



**PAC** Prosecuting  
Attorneys'  
Council of Georgia

# **TRACKER<sup>®</sup> TRAINING: VICTIM SERVICES STATISTICAL REPORT (VSSR) & OUTCOME PERFORMANCE MEASUREMENT SURVEYS (OPMS)**

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Victim Services Coordinator

Prosecuting Attorneys' Council of Georgia



**PAC** Prosecuting  
Attorneys'  
Council of Georgia

# TRACKER<sup>©</sup> VSSR VICTIMS REPORT

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# Outline

## ADDING PARTIES

- Common case role classifications
- Restitution fields

## VICTIM SERVICES

- VSSR Categories
- VSSR Services

## REPORTING

- Checking your reports
- Submitting your reports

# ADDING PARTIES

All parties that could potentially receive VOCA services must be added to the **TRACKER**® case.

# ADDING PARTIES

- Parties that could be added include:
  - **Victim** (Most common VOCA case role);
  - **Family Member of Victim** (not directly involved in the crime);
  - **Victim-deceased** (will not be sent notices);
  - **Victim-secondary** (for example, a witness to an act of violence);
  - **Victim Contact** (person designated by victim to be primary contact);
  - **Victim Advocate**;
  - **Witness** (civilian).

# ADDING PARTIES

- A note about Case Role Types:
  - Each county and circuit will classify particular case roles somewhat differently.
  - For VOCA purposes, this is not a problem.
  - Use the case role type according to the classifications used within your office, and simply document the VWAP service(s) you provide to that party.
  - Services provided to any party (except “Victim Advocate” and “Victim-Deceased” will be incorporated into the VSSR.

# ADDING PARTIES

- A number of fields requesting identifying information about the party you are entering will appear. These include:
  - **Restitution** (Short note, Requested, Recommended, and Ordered);
  - **Personal data**;
  - **Personal addresses**; and
  - **Personal contacts** (phone #s; e-mail, etc.)

# ADDING PARTIES

## Restitution

- Entering Restitution (for VICTIMS):
  - PAC requires that participating offices capture and record accurate Restitution information in TRACKER<sup>©</sup>.
  - The “**Restitution for this Victim**” field is descriptive and should contain a short overview of the specific items or losses for which restitution is being sought.

# ADDING PARTIES

## Restitution

- Entering Restitution (for VICTIMS):
  - The “Requested \$,” “Recommended \$,” and “Ordered \$” fields should be completed as accurately as possible once decisions are made about what restitution to seek, in what amount, and once the restitution is ordered by the court.
- Once all Restitution information is entered, click “Save Changes” to store it in TRACKER<sup>©</sup>.

Victim Carla Rieffel

Role	Start Date	End Date	for
Victim	08/13/2013		

Short Note

Restitution for this Victim

Requested \$	Recommended \$	Ordered \$

Save Changes

Last updated: 08/13/2013, by Todd Hayes

Personal Data

Edit

Title	Last Name or Company Name	First Name	Middle	Suffix		
	Rieffel	Carla				
Gender	Race	DOB	SSN	DL num	SID num	FBI num
Convicted Felon?	Habitual Violator?	GDC num	DOC/EF num	Jail num	Sex Offender num	
AKAs:						
History:						
Facility:						

Last updated: 08/13/2013, by Todd Hayes

Personal Addresses

Add New Address

Type	Address	Start	End	Last Updated By
(This Individual has no addresses)				

Personal Contacts

Add New Contact

Type	Phone/Email	Start	End	Last Updated By
(This Individual has no contacts)				

[Back to Parties](#)

<https://socrates.pacga.org/party/show/1589791>

party:edit



Enter *Restitution* Information in these fields.

Click "Save Changes" to store the information.

# VICTIM SERVICES

- TRACKER<sup>®</sup> allows advocates to enter all victim contact information required to be reported in the VSSR.
- From the main case screen, click “Victims.”

**TRACKER** ([socrates.pacga.org](http://socrates.pacga.org))  
 PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

Tasks | People | Admin

Defendant	DA#	Status	Status Note	Court#	Case Type
Phillip Adam Howard	13ATL00010	<b>Intake</b>	VOCA Training II		DUI

| [Attributes](#) | [Parties](#) | [Charges](#) | [Events](#) | [Notes](#) | **[Victims](#)** | [Documents](#) | [Attachments](#) |

Case Attributes (Show ALL/Hide ALL)			Edit Case Attributes   Sentences   Close Case				
Open Date	08/13/2013	Status	Intake	File Location	Todd Hayes	Jail Case?	No
Closed / Inactive		OCA#		Program		Demand?	No
Offense Date 1		Crimelab#		Court	Superior	Opt-in?	No
Offense Date 2		File#		Judge		Searchable?	Yes

# VICTIM SERVICES

- Victims that have been entered into the system, but that have not yet received services will have the message, “No VSSR Data” next to their names.

The screenshot displays the TRACKER web application interface for the Prosecuting Attorneys' Council of Georgia. The main header includes the logo and the URL (socrates.pacga.org). Below the header, there are navigation tabs for Tasks, People, and Admin. The main content area shows a case summary for Phillip Adam Howard, with details such as DA# 13ATL00010, Status Intake, and Status Note VOCA Training II. A navigation bar below the case summary includes links for Attributes, Parties, Charges, Events, Notes, Victims, Documents, and Attachments. The 'Victim Stats' section contains a table with columns for Role, Notify, Victim, County, Dem, VSSR, VAWA, and Disp. Two victims are listed: Nicholas Hayes and Carla Rieffel, both with 'No VSSR Data' in the VSSR column, which is circled in red. The 'Victim Services' section includes a table with columns for Victim, Date, Service, Note, and Staff, and a message stating 'No services.' at the bottom. Navigation links for 'Back to Case' and 'Set Notifications' are located at the bottom left, and the text 'victims:show' is at the bottom right.

**TRACKER** (socrates.pacga.org)  
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

Tasks People Admin

Defendant: Phillip Adam Howard  
DA#: 13ATL00010  
Status: Intake  
Status Note: VOCA Training II  
Court#:   
Case Type: DUI

| Attributes | Parties | Charges | Events | Notes | Victims | Documents | Attachments |

**Victim Stats** (Show Witnesses)

Role	Notify	Victim	County	Dem	VSSR	VAWA	Disp.
Victim	Y	Nicholas Hayes	No VSSR Data				New
Victim	Y	Carla Rieffel	No VSSR Data				New

**Victim Services** Add Service | Add Information/Referral

Victim	Date	Service	Note	Staff
No services.				

Back to Case | Set Notifications

victims:show

# VICTIM SERVICES

- To add victim service data, click “New.”

**TRACKER** (socrates.pacga.org)  
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

Defendant: Phillip Adam Howard | DA#: 13ATL00010 | Status: Intake | Status Note: VOCA Training II | Court#: | Case Type: DUI

Tasks | People | Admin

| Attributes | Parties | Charges | Events | Notes | Victims | Documents | Attachments |

**Victim Stats** (Show Witnesses)

Role	Notify	Victim	County	Dem	VSSR	VAWA	Disp.
Victim	Y	Nicholas Hayes	No VSSR Data				New
Victim	Y	Carla Rieffel	No VSSR Data				New

**Victim Services** Add Service | Add Information/Referral

Victim	Date	Service	Note	Staff
No services.				

Back to Case | Set Notifications

victims:show

# VICTIM SERVICES

- TRACKER<sup>©</sup> will take you to the “VSSR Tracking Data” screen.

Share browser WebEX

TRACKER (socrates) Carla Rieffel
Tasks People Admin

<i>Defendant</i> <b>Payson Marwell Shubert</b>	<i>DA#</i> <b>15ATL00118</b>	<i>Status</i> <b>Active</b>	<i>Status Note</i> <b>VOCA Training 2015</b>	<i>Court#</i> <b>15MT0262</b>	<i>Case Type</i> <b>Misd Family Violence</b>
---------------------------------------------------	---------------------------------	--------------------------------	-------------------------------------------------	----------------------------------	-------------------------------------------------

[Attributes](#) | [Parties](#) | [Charges](#) | [Events](#) | [Notes](#) | [Victims](#) | [Documents](#) | [Attachments](#)

**Victim Stats** (Show Witnesses)

**VSSR Tracking Data: Carla Rieffel**

Victim Services Start Date:	11/02/2015	<input type="checkbox"/> Victim Services Started at time of Arrest?	
VSSR Category:	Select a category...	STOP-VAWA Category:	
Underserved:	<a href="#">Click to Select</a>	STOP-VAWA Disposition:	
Age in Years: ()		Race/Ethnicity:	
County of Residence:		State of Residence:	Georgia
		Gender:	
		Sexual Orientation:	
		Disability:	
		Language:	

|

Role	Notify	Victim	County	Dem	VSSR	VAWA	Disp.	
Victim	Y	Carla Rieffel	No VSSR Data					New

[Set Notifications](#) | [Set Restitution](#) | [Set Dispositions](#)

**Victim Services** [Add Service](#) | [Add Information/Referral](#)

Victim/Witness	Date	Service	Note	Staff
<i>No services.</i>				

[Back to Case](#)

victims:show

# VICTIM SERVICES

- In the “**VSSR Tracking Data**” screen, complete the following fields:
  - **Victim Service Start Date** (will default to the date of entry);
  - **Early Victim Notification Project** (if applicable)
  - **VSSR Category** (drop-down menu);
  - **Underserved** *\*added October 2015*
  - **Age in Years** (enter the victim’s age at the time of the offense);
  - **Race/Ethnicity** (drop-down menu);
  - **Gender**;

# VICTIM SERVICES

- In the “**VSSR Tracking Data**” screen, complete the following fields:
  - **Sexual Orientation** (optional);
  - **County of Residence**;
  - **State of Residence**;
  - **Disability** (drop-down menu);
  - **Language** (drop-down menu).
- Once all fields have been completed, click “**Save.**”

# VICTIM SERVICES

[Attributes](#) | [Parties](#) | [Charges](#) | [Events](#) | [Notes](#) | [Victims](#) | [Documents](#) | [Attachments](#)

**Victim Stats** (Show Witnesses)

VSSR Tracking Data:

Victim Services Start Date:    Early Victim Notification Project

VSSR Category:  STOP-VAWA Category:

Underserved:  STOP-VAWA Disposition:

Age in Years: (52)  Race/Ethnicity:  Gender:  Sexual Orientation:

County of Residence:  State of Residence:  Disability:  Language:

|

Role	Notify	Victim	County	Dem	VSSR	VAWA	Disp.	
Victim	Y		No VSSR Data					New

[Set Notifications](#) | [Set Restitution](#) | [Set Dispositions](#) |

**Victim Services** [Add Service](#) | [Add Information/Referral](#)

Victim/Witness	Date	Service	Note	Staff
<i>No services.</i>				

[Back to Case](#)

# VICTIM SERVICES

## Underserved Populations

*\*added October 2015*

Share Browser WebEx

 **TRACKER** (socrates) **Carla Rieffel**  
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

Defendant	DA#	Status	Status Note
Payson Marwell Shubert	15ATL00118	Active	VOCA Training 2015

[Attributes](#) | [Parties](#)

### Victim Stats

VSSR Tracking Data: *Carla Rieffel*

Victim Services Start Date: 11/02/2015  Victim Services Started at

VSSR Category: Stalking STOP-VAWA Category:

Underserved:

Age in Years: ()

County of Residence:

|

Role	Notify
Victim	Y

[Set Notifications](#) | [Se](#)

Underserved Populations: (Select All That Apply) X

- Homeless
- Immigrant/Refugee/Asylum
- LGBTQI
- Veteran
- Victims with Limited English
- Other (Explain)

# VICTIM SERVICES

- **NOTE:**

For VOCA purposes, there is no need to complete the “STOP-VAWA Category” or the “Case Disposition” fields.

# VICTIM SERVICES

## Selecting the Correct VSSR Category

- On the “VSSR Tracking Data” Screen, it is important to select the correct “**VSSR Category**” for each victim.
- VSSR Categories are defined by the Criminal Justice Coordinating Council in accordance with Federal law.

# TYPES OF VICTIMIZATION

## Crimes Against Persons

- Adults Molested as Children
- Assault/Battery
- Bullying
- Child Physical Abuse
- Child Pornography
- Child Sexual Abuse
- Child Witness to Domestic Violence
- Co-Victims of Sexual Assault (Collateral Victims of Sexual Assault)
- Domestic Violence
- DUI/DWI Crashes
- Hate Crime
- Human Labor Trafficking
- Human Sex Trafficking
- Kidnapping
- Mass Violence (Domestic/International)

# TYPES OF VICTIMIZATION

## Crimes Against Persons

- Non-Offending Caregivers
- Other Child Abuse
- Other Vehicular Victimization (e.g. Hit & Run)
- Other Violent Crime
- Physical Elder Abuse
- Robbery
- Sexual Assault
- Stalking
- Survivors of Homicide Victims
- Teen Dating Violence
- Terrorism (Domestic/International)
- Violation of Court Order

# TYPES OF VICTIMIZATION

## Property Crimes

Arson

Burglary

Financial Exploitation of an Elder

Identity Theft/Fraud

Larceny/Theft

Other Property Crime

# VICTIM SERVICES

## Selecting the Correct VSSR Category

- Complete information about the definition of each category can be located in the “Victim Services Statistical Report Subgrantee Guide” publication from CJCC.

# VICTIM SERVICES

## Adding Services in TRACKER<sup>©</sup>

- To record VOCA services to a victim or other party, select “**Victims**” from the main case screen.
- In the “Victim Services” block (under “Victim Stats”), click “**Add Service.**”

# VICTIM SERVICES

## Adding Services in TRACKER<sup>©</sup>


TRACKER
(socrates.pacga.org)
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
Tasks
People
Admin

Defendant	DA#	Status	Status Note	Court#	Case Type
Phillip Adam Howard	13ATL00010	Intake	VOCA Training II		DUI

[Attributes](#) | [Parties](#) | [Charges](#) | [Events](#) | [Notes](#) | [Victims](#) | [Documents](#) | [Attachments](#)

**Victim Stats** (Show Witnesses)

Role	Notify	Victim	County	Dem	VSSR	VAWA	Disp.		
Victim	Y	Nicholas Hayes	Cobb	W/M/37	DUI/DWI Crashes			Edit   Del	
Victim	Y	Carla Rieffel	No VSSR Data						New

**Victim Services** [Add Service](#) | [Add Information/Referral](#)

Victim	Date	Service	Note	Staff
No services.				

[Back to Case](#) | [Set Notifications](#)

# VICTIM SERVICES

## Adding Services in TRACKER<sup>©</sup>

- In the “**New Service**” screen, complete the following fields:
  - **Victim** (select from drop-down menu);
  - **Date** (will default to date of entry);
  - **Staff** (will default to the person making the entry; if not that person, select the correct staff member from the drop-down menu);
  - **VSSR Services** (check all applicable);
  - **Short Note** (optional).
- Once all fields are complete, click “**Save.**”

## Victim Services

### New Service...

Victim	Date	Staff
All of the above	10/11/2016	Carla Rieffel

### VSSR Services (select all that apply)

<input type="checkbox"/> CJS Restitution Assistance	<input type="checkbox"/> Follow Up	<input type="checkbox"/> In-Person Crisis Counseling
<input type="checkbox"/> CJS Victim Impact	<input type="checkbox"/> Telephone Contact	<input type="checkbox"/> Assistance with Language Access
<input type="checkbox"/> CJS Support & Accompaniment	<input type="checkbox"/> In-Person- Information/ Referral	<input type="checkbox"/> Asst. Applying for TANF/Social Services
<input type="checkbox"/> CJS Victim Support & Referral	<input type="checkbox"/> Personal Advocacy	<input type="checkbox"/> Non-Emergency Legal Advocacy
<input type="checkbox"/> CJS Victim Safety	----- <b>Victim Comp Assistance</b> -----	<input type="checkbox"/> Emergency Legal Advocacy
<input type="checkbox"/> CJS Explanation	<input type="checkbox"/> Victim Comp Notification of Eligibility	----- <b>Post Adjudication</b> -----
<input type="checkbox"/> CJS Victim Notification	<input type="checkbox"/> Victim Comp Review of Requirements	<input type="checkbox"/> Begin Post-Adjudication Services
<input type="checkbox"/> Other CJS/ Advocacy	<input type="checkbox"/> Victim Comp Assistance Completing App.	<input type="checkbox"/> Referred Victim to DOC/PAP/DCS
<input type="checkbox"/> Other VSSR Service	<input type="checkbox"/> Victim Comp Assist Docs and Submit App.	<input type="checkbox"/> Contacted Victim for DOC/PAP/DCS
<input type="checkbox"/> Provided OPM/Exit Survey	<input type="checkbox"/> Victim Comp Follow-Up with Program	

### Short Note

Save | Cancel

**Victim  
(drop-down  
menu)**

## Victim Services

### New Service...

Victim	Date	Staff
All of the above	10/11/2016	Carla Rieffel

### VSSR Services (select all that apply)

<input type="checkbox"/> CJS Restitution Assistance	<input type="checkbox"/> Follow Up	<input type="checkbox"/> In-Person Crisis Counseling
<input type="checkbox"/> CJS Victim Impact	<input type="checkbox"/> Telephone Contact	<input type="checkbox"/> Assistance with Language Access
<input type="checkbox"/> CJS Support & Accompaniment	<input type="checkbox"/> In-Person- Information/ Referral	<input type="checkbox"/> Asst. Applying for TANF/Social Services
<input type="checkbox"/> CJS Victim Support & Referral	<input type="checkbox"/> Personal Advocacy	<input type="checkbox"/> Non-Emergency Legal Advocacy
<input type="checkbox"/> CJS Victim Safety	----- <b>Victim Comp Assistance</b> -----	<input type="checkbox"/> Emergency Legal Advocacy
<input type="checkbox"/> CJS Explanation	<input type="checkbox"/> Victim Comp Notification of Eligibility	----- <b>Post Adjudication</b> -----
<input type="checkbox"/> CJS Victim Notification	<input type="checkbox"/> Victim Comp Review of Requirements	<input type="checkbox"/> Begin Post-Adjudication Services
<input type="checkbox"/> Other CJS/ Advocacy	<input type="checkbox"/> Victim Comp Assistance Completing App.	<input type="checkbox"/> Referred Victim to DOC/PAP/DCS
<input type="checkbox"/> Other VSSR Service	<input type="checkbox"/> Victim Comp Assist Docs and Submit App.	<input type="checkbox"/> Contacted Victim for DOC/PAP/DCS
<input type="checkbox"/> Provided OPM/Exit Survey	<input type="checkbox"/> Victim Comp Follow-Up with Program	

### Short Note

Save | Cancel

Date

## Victim Services

### New Service...

Victim	Date	Staff
All of the above ▾	10/11/2016 	Carla Rieffel ▾

### VSSR Services (select all that apply)

<input type="checkbox"/> CJS Restitution Assistance	<input type="checkbox"/> Follow Up	<input type="checkbox"/> In-Person Crisis Counseling
<input type="checkbox"/> CJS Victim Impact	<input type="checkbox"/> Telephone Contact	<input type="checkbox"/> Assistance with Language Access
<input type="checkbox"/> CJS Support & Accompaniment	<input type="checkbox"/> In-Person- Information/ Referral	<input type="checkbox"/> Asst. Applying for TANF/Social Services
<input type="checkbox"/> CJS Victim Support & Referral	<input type="checkbox"/> Personal Advocacy	<input type="checkbox"/> Non-Emergency Legal Advocacy
<input type="checkbox"/> CJS Victim Safety	----- <b>Victim Comp Assistance</b> -----	<input type="checkbox"/> Emergency Legal Advocacy
<input type="checkbox"/> CJS Explanation	<input type="checkbox"/> Victim Comp Notification of Eligibility	----- <b>Post Adjudication</b> -----
<input type="checkbox"/> CJS Victim Notification	<input type="checkbox"/> Victim Comp Review of Requirements	<input type="checkbox"/> Begin Post-Adjudication Services
<input type="checkbox"/> Other CJS/ Advocacy	<input type="checkbox"/> Victim Comp Assistance Completing App.	<input type="checkbox"/> Referred Victim to DOC/PAP/DCS
<input type="checkbox"/> Other VSSR Service	<input type="checkbox"/> Victim Comp Assist Docs and Submit App.	<input type="checkbox"/> Contacted Victim for DOC/PAP/DCS
<input type="checkbox"/> Provided OPM/Exit Survey	<input type="checkbox"/> Victim Comp Follow-Up with Program	

### Short Note

**Staff**

Save | Cancel

**VSSR  
Services  
(check  
applicable  
boxes)**

## Victim Services

### New Service...

Victim

Date

Staff

All of the above

10/11/2016

Carla Rieffel

### VSSR Services (select all that apply)

- |                                                        |                                                                  |                                                                  |
|--------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> CJS Restitution Assistance    | <input type="checkbox"/> Follow Up                               | <input type="checkbox"/> In-Person Crisis Counseling             |
| <input type="checkbox"/> CJS Victim Impact             | <input type="checkbox"/> Telephone Contact                       | <input type="checkbox"/> Assistance with Language Access         |
| <input type="checkbox"/> CJS Support & Accompaniment   | <input type="checkbox"/> In-Person- Information/ Referral        | <input type="checkbox"/> Asst. Applying for TANF/Social Services |
| <input type="checkbox"/> CJS Victim Support & Referral | <input type="checkbox"/> Personal Advocacy                       | <input type="checkbox"/> Non-Emergency Legal Advocacy            |
| <input type="checkbox"/> CJS Victim Safety             | ----- <b>Victim Comp Assistance</b> -----                        | <input type="checkbox"/> Emergency Legal Advocacy                |
| <input type="checkbox"/> CJS Explanation               | <input type="checkbox"/> Victim Comp Notification of Eligibility | ----- <b>Post Adjudication</b> -----                             |
| <input type="checkbox"/> CJS Victim Notification       | <input type="checkbox"/> Victim Comp Review of Requirements      | <input type="checkbox"/> Begin Post-Adjudication Services        |
| <input type="checkbox"/> Other CJS/ Advocacy           | <input type="checkbox"/> Victim Comp Assistance Completing App.  | <input type="checkbox"/> Referred Victim to DOC/PAP/DCS          |
| <input type="checkbox"/> Other VSSR Service            | <input type="checkbox"/> Victim Comp Assist Docs and Submit App. | <input type="checkbox"/> Contacted Victim for DOC/PAP/DCS        |
| <input type="checkbox"/> Provided OPM/Exit Survey      | <input type="checkbox"/> Victim Comp Follow-Up with Program      |                                                                  |

### Short Note

Save | Cancel

**Short Note  
(optional)**

### Victim Services

#### New Service...

Victim	Date	Staff
All of the above	10/11/2016	Carla Rieffel

#### VSSR Services (select all that apply)

<input type="checkbox"/> CJS Restitution Assistance	<input type="checkbox"/> Follow Up	<input type="checkbox"/> In-Person Crisis Counseling
<input type="checkbox"/> CJS Victim Impact	<input type="checkbox"/> Telephone Contact	<input type="checkbox"/> Assistance with Language Access
<input type="checkbox"/> CJS Support & Accompaniment	<input type="checkbox"/> In-Person- Information/ Referral	<input type="checkbox"/> Asst. Applying for TANF/Social Services
<input type="checkbox"/> CJS Victim Support & Referral	<input type="checkbox"/> Personal Advocacy	<input type="checkbox"/> Non-Emergency Legal Advocacy
<input type="checkbox"/> CJS Victim Safety	----- <b>Victim Comp Assistance</b> -----	<input type="checkbox"/> Emergency Legal Advocacy
<input type="checkbox"/> CJS Explanation	<input type="checkbox"/> Victim Comp Notification of Eligibility	----- <b>Post Adjudication</b> -----
<input type="checkbox"/> CJS Victim Notification	<input type="checkbox"/> Victim Comp Review of Requirements	<input type="checkbox"/> Begin Post-Adjudication Services
<input type="checkbox"/> Other CJS/ Advocacy	<input type="checkbox"/> Victim Comp Assistance Completing App.	<input type="checkbox"/> Referred Victim to DOC/PAP/DCS
<input type="checkbox"/> Other VSSR Service	<input type="checkbox"/> Victim Comp Assist Docs and Submit App.	<input type="checkbox"/> Contacted Victim for DOC/PAP/DCS
<input type="checkbox"/> Provided OPM/Exit Survey	<input type="checkbox"/> Victim Comp Follow-Up with Program	

#### Short Note

Save | Cancel

Click "Save"

### Victim Services

#### New Service...

Victim	Date	Staff
All of the above	10/11/2016	Carla Rieffel

#### VSSR Services (select all that apply)

<input type="checkbox"/> CJS Restitution Assistance	<input type="checkbox"/> Follow Up	<input type="checkbox"/> In-Person Crisis Counseling
<input type="checkbox"/> CJS Victim Impact	<input type="checkbox"/> Telephone Contact	<input type="checkbox"/> Assistance with Language Access
<input type="checkbox"/> CJS Support & Accompaniment	<input type="checkbox"/> In-Person- Information/ Referral	<input type="checkbox"/> Asst. Applying for TANF/Social Services
<input type="checkbox"/> CJS Victim Support & Referral	<input type="checkbox"/> Personal Advocacy	<input type="checkbox"/> Non-Emergency Legal Advocacy
<input type="checkbox"/> CJS Victim Safety	----- <b>Victim Comp Assistance</b> -----	<input type="checkbox"/> Emergency Legal Advocacy
<input type="checkbox"/> CJS Explanation	<input type="checkbox"/> Victim Comp Notification of Eligibility	----- <b>Post Adjudication</b> -----
<input type="checkbox"/> CJS Victim Notification	<input type="checkbox"/> Victim Comp Review of Requirements	<input type="checkbox"/> Begin Post-Adjudication Services
<input type="checkbox"/> Other CJS/ Advocacy	<input type="checkbox"/> Victim Comp Assistance Completing App.	<input type="checkbox"/> Referred Victim to DOC/PAP/DCS
<input type="checkbox"/> Other VSSR Service	<input type="checkbox"/> Victim Comp Assist Docs and Submit App.	<input type="checkbox"/> Contacted Victim for DOC/PAP/DCS
<input type="checkbox"/> Provided OPM/Exit Survey	<input type="checkbox"/> Victim Comp Follow-Up with Program	

#### Short Note



Save | Cancel

# VICTIM SERVICES

## Types & Units of Victim Services

- Not all victim assistance agencies deliver all possible types of services to the victims they serve. Some agencies may deliver some services to a portion, but *not all* of the victims they serve.

# VICTIM SERVICES

## Types & Units of Victim Services

### Specialized Criminal Justice Support/Advocacy

- Assistance Applying for TANF/Social Services Assistance
- Assistance Completing a Compensation Application
- Assistance with Language Access
- Assistance Gathering Documents for and Submitting an Application
- Assistance Placing Animals in Distress
- CJS Explanation
- CJS Support and Accompaniment
- Emergency Legal Advocacy
- Follow-up
- Follow-up with the Victims Compensation Program
- In-Person Crisis Counseling
- In-Person Information/Referral
- Non-Emergency Legal Advocacy

# VICTIM SERVICES

## Types & Units of Victim Services

### Specialized Criminal Justice Support/Advocacy

- Notification of Eligibility for Crime Victims Compensation Program
  - Other CJS/Advocacy
  - Other VSSR Service
  - Personal Advocacy
  - Restitution
  - Review of Compensation Eligibility Requirements
  - Telephone Contact
  - Victim Impact
  - Victim Notification
  - Victim Safety
  - Victim Support and Referral
- (added October 2016)*
- Begin Post-Adjudication Services
  - Referred Victim to DOC/PAP/DCS
  - Contacted Victim on behalf of DOC/PAP/DCS
  - Provided OPM/Exit Survey

# VICTIM SERVICES

## Types & Units of Victim Services

- Complete information about the definition of each type of service and service units can be located in the “Victim Services Statistical Report Subgrantee Guide” publication from CJCC.
  - \* *A copy of this document will be provided to you as a part of this training.*



**PAC** Prosecuting  
Attorneys'  
Council of Georgia

# TRACKER<sup>©</sup> VSSR CAPACITY & NARRATIVES REPORT

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# Outline

## – INTRO

- Circuit
- Federal Fiscal Year
- Federal Grant Quarter

## – CAPACITY

- Total Victims Served
- Total Victims UNABLE to be served
- Reasons

## – NARRATIVES

## – VICTIMS' COMPENSATION

## – BUDGET

# VICTIM SERVICES VSSR Capacity & Narratives Report



**TRACKER**  
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

[Tasks](#) | [People](#) | [Admin](#)

[My Cases](#) | [My Files](#) | [My Documents](#)

## Welcome to Tracker

You are now logged in as *Todd Hayes...*

**What's New In Tracker...**

- [CCH server maintenance is complete, Posted 13 days ago.](#)
- [Please remember to deactivate logins IDs for departing Interns, Posted 2 months ago.](#)
- [New model Juvenile Petition templates, Posted 3 months ago.](#)

**Recent Cases Modified By You**

DA#	Court# / OCA#	Status / File	Defendant	Note / Charge	Next Event	ADA / Judge
<i>No recent Cases found</i>						

Last Login was 04/03/2014. Your browser is Firefox/27.0

# VICTIM SERVICES VSSR Capacity & Narratives Report

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# VICTIM SERVICES VSSR Capacity & Narratives Report

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## Reports

### Case Log Reports

- Case Intake Log
- Closed Case Disposition Log
- Case Labels

### File Request Reports

- Defendant Info Requests (Criminal History)
- Law Enforcement Case File Request
- Crime Lab Report Request

### Calendar Reports

- Calendar Telephone List
- Calendar Reports

### Victim Reports

- Victim Intake Log
- Victim Closed Case Restitution Log
- Victim Advocate Contacts
- Victim Advocate Documents
- Deceased Victim Report
- STOP VAWA CJSSR Report Ver6.10
- OVC PMT Report
- 
- VSSR victims Report
- **VSSR Capacity and Narratives Report**

### Civil Forfeiture Case Reports

- Asset Forfeiture Active Case List
- Asset Forfeiture Case Statistics Report

### Appeals Case Reports

- Appeal Active Case List

### Case Status Reports

- Case Status by County
- Case Status by ADA/Staff
- Case Status by Judge

### Case Age Reports

- ADA/Staff Activity Report
- Caseload Analysis by ADA
- Pending Charges Case Age by ADA
- Rule 26.3 Unindicted Jail Cases 45 days old
- Unindicted Cases 60 days and 150 days old
- Unindicted Cases over 'X' days old
- Indicted Cases over 'X' days old
- Open Cases with no activity in the last 'X' days
- Open Cases with no future events scheduled
- File Location Report

### Outcomes

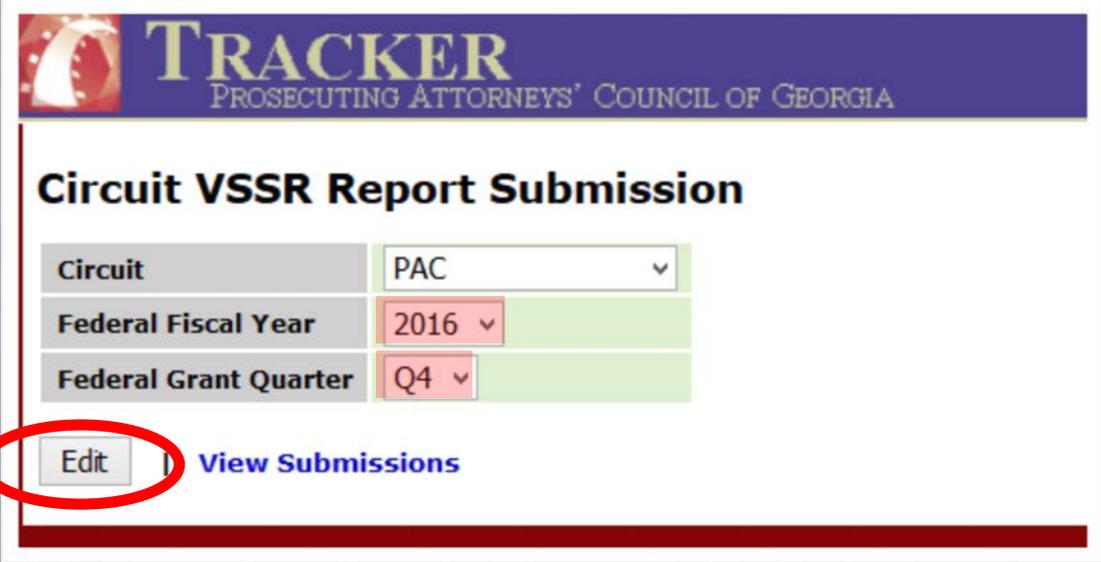
- Case Disposition Analysis by ADA
- Case Disposition Analysis by Case Type
- Event Result Analysis by ADA
- Fine Totals Report

### Circuit Reports

- Monthly Activity Report
- Monthly Defendant Count
- Quarterly Activity Report
- Opened Cases by Type
- Closed Cases by Type
- Law Enforcement Agency Case Counts
- Case Counts by Charge Report
- Case Statistics Flags Report
- Monthly Case Statistics Flags Report
- Annual Charge Counts Report
- Annual Event Counts Report
- Disqualified Staff Report



# VICTIM SERVICES VSSR Capacity & Narratives Report



The screenshot shows the TRACKER web application interface for the Prosecuting Attorneys' Council of Georgia. The header includes the TRACKER logo and the text "PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA". Below the header, the page title is "Circuit VSSR Report Submission". The form contains three rows of input fields: "Circuit" with a dropdown menu set to "PAC", "Federal Fiscal Year" with a dropdown menu set to "2016", and "Federal Grant Quarter" with a dropdown menu set to "Q4". Below the form, there are two buttons: "Edit" and "View Submissions". The "Edit" button is circled in red.

Circuit	PAC
Federal Fiscal Year	2016
Federal Grant Quarter	Q4

[Edit](#) | [View Submissions](#)

# VICTIM SERVICES VSSR Capacity & Narratives Report

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## VSSR Report: PAC, 2016-Q4

[Intro](#) [Capacity](#) [Narratives](#) [Compensation](#) [Budget](#) [Save](#)

Please fill out each tab, then click "Save" or "Submit to PAC" on the final page.

[Next ==>](#)

## VSSR Report: PAC, 2016-Q4

[Intro](#)[Capacity](#)[Narratives](#)[Compensation](#)[Budget](#)[Save](#)

### Section IV : Agency Capacity

For your entire agency, regardless of funding source, how many victims did you serve for the Reporting Period?

TOTAL Victims Served

For your entire agency, regardless of funding source, how many victims did you identify but were unable to serve for the Reporting Period?

TOTAL Victims NOT Served

Please Select All that apply...

- Conflict of Interest
- Hours of Operation
- Insufficient culturally appropriate services
- Insufficient language capacity (including sign language)
- Insufficient services for persons with disabilities
- Lack of Child Care
- Program reached capacity
- Victim was placed outside of jurisdiction
- Insufficient funding to meet program needs
- Lack of beds/space
- Services not suitable for victims with mental health issues
- Services not suitable for victims with substance abuse issues
- Transportation Barriers
- Unable to contact victim in a case/victim refused services
- Victim did not require services
- Unable to serve specified victimizations
- We were able to serve all victims identified during the Reporting Period



# VICTIM SERVICES VSSR Capacity & Narratives Report



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Tasks People Admin

## VSSR Report: PAC, 2014-Q2

[Intro](#) [Capacity](#) [Narratives](#) [Compensation](#) [Budget](#) [Save](#)

### Section V : Narratives

This section is required on the fourth quarter report only.

[<== Previous](#) | [Next ==>](#)

<https://tracker.pacga.org/home> vssr:edit

# Narrative Questions

## Submitted 4<sup>th</sup> Quarter ONLY

1. What are the major issues, in your area, if any, that hinder victim assistance programs in assisting crime victims in filing for compensation benefits and in understanding state victim compensation eligibility requirements?
2. Briefly describe efforts to promote coordinated public and private efforts within the community to aid crime victims.
3. Briefly describe efforts taken to serve federal crime victims, i.e. coordination etc.

# Narrative Questions

## Submitted 4<sup>th</sup> Quarter ONLY

4. Describe any notable activities conducted at the state or subgrant level to improve the delivery of victim services (i.e. needs assessments, program monitoring, and program evaluation). Include training efforts, and use of VOCA approved training funds, if applicable.
5. Identify any emerging issues impacting crime victim services in your area.
6. Provide information and individual case histories illustrating ways in which VOCA funds have been used to assist crime victims.

# Narrative Questions

*(added September 2016)*

7. Please provide a brief narrative detailing how your office implemented early notification processes or procedures as a result of new funding this year. How has the addition of new staff impacted your ability to provide early victim notification services?
8. Please discuss some of the challenges your victim assistance program faced during the course of the Federal fiscal year.
9. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?

## VSSR Report: PAC, 2016-Q4

[Intro](#) [Capacity](#) [Narratives](#) [Compensation](#) [Budget](#) [Save](#)

### Part V : Georgia Crime Victims Compensation Program

Does your agency currently notify victims of eligibility for Georgia Crime Victims Compensation Program?

Compensation eligibility notification

If your agency doesn't notify victims of eligibility for Victims Compensation. We would like to understand why. Please choose the one answer below that best fits your agency.

Reason

If you selected 'Other', please explain: (Limit 100 characters)

Agency VWAP staffing and training:

How many TOTAL VWAP paid staff does your agency employ?(Full & Part Time)

Of those, how many have attended CJCC-sponsored Victims Comp training with the last 15 months?

On a scale of 1-5, with 1 being Very Poor and 5 being Very Good, please rate your agency staff's knowledge of the following components of Victims Comp:

	Very Good	Good	Fair	Poor	Very Poor	
How to qualify for Crime Victims Compensation	<input type="radio"/>	How to qualify for Crime Victims Compensation				
Minimum requirements for a complete application	<input type="radio"/>	Minimum requirements for a complete application				
How much financial assistance is available	<input type="radio"/>	How much financial assistance is available				
Types of crimes eligible for compensation	<input type="radio"/>	Types of crimes eligible for compensation				

# VICTIM SERVICES

## VSSR Capacity & Narratives Report

### *Compensation*

If your agency doesn't notify victims of eligibility for Victims Compensation. We would like to understand why.

Reason	
<input type="checkbox"/>	We routinely refer victims to another agency that many notify them of eligibility
<input type="checkbox"/>	Most of our victims do not qualify for Victims Comp.
<input type="checkbox"/>	None of our staff has been trained in Victims Comp.
<input type="checkbox"/>	Our agency does not have written policy regarding notification of eligibility for Victims Comp.
<input type="checkbox"/>	Our interaction with victims is too limited to assist with Victims Comp.
<input type="checkbox"/>	We do not have staff resources to assist with notification of Victims Comp.
<input type="checkbox"/>	Other (Specify)

# VICTIM SERVICES VSSR Capacity & Narratives Report

## VSSR Report: PAC, 2016-Q4

[Intro](#)[Capacity](#)[Narratives](#)[Compensation](#)[Budget](#)[Save](#)

### Budget

Annual VWAP Budget, as of report submission date, in dollars

How many total VWAP staff in your office are reporting victim statistical and service data using the VSSR Report?

How many total VWAP staff are employed in your office?





**PAC** Prosecuting  
Attorneys'  
Council of Georgia

# REVIEWING & SUBMITTING YOUR REPORTS

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VSSR Victims Report  
& VSSR Capacity and  
Narratives Report



# REVIEWING YOUR REPORTS

## VSSR Victims Report

**VSSR Report Parameters**

Circuit

Format	2016 ▾
County	PAC Atlanta ▾
VSSR Category	All ▾
Staff	All ▾ <a href="#">Select Multiple Staff...</a>
Date Range	Current Quarter ▾

[Check Data](#) | [Comp Assistance List](#) | [Submit to PAC](#)

[Run Report](#) [Cancel](#)

# REVIEWING YOUR REPORTS

## VSSR Victims Report

### – CHECK DATA

- Provides list of “possible” errors that may need review and/or corrections prior to report submission
  - New Victims with Category but without a Service (not included on VSSR because no service was recorded)
  - New Victims without a Category of Victimization (victims that were not included on VSSR because they were not categorized)

### – RUN REPORT

- Export to MS Word (Save)
- Export to MS Excel (Save)
- Print

# REVIEWING YOUR REPORTS

## VSSR Victims Report

**VSSR Report Parameters**

Circuit

Format	2016	▼
County	PAC Atlanta	▼
VSSR Category	All	▼
Staff	All	▼ <a href="#">Select Multiple Staff...</a>
Date Range	Current Quarter	▼

Check Data | Comp Assistance List | **Submit to PAC**

Run Report | [Cancel](#)

# REVIEWING YOUR REPORTS

## VSSR Capacity & Narratives Report

**VSSR Report: PAC, 2016-Q4**

[Intro](#) [Capacity](#) [Narratives](#) [Compensation](#) [Budget](#) [Save](#)

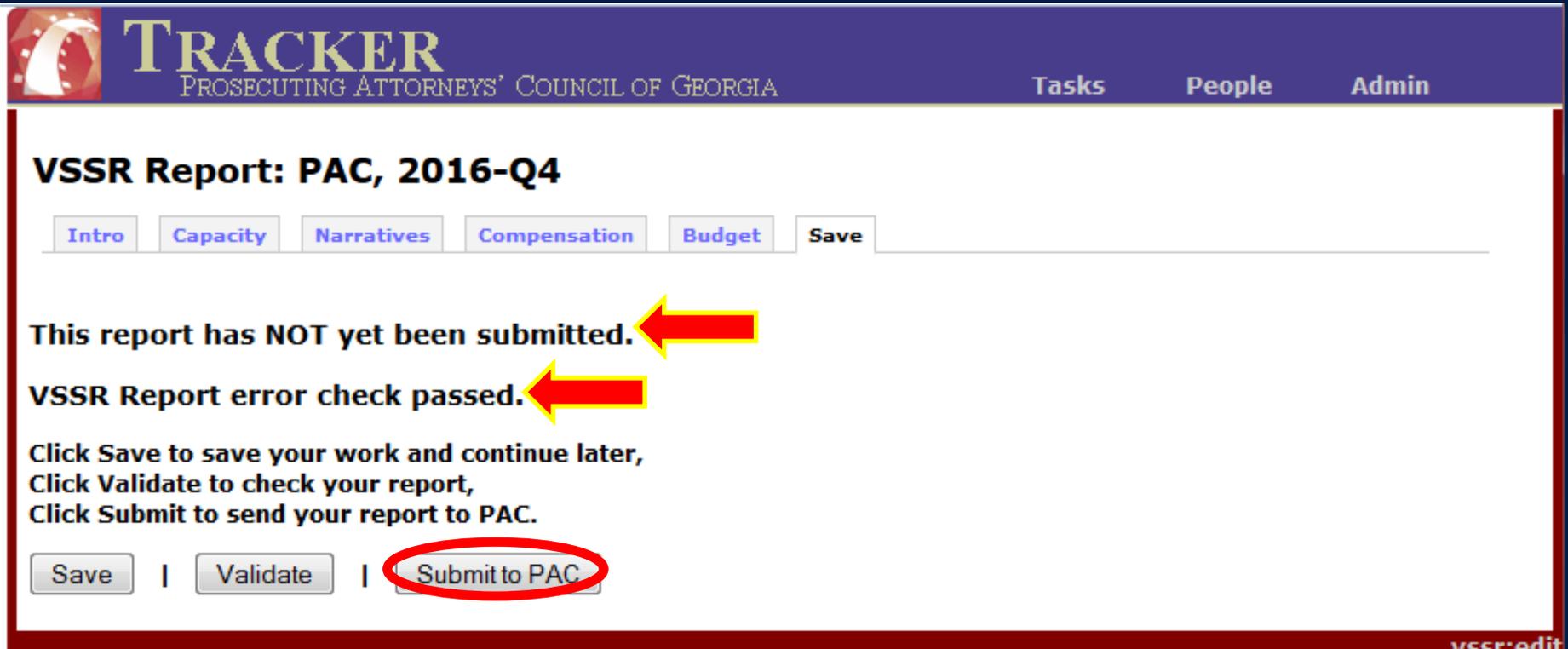
**This report has NOT yet been submitted.**

Click **Save** to save your work and continue later,  
Click **Validate** to check your report,  
Click **Submit** to send your report to PAC.

[Save](#) [Validate](#) [Submit to PAC](#)

# SUBMITTING YOUR REPORTS

## VSSR Capacity & Narratives Report



The screenshot shows the TRACKER web application interface for the Prosecuting Attorneys' Council of Georgia. The header includes the TRACKER logo and navigation links for Tasks, People, and Admin. The main content area is titled "VSSR Report: PAC, 2016-Q4" and features a series of tabs: Intro, Capacity, Narratives, Compensation, Budget, and Save. Below the tabs, there are two status messages: "This report has NOT yet been submitted." and "VSSR Report error check passed.", both with red arrows pointing to them. A set of instructions follows: "Click Save to save your work and continue later, Click Validate to check your report, Click Submit to send your report to PAC." At the bottom, there are three buttons: Save, Validate, and Submit to PAC, with the Submit to PAC button circled in red. The text "vssr edit" is visible in the bottom right corner of the interface.

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PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

Tasks People Admin

### VSSR Report: PAC, 2016-Q4

Intro Capacity Narratives Compensation Budget Save

This report has NOT yet been submitted.

VSSR Report error check passed.

Click Save to save your work and continue later,  
Click Validate to check your report,  
Click Submit to send your report to PAC.

Save | Validate | Submit to PAC

vssr edit