American, African, Latino (a)(o)(x), Pacific Islander, and White/Caucasian are expansions or modifications to categories found in OSNIUM. OSNIUM users may report individuals in these categories even without OSNIUM's use of these demographic identifiers. For example, a person who is African may be reported in OSNIUM under Black/African American.

Gender Identity

Gender identity can be a duplicated count of gender as identified by the survivor at the time the question is asked. A survivor may choose "other" to describe gender if the choices that are

available do not fit. "Other" is not the same as "undisclosed." "Undisclosed" is an option for when survivors choose not to report. It is also an option for when the information is unknown.

Note to OSNIUM users: Categories for gender identity in the OSNIUM system are as follows: Male, Female, Transgender, Non-Binary, Other, Undisclosed. The category of Non-Binary (a gender that is not singularly "female" or "male") is an expansion of the category found in OSNIUM. OSNIUM users may report individuals who identify as a gender not singularly "female" or "male" under Non-Binary.

Table 7 - Safety Planning

This is a count of the total number of people based on age (adults: people age 18 and over, teens: ages 13 – 17, and children: ages 0-12) who participated in safety planning during the course of services. The safety plan does not need to be written, but at least discussed. Only count a person once, no matter how many times they participated in safety planning.

Oregon set a performance measure that it annually reports to the Legislature: 100% of all adult victims who receive shelter for 5 nights or longer will participate in safety planning. Count the number of **primary** survivors in emergency shelter for 5 consecutive nights or longer who receive safety planning services.

Table 8 - Services

The first line in each section is the unduplicated number of survivors that received the services identified in the section. In the subcategory, count how many times each service was performed. This can be a duplicated count if the survivor received more than one service or the same service more than once. This section mimics the VOCA PMT report provided to ODOJ.

Table 9 – Community Education and Prevention

The first section is a count of the number of times staff or volunteers performed the activity. The second section is a count of those that received or participated in the activity. For example, **1** training was given (marked in the "activities" section) to **5** adults and **10** teens (marked in the "attendees" section.

Training is the function of teaching and developing skills for volunteers and professionals that provide direct services to survivors. Outreach is equivalent to public awareness efforts designed to inform survivors and community partners about services available through the organization or program. Prevention efforts focus on stopping domestic and sexual violence before it begins by reducing risk factors and enhancing protective factors linked to domestic and sexual violence perpetration and victimization.