

CHILD ADVOCACY CENTER GRANT PROGRAM  
 DIVISION OF JUSTICE AND COMMUNITY SERVICES  
 REPORTING PERIOD REPORTING FORM  
 INSTRUCTION – DEFINITIONS

*The Child Advocacy Center (CAC) receiving funds under the Child Advocacy Center Grant Program is required to submit a reporting period statistical report 20 days after the end of each reporting period in the granting period. This report provides information on the effect WV State Funding has on services to children who have allegations of abuse and their families. This report should be submitted upon request by the Division of Justice and Community Services, 1204 Kanawha Boulevard East, Charleston, West Virginia, 25301-2901.*

## New Children Served

- NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD:** Count the number of children involved in cases that were reported to the CAC within the reporting period, the reason for the referral is ‘allegation of abuse,’ and the age of the alleged victim is <= 18. A child must not necessarily be seen on-site to be counted, but must receive a CAC core service by CAC staff—forensic interview, forensic medical exam, mental health, and/or victim advocacy—related to an allegation/report of abuse, neglect, or witness to a crime.

**SPECIAL NOTE:** On the reporting form, this is auto-calculated on Row 2 based on the data entered for gender, age, and ethnicity.

	CAC: _____	JUL-DEC	JAN-JUN	Totals
# New Children		0	0	0
Gender of New Children	Male			0
	Female			0
	Other Gender			0
Age of New Children	0-6 YR			0
	7-12 YR			0
	13-18+ YR			0
New Children	White			0
	Black/African American			0

**SPECIAL NOTE:** If your CAC provides services (like forensic interviews) to adult victims with disabilities, do not count them under “New Children Served.” To capture information about these clients, only count the services received—such as a forensic interview and case coordination.

- GENDER OF CHILDREN:** Indicate the gender for children served in NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Total of categories should equal number of NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD.

**SPECIAL NOTE:** Children should be counted as either male or female unless otherwise specified by the child and/or caregiver. This includes children who identify as transgender—CACs should respect the child’s self-identified gender. A child may be marked as OTHER in any other situation where a child does not identify themselves as either male or female, neither, or both.

- AGE OF CHILD AT INITIATION OF NEW CASE:** Indicate the age for children served in NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD.

SPECIAL NOTE: If the child has been previously served at the CAC but is being seen for a new case, indicate their age at the initiation of this new case.

- RACE/ETHNICITY OF CHILDREN:** Indicate category that most accurately describes race/ethnicity of children served in NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Total of categories should equal number of NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD.

SPECIAL NOTE: Self-identification by the caregiver/child is the preferred method of categorization. Children/caregivers who identify the child as multiracial or belonging to several different racial categories should be classified as other and the races they identify as should be included under the NARRATIVE tab.

- SUSPECTED OR REPORTED DISABILITY:** Indicate the total number of children with new cases served this reporting period for whom there is a documented or reported disability. Each child should only be counted once, regardless of number/severity of disabilities. Additionally, under the NARRATIVE tab of the Excel spreadsheet, describe the suspected/reported disabilities of each child. This is so that we can count the number of children with disabilities served, but also capture types of disabilities reported and co-occurring disabilities in a qualitative format.

	A	B	C	D	E
1	CAC: _____		JUL-DEC	JAN-JUN	Totals
11	Race/Ethnicity of New	Hispanic/Latino			0
12		American Indian			0
13		Asian/Pacific Islander			0
14		Other (please specify)			0
15	Disability	# Cases w/ reported and/or suspected disability (please specify)	3		3
16	Abuse	Alleged Sexual Abuse			0
17		Alleged Physical Abuse			0
18		Alleged Drug Endangerment			0
19		Alleged Neglect			0

EXAMPLE:

*In the reporting period you served Bobby who had ADHD, Allison who has autism and is in a wheelchair, and Zach who has a speech delay, downs syndrome, and is legally blind.*

*SUSPECTED OR REPORTED DISABILITY: 3*

*NARRATIVE/OTHER tab: Child 1: ADHD. Child 2: Autism, physically disabled in wheelchair. Child 3: Speech delay, downs syndrome, legally blind.*

	A	B	C	D	E
1	CAC: _____		JUL-DEC		
2	cases per each 6-month	OTHER RACE/ETHNICITY (Ex: Child 1: Multiracial (Black/African American and Hispanic/Latino). Child 2: (unidentified/unknown).			
3		DISABILITY NARRATIVE (Ex: Child 1: ADHD, speech impediment. Child 2: Autism, wheelchair, mute.)		Child 1: ADHD. Child 2: Autism, physically disabled in wheelchair. Child 3: Speech delay, downs syndrome, legally blind.	
4		OTHER ALLEGED ABUSE (may include screenings, please specify)			

## Alleged and Disclosed Abuse

- ALLEGED ABUSE:** Indicate the category or categories (child’s case may be counted in multiple categories) of alleged abuse for which the child was referred to the CAC for a core service. In other words, what allegation/report(s) were the reason(s) for the child’s contact with the CAC? Only include alleged abuse types for children who are being counted as New Children Served in this reporting period.

SPECIAL NOTE: OTHER may include children who are screened for abuse for whom there is no specific allegation, such as a sibling of a child who made a disclosure. However, if there’s a more specific suspicion/concern for which a child is being interviewed, it is at the discretion of the CAC to categorize them.

SPECIAL NOTE: Children counted under the “Commercial Sexual Exploitation” category must meet the federal definition: “Sex trafficking is the recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by

force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age, (22 USC § 7102 (9-10))”

SPECIAL NOTE: “Witness to Violence” may include, but is not limited to, a child witnessing a sibling’s abuse, a child exposed to domestic violence against adult or minor household members, a child who has witnessed a violent crime (such as a robbery, violence towards objects that the child sees as threatening, stabbing, homicide), etc.

7. **DISCLOSURE INFORMATION:** Indicate the number of cases where a disclosure was made in the forensic interview and the number of cases where no disclosure was made. Each child’s case should only be counted once, so the total of these categories should be equal to the number of FORENSIC INTERVIEWS THIS REPORTING PERIOD.
8. **DISCLOSED ABUSE:** Indicate the category or categories of abuse that are disclosed during the child’s forensic interview. A child’s case may be counted in multiple categories and does not necessarily have to reflect the allegations of abuse in the initial report.

SPECIAL NOTE: See definition of Commercial Sexual Exploitation of Children under “ALLEGED/REPORTED ABUSE.”

## Alleged Offenders

9. **NUMBER OF ALLEGED OFFENDERS:** Indicate the total NUMBER OF ALLEGED OFFENDERS. Include all alleged offenders who were named in the initial report as well as all alleged offenders named by the child during the forensic interview.

SPECIAL NOTE: This measure may not necessarily equal total NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Some perpetrators may have more than one victim, some children may have more than one perpetrator, or there may be a new offender to an ongoing client. Only count in the reporting period the offender was discovered.

On the reporting form, this is auto-calculated from the number of ages of alleged offenders reported.

	A	B	C	D	E
1		CAC: _____	JUL-DEC	JAN-JUN	Totals
36		# Alleged Offenders	14	0	14
37		Parent	10		10
38		Step-Parent			0
39		Other Relative	1		1
40		Parent's Boyfriend/Girlfriend	5		5
41		Other Known Person			0
42		Unknown Person (UNIDENTIFIED)			0
43		Unknown Person (STRANGER)			0
44		Under 13 years old	1		1
45		13-17 years old			0
46		18+ years old	13		13
47		Unknown Age			0

10. **RELATIONSHIP OF ALLEGED OFFENDER TO CHILD SERVED:** Indicate the relationship(s) of alleged offenders to victim(s). Total number of relationships may not necessarily equal total NUMBER OF ALLEGED OFFENDERS, because a single alleged offender may have different relationships with new or ongoing children served (i.e. John Doe is PARENT to Robert and is OTHER RELATIVE to Cassandra).

SPECIAL NOTE: A child’s case will be counted under UNKNOWN PERSON (STRANGER) if the abuse is allegedly committed by a person previously unknown to the child.

SPECIAL NOTE: A child’s case will be counted under UNKNOWN PERSON (UNIDENTIFIED) if the child discloses abuse, but no one has been specifically alleged/disclosed as an offender.

EXAMPLE:

*Tony discloses sexual abuse during the forensic interview but will not say who committed it (or the disclosure may be unclear as to who did it). He does, however, say that the person was not a stranger. Since it is known that abuse occurred at the hands of someone who was not a stranger to the child, count his case under UNKNOWN PERSON (UNIDENTIFIED).*

11. **AGE OF ALLEGED OFFENDER:** Indicate the ages of alleged offenders as accurately as possible. Total of age categories MUST be equal to total NUMBER OF ALLEGED OFFENDERS.

## CAC Services

12. **FORENSIC INTERVIEWS:** Indicate the number of interviews performed on-site and number of interviews performed off-site. Only include interviews that are performed by interviewer with appropriate trainings as defined by NCA Forensic Interviewing Standard (40-hour nationally recognized training). Do not count interviews for cases in which the CAC is not involved.
13. **EXTENDED FORENSIC INTERVIEW:** Indicate the number of extended forensic interviews that were initiated at the CAC this reporting period.
14. **MEDICAL REFERRALS:** Indicate the number of cases where a child was referred to a medical exam/treatment this reporting period. Only count cases where the CAC assisted the client in making the connection by calling the referral agency together, arranging for the referral agency to call, calling the agency on behalf of the client, accompanied the client to the referral agency, and/or discussed with the client how and why they should arrange for an appointment.
15. **MEDICAL EVALUATION/TREATMENT:** Indicate the number of children who received a medical evaluation related to their services at the CAC this reporting period.
16. **REFERRAL TO THERAPY/COUNSELING:** Indicate the number of referrals made for children of new and ongoing cases to receive therapy/counseling (onsite or offsite). Only count cases where the CAC assisted the client in making the connection by calling the referral agency together, arranging for the referral agency to call, calling the agency on behalf of the client, accompanied the client to the referral agency, and/or discussed with the client how and why they should arrange for an appointment.
17. **THERAPY/COUNSELING INITIATED:** Indicate the number of cases for which therapy/counseling was initiated for the child involved.

SPECIAL NOTE: A child should only be counted once in this category; this number does not reflect ongoing therapy/counseling (onsite and offsite both included in this category).

18. **VICTIM SUPPORT/ADVOCACY:** Indicate the distinct number of alleged child victim clients and non-offending caregivers who received victim support/advocacy at the CAC this reporting period. Please only count individuals once, regardless of the number, type, or duration of advocacy services received.

SPECIAL NOTE: In the uncommon situation that one person has a different/separate allegation (case) in the same reporting period, they may be counted a second time.

SPECIAL NOTE: Some examples of VICTIM SUPPORT/ADVOCACY may include, but are not limited to:

- Crisis assessment and intervention, risk assessment and safety planning and support for children and family members at all stages of involvement with CAC;

- Assessment of individual needs, cultural considerations for child/family and ensure those needs are addressed;
- Presence at CAC during the forensic interview in order to participate in information sharing, inform and support family about the coordinated, multidisciplinary response, and assess needs of child and non-offending caregiver;
- Provision of education and access to victim's rights and crime victim's compensation;
- Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.);
- Provision of referrals for trauma focused, evidence -supported mental health and specialized medical treatment, if not provided at the CAC;
- Access to transportation to interviews, court, treatment and other case-related meetings;
- Engagement in the child's/family's response regarding participation in the investigation/prosecution;
- Participation in case review to: communicate and discuss the unique needs of the child and family and associated support services planning; ensure the seamless coordination of services; and, ensure the child and family's concerns are heard and addressed;
- Provision of updates to the family on case status, continuances, dispositions, sentencing, inmate status notification (including offender release from custody);
- Provision of court education & courthouse/courtroom tours, support, and court accompaniment;
- Coordinated case management meetings with any and all individuals providing victim advocacy services;

19. **ON-SITE CASE COORDINATION:** Indicate the number of all cases for which the CAC provided case coordination this reporting period. Include only those cases in which reporting period the CAC's MDIT has conducted a case review where there has been a team discussion and information sharing about the case regarding the investigation, case status, and services needed by the child and family with recommendations communicated to appropriate parties for implementation; or, the CAC's representative has taken an active role in coordinating and/or managing the team's recommendations for implementation. Count each child only once during a 6-month reporting period.

**SPECIAL NOTE:** For most CACs this number will be the number of cases covered at case review PLUS the number of individual team meetings (may occur after forensic interview or as needed). Do not count one child's case multiple times in one reporting period.

20. **OTHER** (please specify): Under NARRATIVE tab of Excel Spreadsheet, indicate other services offered at the CAC that are not otherwise reflected in this reporting form. This can include non-offending caregiver services (i.e. therapy, support group), prevention services, etc. In your brief narrative, please describe each OTHER service and the number of individuals served per each service. Estimate if necessary.

**EXAMPLE:**

*To describe your CAC's activity not captured in October's general reporting:*

*CAC sponsored prevention event at local elementary school; approx. 300 children and 25 adults (teachers). Survivors With Children Support Group meeting, 14 adults in attendance.*

## Cases Investigated, Concluded, & Closed by MDIT (not accepted for prosecution)

NOTE: This section refers to cases where the MDIT is no longer investigating and prosecution will not move forward. The child may still be receiving services such as therapy, advocacy, etc. from the CAC.

21. **NUMBER OF CASES INVESTIGATED, CONCLUDED, AND CLOSED BY MDIT (NOT ACCEPTED FOR PROSECUTION):** Indicate the number of cases investigated, concluded, and closed (no longer on the MDIT's criminal track). Indicate reason case was closed in the category fields on the Excel reporting sheet; if reason is not specified on list, include reason in "OTHER" box. Total of numbers in breakout boxes should equal number of cases investigated, concluded, and closed this reporting period.

SPECIAL NOTE: The sum of all these subcategories will auto-calculate to the NUMBER OF CASES INVESTIGATED, CONCLUDED, AND CLOSED.

	A	B	C	D	E
1		CAC: _____	JUL-DEC	JAN-JUN	Totals
58		# Cases Investigated/ Concluded/ Closed	0	0	0
59		Unsubstantiated by Team Investigation			0
60		Unprosecutable			0
61		Accused Died			0
62		Mentally Incompetent to Stand Trial			0
63		Prosecution Refuses to Extradite			0
64		Victim Unwilling to Proceed			0
65		Other Case Closed (specify)			0
		# Cases Investigated where			

## Criminal Justice Outcomes

**SPECIAL NOTE: FOR NUMBERS 22-27, A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.** For example, Mr. Jones allegedly victimized three children named Mark, Chris, and Kareena and all three children were interviewed at the CAC. Chris denied ever being abused by Mr. Jones and no other evidence was found to indicate that Mr. Jones abused Chris. Mark and Kareena disclosed abuse by Mr. Jones. Chris's case would be counted under #21 as "unsubstantiated by team investigation." Law enforcement charged Mr. Jones for offenses committed against Mark and Kareena, but not Chris. This would be counted as 2 cases where charges were filed for #22. Further case outcomes for the charges related to Mark and Kareena's cases should be tracked independently of each other.

22. **NUMBER OF CASES INVESTIGATED WHERE CHARGES WERE FILED:** Indicate the number of cases where charges were filed.
23. **NUMBER OF CASES INDICTED:** Indicate the number of cases indicted by grand jury and/or by information.
24. **NUMBER OF CASES CONVICTED BY TRIAL:** Indicate the number of cases convicted in a trial by a jury.
25. **NUMBER OF CASES CONVICTED BY PLEA:** Indicate the number of cases convicted by plea agreement.
26. **NUMBER OF CASES ACQUITTED:** Indicate the number of cases acquitted.
27. **NUMBER OF CASES DISMISSED:** Indicate the number of cases dismissed for any reason.
28. **NUMBER OF JUVENILE OFFENDER PETITIONS FILED:** Indicate the number of juvenile offender petitions filed.

Special Note: Record this at the time when Law Enforcement files the petition with Prosecution rather than when Prosecution approves it.

29. **NUMBER OF JUVENILES ADJUDICATED:** Indicate the number of juveniles adjudicated.

30. **OTHER** (please specify): Indicate the other criminal justice responses that are not otherwise reflected in this reporting form. In "OTHER" box, report criminal justice response and number of cases to which the response described applies. Describe under NARRATIVE tab.