



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

Sexual Assault Section

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RAPE CRISIS PROGRAM – PROGRESS REPORT (PR)

INSTRUCTIONS

[RC Progress Report](#)

[Print Instructions](#)

I. STATUS REPORT (Pages 1-2)

- A. **Project Title:** Enter the **complete title** of the project as it appears on the Grant Award Face Sheet.
- B. **Grant Award Number:** Enter the grant number as it appears on the Grant Award Face Sheet.
- C. **Grantee:** Enter the grantee name as it appears on the Grant Award Face Sheet.
- D. **Grant Period:** Enter the beginning and ending dates of the grant award.
- E. **Address:** Enter the address of the grantee.
- F. **Report Period:** Enter the beginning and ending dates of the period reported.
- G. **Project Director:** Enter the name, telephone, e-mail, and fax of the individual designated on the Grant Award Face Sheet as responsible for the project.
- H. **Prepared By:** Enter the name, telephone#, e-mail, and fax# of the individual who prepared this PR.
- I. **Report Information:**
- ♦ Check the appropriate PR period.
 - ♦ If applicable, check "other" and enter number of this PR.
 - ♦ If this is the last report for this grant award, check the "final" box **in addition to the PR period box.**
- J. **Budget:**
- a. Enter the total Grant amount as it appears on the Grant Award Face Sheet.
 - b. Enter the amount expended (actually disbursed) as shown on the most recently submitted Report of Expenditures (Form 201).
 - c. Enter the grant award balance (a. minus b.) as shown on the most recently submitted Form 201.
 - d. Enter the month of the most recently submitted Form 201.
 - e. Check the appropriate space to indicate if funds are being expended at the anticipated monthly rate. If no, explain.
- K. **Personnel:** Complete as indicated.
- L. **Equipment:** Complete as indicated.
- M. **Implementation:** Complete as indicated.

II. PROGRESS REPORT (includes pages 1-2 above, and pages 3-9)

- N. **Program Information:** Provide all information requested.
- O. **Accomplishments:** Provide all information requested.
- P. **Narrative:** Complete and submit with the FINAL PROGRESS REPORT.

RAPE CRISIS PROGRAM – PROGRESS REPORT

The [Service Standards for the Operation of Rape Crisis Centers](#), which contain definitions of terms used in this PR and relevant information, should be carefully reviewed to determine how and when data may be reported.

PROGRESS REPORT - GENERAL INSTRUCTIONS

- Provide statistical data by quarter and the Total to Date, where indicated.
- Victim definition: The person against whom the crime was committed.

PARAMETERS FOR DATA COUNTING/REPORTING OBJECTIVES 1-5:

Each 12-month grant period is to be viewed separately and independently from other grant years, with reporting based on the victim services that occur *within* each 12-month grant period. Services provided to a client in a previous grant year have no bearing on those provided/documented/reported in this grant year. At the start of each grant year, document and report each victim service provided (not how many times it was provided) *even if that same service was provided, documented, and reported in a previous grant year*, as discussed below.

1. Crisis Intervention (1st Contact):

CI is defined as the 1st time a sexual assault client is served by your RCC during the reporting period of the grant year. Document and report that 1st contact as CI *even if* that same victim was provided CI (for the same assault) in a previous grant year, and that previous CI was documented and reported on a previous year's PR.

2. Follow-Up (FU):

FU means to "ensure the continuity of services" and to "perform periodic assessments of the client's needs, and modify your intervention as a result of that assessment..." Using this established definition, if FU occurs at the start of a face-to-face IP Counseling session it should be documented as FU and reported on the PR. The remainder of the session should be documented and reported as IP.

Example: A client received IP services in May. She next comes in for another session in July.

This July session is to be documented and reported as CI, because this is the *1st contact with this victim during this 12-month grant period*. She then comes in for another session 1 week later. As this session starts, the counselor assesses the client's current needs (thereby meeting the definition of FU) and continues with the session. Document and report both FU and IP for this session.

3. In-Person Counseling (IP), 4. Accompaniment (Acc.) and 5. Advocacy (Adv.):

At the start of each grant year, document and report each service that is provided (*not* the number of times it is provided) *even if that same service was provided/documented/reported in a previous grant year*.

SERVICE OBJECTIVES – Interpretations and Special Circumstances:

1. **CRISIS INTERVENTION** means your center's **first contact** with a victim *during this grant year*, by phone or in-person, regardless of when the assault occurred. This first contact may **not** be reported as In-Person Counseling, even if it occurs during a hospital or office visit lasting many hours.
 - a. CI – In-person refers to in-person contacts with victims during which time, services, and available support are identified.
 - b. CI – Telephone Contact refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary functions for the telephone call.

SPECIAL CIRCUMSTANCES – In evaluating unique situations, the determining criteria for reporting client service is based on the content of the interaction *and the fact that it occurred during this 12-month grant period*.

a. Sexual Assault Client Who Was Previously A Client of Another RCC

The first contact with a client who was previously served by another RCC should be counted as a CI. Other services are to be counted as provided. This situation applies equally to agencies that have more than one RCC grant in different service areas.

b. Domestic Violence (DV) Victim Discloses Sexual Assault/Spousal Rape

This circumstance applies primarily to agencies receiving both OES RC and OES DV funds.

The majority of DV victims experience spousal rape/partner sexual assault as a part of their abuse. It is critical that RC funds are **not used** to supplant work that should be provided by DV projects. The fact that a DV client mentions her spousal rape/partner sexual assault does **not** provide a basis to report her on the RC PR as having received services paid for by RC Program funds.

The determining criteria for reporting a DV client as having received RC services hinges on **the content of the interaction**, that is, services must be provided that focus specifically on the sexual assault issue. A brief discussion of her sexual assault during a session focusing on her and her children's safety, financial issues, fear of her partner, and/or a restraining order does **not** constitute provision of a sexual assault service.

In order to report a DV client on the RC PR, a separate counseling session must occur which deals primarily with her sexual assault issues. Documentation that supports the appropriateness of reporting this special situation on the RC PR must be maintained, and must include:

- Notation that the victim is a client of the agency's DV project;
- Date, time, and length of the sexual assault counseling session; and
- Notation indicating the session focused on the client's sexual assault issues.

Once this has occurred, report the client under **both** CI and IP since the 1st contact has already occurred.

c. Child Abuse Prevention and Education Presentations

In both of the following situations, CI **cannot** be counted.

- A child self-identifies as having been sexually abused and your RCC staff/volunteer refers the case to the teacher, CPS, or law enforcement
- Following a sexual assault education presentation, an audience member tells the RCC Education Presenter that she was sexually assaulted in the past. The RCC staff person then advises her of your RCCs services and encourages her to call and arrange a counseling appointment.

However, if RCC staff spends a significant amount of time with this person dealing directly with her sexual assault issues in a one-to-one setting, the contact would be considered "crisis intervention" and should be reported as CI. The determining criteria are both the **format of the contact** (one-to-one interaction) and **the content of the interaction**.

d. Child/Parents

If a staff/volunteer provides CI services to a parent *instead* of a sexually abused child because of the young age of the child or their limited language skills, this victim can be reported under CI. In general, this circumstance occurs with pre-verbal and very young children. RCCs are expected to use appropriate judgment when reporting CI services based upon this special circumstance.

e. No Direct Victim Contact/Family Contact Only

On rare occasions and especially among some cultures, a family may *prohibit* a victim from receiving services from the RCC. Other factors (hearing impaired/deaf) might also provide an actual barrier to service. In these situations, the family member who contacts the RCC for guidance in assisting the victim can be documented and reported one time only under CI.

However, if a Significant Other requests guidance in assisting a victim who is capable of contacting the center directly and the victim *declines* to contact the RCC, this victim *cannot* be counted under CI.

g. Past Victim Becomes Victim of Subsequent Sexual Assault(s)

If a client who received services from your RCC is the victim of a different, *subsequent* sexual assault and contacts your RCC for services regarding the new assault, count as a new victim under CI.

h. Current Victim Discloses Past Sexual Assault(s)

If a victim is currently receiving services for a particular assault and she discloses a separate sexual assault that occurred in the past, count/report that assault only under limited circumstances.

Do Count: Client discloses childhood assault and wants to discuss those old issues. A separate counseling session is held to discuss the childhood assault. Document and report that session as both CI and IP, since the 1st contact already occurred.

Do Not Count: Client discloses a childhood assault but continues to focus on the recent rape. No separate counseling session is held to deal with the childhood assault. Do *not* report; mention of a past assault does not constitute service provision.

Documentation to support counting/reporting the past assault must be maintained and include:

- Date, time, and length of the counseling session; and
- Notation that the session focused on the client's separate assault.

i. Multiple Assailant Assault(s)

• **Current Client's Assault Involved Multiple Assailants**

If a client was the victim of a multiple assailant assault, document each assailant as a separate CI (i.e., 5 assailants are reported as 5 CI's). The rationale for this is twofold: 1) if the perpetrators are apprehended, more than one case may need to be followed in court; and 2) the victim's issues regarding what each assailant did, or who they were, may be different and require a different counseling focus.

• **Current Client Discloses Past Assault by Multiple Assailants**

If a separate counseling session is held to address this past assault, each assailant may then be counted as a separate CI. However, if a current client mentions a past multiple assailant assault and this issue is *not* dealt with in a separate counseling session, it may *not* be counted.

The following applies to both of the above situations:

- Count other services (FU, IP, Acc., Adv.) only as provided in relationship to each assailant.
- In order to count IP, a separate counseling session must occur that deals primarily with the specific issues associated with each assailant.
- Maintain documentation that supports the appropriateness of reporting this situation.

2. **FOLLOW-UP** (Assessment and Case Management) – Report the number of victims who received Follow-up regardless of whether or not the service was provided within the three working-day Service Standard requirement.

a. **The following efforts do not qualify as FU and are not to be reported:**

- Attempts to provide Follow-Up when the victim is not reached;
- Mailing a letter to the victim; or
- Leaving a message for the victim with another person or on a recorder.

b. **FU occurs at the same time as IP Counseling**

FU means to “ensure the continuity of services” and to “perform periodic assessments of the client’s needs, and modify your intervention as a result of that assessment...” Based on this definition, if a portion of the **face-to-face** counseling session with a client meets this definition, then FU has occurred and may be documented and reported on the PR. Document and report the remainder of the session as IP.

3. **IN-PERSON COUNSELING** – Report the number of victims who received one-to-one, face-to-face counseling services. In general, this service must be provided at a time **other than** the time CI occurs. Except in the unique situations delineated in these instructions, these two services may not occur at the same time.

- a. Counseling refers to in-person crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- b. Therapy refers to intensive professional psychological treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

DO NOT COUNT the following as In-Person Counseling:

- Telephone Conversations – IP is defined as **face-to-face** counseling. A counseling session conducted over the phone may **not** be reported as IP. This applies even if the victim lives an excessive distance, has no transportation, weather conditions are bad, or RCC staff cannot go to her for some reason.
- Discussions that occur during a hospital call-out/accompaniment, waiting to testify, or during a trial recess
- Group Counseling services (report under item D.4.)

4. **ACCOMPANIMENT** means physically being with a sexual assault victim in order to provide support. This means “escorting” or “meeting” the victim somewhere other than within the grantee’s agency. Do **not** count escorting a victim from one room/area of your agency to another room/area of your agency as Accompaniment. For example: if a police officer responds to your agency to meet with a victim, being physically present with the victim does **not** constitute an accompaniment, even if you are on a different floor or area of your agency.

*Further clarification for hospital-based RCCs: “Agency” refers to the Implementing Agency listed on the Grant Award Face Sheet. Accompaniment **can be counted** as having occurred if the hospital-employed rape crisis counselor is off duty and is called to come to the agency to be with a victim/survivor during a medical exam. However, if the hospital-employed rape crisis counselor is working (on duty) and is directed from one location to another within the agency in order to be with a victim/survivor during a medical exam, an accompaniment **cannot be counted** as having occurred because the counselor/advocate is within the grantee’s agency during the time the activity occurs.*

5. **ADVOCACY** means an effort to impact a process or system in accordance with the wishes of the victim.
- a. Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.
 - b. Criminal Justice Support Advocacy refers to support, assistance, and advocacy provided to victims at any state of the criminal justice process, to include post-sentencing services and support.
6. **COMMUNITY EDUCATION PROGRAMS**— A presentation, program, workshop or seminar on sexual assault, your RCC's services, and how to access those services. *Report the number of programs and the number of attendees.* **Do not report:** Training to Other Agencies (e.g., hospitals, mental health, social service and law enforcement), these numbers are reported in Section F, page 7 of the Progress Report.

Report (as one program): Media presentation, radio, TV, news articles, exhibits, booths at fairs, etc.

Do not report: # of radio listeners, TV viewers, newspaper circulation, attendees at fair booths, etc.

For clarification, "Community Education Programs" are **planned** presentations/workshops/seminars that provide information on sexual assault, available services, how to access services, etc. This **does not include** informal or casual discussions/interactions with individuals or business employees. While such discussions may be educational in nature, they do not meet the intent of "Community Education Programs". Informal interactions such as these that occur at fairs, meetings and conferences are considered marketing and outreach, and are **NOT** to be reported as "attendees" at events.