

COVA Intern Program
VOCA Quarterly Statistical and Narrative Report
(Intern Coordinator compiles data and reports to Division of Criminal Justice)

Please complete this form and submit to the Intern Coordinator by fax at 303-861-1265. **Reports are due on the last day of each month.**

Intern Name: _____ Title: _____

Host Agency: _____

Month/Year this report covers: _____

Remember: These are **UNDUPLICATED** counts - only count victims *once* for each type of crime and/or service provided. See page 2 for definitions of services provided.

Type of Crime	Actual # Victims This Month
1. Child Physical Abuse	
2. Child Sexual Abuse	
3. DUI/DWI Crashes	
4. Domestic Violence	
5. Adult Sexual Assault	
6. Elder Abuse	
7. Adults Molested as Children	
8. Survivors of Homicide Victims	
9. Robbery	
10. Assault	
11. Other: <i>(specify)</i>	
Total <i>(Victims Served by Type of Crime)</i>	

Type of Service Provided	Actual # Victims This Month
1. Crisis Counseling	
2. Follow-up	
3. Therapy	
4. Group Treatment/Support	
5. Shelter/Safehouse	
6. Info/Referral in Person	
7. Criminal Justice Support/Advocacy	
8. Emergency Financial Assistance	
9. Emergency legal Advocacy	
10. Victim Compensation Assistance	
11. Personal Advocacy	
12. Telephone Contact (Info/Referral)	
13. Other <i>(specify)</i>	
Total <i>(Number of Services Provided)</i>	

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Instructions: Use the following definitions to complete the above “Type of Services Provided” counts:

1. Crisis 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.
2. Follow-up refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, counseling, provide empathetic listening, check on a victim’s progress, etc.
3. Therapy refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
4. Group Treatment/Support refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
5. Shelter/Safehouse refers to providing short- and long-term housing and related support services to victims and families following victimization.
6. Information/Referral (in person) refers to in-person contacts with victims during which time services and available support are identified.
7. Criminal Justice Support/Advocacy refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
8. Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.
9. Emergency Legal Advocacy refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
10. Victim Compensation Assistance (Required) refers to making the victim aware of the Crime Victim Compensation Fund. Assisting the victim may also include providing assistance with completing the required forms, gathering the needed documentation, etc. in addition to follow-up contact with the victim compensation agency on behalf of the victim.
11. 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.
12. Telephone Contact refers to contacts with victims during which time services and available support are identified.
13. Other refers to other VOCA allowable services and activities not otherwise listed, i.e. Crisis hotline counseling.