

CAC State Grant Reporting Guide

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Purpose

This guide shows the relationships between the date required for the WV State Grant Report (State Grant Report) and the data recorded in Collaborate. We will be addressing each of the questions outlined in the State Grant Report, referencing the questions by their designation as shown in the State Grant Report in Collaborate. For each question, the data location in Collaborate will be shown via screen shot of the Collaborate software as if editing the data requested. In the situation where there may be multiple selections in Collaborate that could be aggregated into a specific category on the State Grant Report, the data mapping will be shown.

Reporting Periods

The State Grant Report is tied to the West Virginia state Fiscal year, beginning on July 1 and continuing through June 30 of the following calendar year.

The State Grant Report is submitted semi-annually according to the schedule shown below:

Quarter Designation	Date Range	Report Due No Later Than
Term 1 (T1)	July 1 - December 31	January 20
Term 2 (T2)	January 1 - June 30	July 20

Qualifying Cases

Throughout this guide, the term “qualifying case” will be used. A qualifying case will have received one of the following service types: Forensic Interview, Mental Health, Medical, or Advocacy. On the Demographics module of the Intake process, there is a section for Referral Information. The field Referral Type, as shown below, must have one of the following Referral Types selected: Advocacy Services Only, Forensic Interview, MDIT, Medical Only, or Therapy Only.

Referral Information

Date of Referral: 02/21/2020

Referral Type:

- Advocacy Services Only
- Forensic Interview
- MDIT
- Medical Only
- Prevention Only
- Therapy Only
- Truancy Only
- Visitation
- Other

Section 1 New Children Served at the CAC This Reporting Period

The count of new individuals is determined by the number of persons with a qualifying case that had an attended service (Forensic Interview, Mental Health, Medical, or Advocacy) in the reporting period.

Service Provider (Contact)
Search for contacts by name, can add multiple

Jon S Picklesimer Picklesimer
Email: jonathan.picklesimer@gmail.com
Organization: CYAC

[Remove]

Date of Service: 02/20/2020

Start Time: [] : [] AM Now

End Time: [] : [] AM Now

Time Spent: 0 HH:MM

Service Location
Search for Organizations by name

CYAC
State: WV
N/A

[Remove]

Appointment Status*: Attended

The image above shows example fields from a service in Collaborate. Notice the Date of Service field must be in the reporting period in question and that the “Appointment Status” field must have the value of “Attended”. No other values for the “Appointment Status” will result in a person being counted as an individual served.

Section 2 Gender of Children

The count of an individual’s Gender Identity is determined by the person’s “Gender Identity” value for qualifying cases that have received an attended service during the reporting period specified. The field “Gender Identity”, as shown below, is displayed on the “Intake Information” Module.

Gender Identity*: Transgender Woman / Trans Feminine

Values for the “Gender Identity” selections in Collaborate are mapped to appropriate categories on the SRD as shown in the table below.

Gender Identity in Collaborate for WVCAN	VOCA Gender Identity
Female	Female
Genderqueer	Other

Gender Identity in Collaborate for WVCAN	VOCA Gender Identity
Male	Male
Other	Other
Gender Non-Conforming	Other
Transgender: Female to Male	Male
Transgender: Male to Female	Female
Unknown	Not Reported

The total of the values of all gender identity categories given above should equal the total of New Individuals served as described in Question 3, above.

Section 3 Age of Child at Initiation of New Case

The count of an individual’s Age is determined by the person’s age at intake value for qualifying cases that have received an attended service during the reporting period specified.

If a person’s “DOB Status” has the value of “Known”, as shown below, then the user must indicate the birthdate of the individual in the “Date of Birth” field. Collaborate uses the date of intake to calculate the client’s Age at time of intake. This value will be reported in the appropriate age category for the report.

DOB Status	Known
Date of Birth*	05/07/2008

Age: 11

If a person’s “DOB Status” has the value of “Unknown”, as shown below, then the user may enter an approximate age in the “Approximate Age at Intake” field. This value will be reported in the appropriate age category for the report. If the value of “Approximate Age at Intake” is blank, then the persons age will be reported as “Not Reported”.

DOB Status	Unknown
Approximate Age at Intake	11

All individuals with a DOB status of “Refused”, as shown below, will be reported in the category of “Not Reported”.

DOB Status	Refused
------------	---------

Values for the age selections in Collaborate are mapped to appropriate categories on the report as shown in the table below.

Age Category
0-6
7-12
13-18+
Not Reported

The total of the values of all age categories given above should exactly equal the total of New Individuals served as described in Question 3, above.

Section 4 Race/Ethnicity of Children

The count of an individual’s race is determined by the person’s “Race/Ethnicity” value for qualifying cases who have received an attended service during the reporting period specified. The field “Race/Ethnicity”, as shown below, is displayed on the “Intake Information” Module.

A screenshot of a web form field labeled "Race / Ethnicity*" with a red asterisk. The dropdown menu is open, showing "Asian" as the selected option. The dropdown arrow is visible on the right side of the menu.

Values for the “Race/Ethnicity” selections in Collaborate are mapped to appropriate categories on the SRD as shown in the table below.

Races in Collaborate for WVCAN	VOCA Races
American Indian	American Indian/Alaska Native
Asian or Pacific Islander	Asian
Black or African American	Black/African American
Hispanic or Latino	Hispanic or Latino
Multiple Races	Multiple Races
Other	Some Other Race
Unknown	Not Reported
White	White Non-Latino/Caucasian

The total of the values of all race/ethnicity categories given above should exactly equal the total of New Individuals served as described in Section 1, above.

Section 4 Narrative - Race

Whenever the option “Other” is selected for Race, a field is displayed for the user to enter a description of the person’s race.

Race*	<input type="text" value="Other"/>
Other Race	<input type="text"/>

The values entered in the “Other Race” field are displayed and summarized for you in the Narrative section.

Section 5 Suspected or Reported Disability

The count of individuals with Suspected or Reported Disability is derived by counting the number of selections made in the multi-selection field “Special Needs” for each qualifying case. Values for the “Special Needs” field are shown in the image below.

A screenshot of a web form titled "Special Needs". On the left is a vertical grey bar with the text "Special Needs". To its right is a list of 18 items, each with an unchecked checkbox: ADD/ADHD, Anxiety, Asperger's, Autism Spectrum Disorder, Bipolar Disorder, Cerebral Palsy, Deaf/Hard of Hearing, Developmental Disabilities, Diabetes, Down Syndrome, Learning Disability, Mental Health Diagnostics, Oppositional Defiant Disorder (ODD), Physical Disabilities, Speech, Substance Abuse, Vision, and Other. The "Other" checkbox is checked. Below the list is a text input field labeled "Other Special Needs" which is currently empty.

Section 5 Narrative - Disability

Whenever the option “Other” is selected for Special Needs, a field is displayed for the user to enter a description of the person’s special needs.

A screenshot of a web form titled "Special Needs". On the left is a vertical grey bar with the text "Special Needs". To its right is a list of 18 items, each with an unchecked checkbox: ADD/ADHD, Anxiety, Asperger's, Autism Spectrum Disorder, Bipolar Disorder, Cerebral Palsy, Deaf/Hard of Hearing, Developmental Disabilities, Diabetes, Down Syndrome, Learning Disability, Mental Health Diagnostics, Oppositional Defiant Disorder (ODD), Physical Disabilities, Speech, Substance Abuse, Vision, and Other. The "Other" checkbox is checked. Below the list is a text input field labeled "Other Special Needs" which is currently empty.

The values entered in the “Other Special Needs” field are displayed and summarized for you in the Narrative section.

Section 6 Alleged Abuse

The count of Alleged is derived by counting the number of allegations for each qualifying case that received an attended service in the reporting period. The total number of reported alleged abuse types may be greater than the total number of individuals served during the reporting period.

The image below shows the Allegations selection area. The value selected for the list selection field Allegation is used to determine the Alleged Abuse reported.

Allegations	
Primary Allegation?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allegation	Child Sexual Abuse/Assault
	Hide Allegation Details
Did Client Disclose Allegation?	<input type="radio"/> Yes <input type="radio"/> No
First Disclosed To	<input type="text"/>
Incident Date	<input type="text"/>
Incident County	Nicholas [Remove] <input type="text"/>

Section 6 Narrative - Alleged Abuse

Whenever the option “Other Abuse” is selected for Allegation, a field is displayed for the user to enter a description of the person’s Allegation.

The values entered in the “Other Allegation” field are displayed and summarized for you in the Narrative section.

Alleged Abuse Value in Collaborate for WVCAN	State Grant Report Value
Adult Physical Assault (Includes Aggravated and Simple Assault)/Abuse	Ignore
Adult Sexual Assault	Ignore
Adults Sexually Abused/Assaulted as Children	Ignore
Arson	Ignore
Bullying (Verbal, Cyber, or Physical)	Other Abuse (specify)
Burglary	Ignore
Child Fatality	Ignore
Child Neglect	Neglect
Child Physical Abuse	Physical Abuse
Child Sexual Abuse/Assault	Sexual Abuse
Depiction in Pornography	Depiction in Pornography
Domestic and/or Family Violence	Witness to Violence
Drug-Exposed Child (DEC)	Drug Endangerment
DUI/DWI Incidents	Drug Endangerment
Elder Abuse or Neglect	Ignore
Endanged due to Violation of a Court (Protective) Order	Other Abuse (specify)
Exposure to Pornography	Exposure to Pornography
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other	Ignore
Human Trafficking: Labor	Other Abuse (specify)
Human Trafficking: Sex Trafficking	Commercial Sexual Exploitation of a Child
Identity Theft/Fraud/Financial Crime	Ignore
Kidnapping (custodial)	Other Abuse (specify)
Kidnapping (non-custodial)	Other Abuse (specify)
Mass Violence (Domestic/International)	Witness to Violence
Other Abuse	Other Abuse (specify)
Other Vehicular Victimization (e.g., Hit and Run)	Ignore
Robbery	Ignore
Screening	Other Abuse (specify)
Screening - YPSB	Other Abuse (specify)
Sexual Exploitation	Commercial Sexual Exploitation
Stalking/Harassment	Other Abuse (specify)
Survivors of Homicide Victims	Ignore
Teen Dating Victimization	Other Abuse (specify)
Terrorism (Domestic/International)	Other Abuse (specify)
Unknown	Ignore
Witness Other Violence	Witness to Violence

Witness to Domestic Violence	Witness to Violence
Witness to Murder	Witness to Violence
Witness to Physical Abuse	Witness to Violence
Witness to Sexual Abuse	Witness to Violence

Section 7 Disclosure Information

The count of Disclosures is derived by counting the number of qualifying cases that received an attended “Forensic Interview” elaborate service in the reporting period where the “Did Client Disclose Allegation(s) During Forensic Interview?” has an answer of “Yes”.

Below is an excerpt from the “Forensic Interview” elaborate service showing the Disclosure section of that service.

Disclosure	
Did Client Disclose Allegation(s) During Forensic Interview?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Section 8 Disclosed Abuse

The count of Disclosed Abuse is derived by counting the Allegation(s) Disclosed values selected in qualifying cases that received an attended “Forensic Interview” elaborate service in the reporting period where the “Did Client Disclose Allegation(s) During Forensic Interview?” has an answer of “Yes”.

Below is an excerpt from the “Forensic Interview” elaborate service showing the Allegation(s) Disclosed field of that service. This field is only visible if the value for “Did Client Disclose Allegation(s) During Forensic Interview?” has a value of “Yes” as shown in the previous section. The number of disclosed abuses may be greater than the number of cases where abuse was disclosed as one case may have multiple abuses disclosed.

Allegation(s) Disclosed	<input type="checkbox"/> Adult Physical Assault (Includes Aggravated and Simple Assault)/Abuse <input type="checkbox"/> Adult Sexual Assault <input type="checkbox"/> Adults Sexually Abused/Assaulted as Children <input type="checkbox"/> Arson <input type="checkbox"/> Bullying (Verbal, Cyber, or Physical) <input type="checkbox"/> Burglary <input type="checkbox"/> Child Physical Abuse <input type="checkbox"/> Exposure to Pornography <input type="checkbox"/> Depiction in Pornography <input type="checkbox"/> Child Sexual Abuse/Assault <input type="checkbox"/> Domestic and/or Family Violence <input type="checkbox"/> Drug-Exposed Child (DEC) <input type="checkbox"/> DUI/DWI Incidents <input type="checkbox"/> Elder Abuse or Neglect
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The list of Allegation(s) Disclosed is duplicated exactly from the list of Alleged Abuses list in Section 6.

Section 8 Narrative - Disclosed Abuse

Whenever the option “Other Abuse” is selected for Allegation, a field is displayed for the user to enter a description of the person’s Allegation.

The values entered in the “Other Allegation Disclosed” field are displayed and summarized for you in the Narrative section.

Section 9 Number of Alleged Offenders

The count of Alleged Offenders is derived by counting cases that are of intake type “Alleged Offender”, the intake date for the case is in the reporting period, and the associated case of type “Client” has to have an allegation in the in the category of sexual abuse, physical abuse, drug endangerment, neglect, or witness to violence.

The image below shows the Associated Relationships tab of a case. Notice that there are two Associated Persons who have an Intake Type of “Alleged Offender”.

ID #	Name	Intake Type	Relationship to Justin Wilson
20-0001124	Bubba Smith	Alleged Offender	Uncle
20-0001125	Janie Smith	Alleged Offender	Aunt
20-0001126	Sandy Wilson	Associated Person	Mother Caregiver

No Other Pages

Each of these cases are eligible for inclusion in this report.

When in a client’s case, on the right side of the screen, we can add an Alleged Offender by choosing the “Add Associated Alleged Offender” link as shown below.

Relationship Actions

[Add a New Relationship](#)
[Edit Existing Relationships](#)

[Quick Add Associated Cases](#)
[Create a New Associated Client](#)
[Create a New Associated Person](#)
[Create a New Associated Alleged Offender](#)

If we are in a case that is of type “Alleged Offender”, the Intake Type will say “Alleged Offender” as shown below.

Bubba Smith	
Intake Type	Alleged Offender [Edit Intake]
ID #	20-0001124
Created by	Jon S Picklesimer Picklesimer
Case Status	Open
Case Review Status	None (Request Case Review)

Section 10 Relationship of Alleged Offender to Child Served

The Relationship of the Alleged Offender to the Client is determined by the relationship established for the Alleged Offenders as identified in question 4, and the client associated to the Alleged Offender.

Demographic Information	Allegations/Reported Abuse	Family Members, Custody	MDIT, Client History
Behavior Changes, Mental Health	Insurance, Medical Information	Associated Relationships	

Viewing all 3 results.

ID #	Name	Intake Type	Relationship to Justin Wilson
20-0001124	Bubba Smith	Alleged Offender	Uncle
20-0001125	Janie Smith	Alleged Offender	Aunt
20-0001126	Sandy Wilson	Associated Person	Mother Caregiver

No Other Pages

The image above shows the Associated Relationships module of the Intake for a fictitious client, Justin Wilson. Note the column entitled “Relationship to Justin Wilson”. The relationship listed for cases of Intake Type “Alleged Offender” is what is used to tabulate this statistic. The values for the relationship between the Client and Alleged Offender are counted as shown in the table below.

Relationship Value in Collaborate for WVCAN	Value for State Grant Report
Acquaintance	Other Known Person
Aunt/Uncle	Other Relative
Boyfriend/Girlfriend	Other Known Person
Caregiver	Parent
Caregiver Paramour	Parent's Boyfriend/Girlfriend
Caregiver Paramour Care Recipient	Other Known Person
Care Recipient	Other Known Person
Child	Other Relative
Child (Adoptive)	Other Relative
Child (Foster)	Other Relative
Child (Group Home)	Other Relative

Child (Shelter/Placement)	Other Relative
Child (Step)	Other Relative
Classmate	Other Known Person
Coach	Other Known Person
Cousin	Other Relative
Employee	Other Known Person
Facility Staff	Other Known Person
Friend	Other Known Person
Friend Of Family	Other Known Person
Friend of Family (Inverse)	Other Known Person
Grandchild	Other Known Person
Grandchild (Step)	Other Known Person
Grandparent	Other Relative
Grandparent (Step)	Other Relative
Household Member	Other Known Person
House Parent	Other Known Person
Neighbor	Other Known Person
Niece/Nephew	Other Relative
Online Acquaintance	Other Known Person
Other Non-Relative	Other Known Person
Other Relative	Other Relative
Parent	Parent
Parent (Adoptive)	Parent
Parent (Foster)	Parent
Parent's paramour	Parent's Boyfriend/Girlfriend
Parent's paramour Care Recipient	Other Known Person
Parent (Step)	Step-Parent
Patient	Other Known Person
Roommate	Other Known Person
Shelter or Placement Facility Staff	Other Known Person
Sibling	Other Relative
Sibling (Foster)	Other Relative
Sibling (Half)	Other Relative
Sibling (Step)	Other Relative
Significant Other	Other Known Person
Spouse	Other Relative
Stranger	Unknown Person (STRANGER)
Student	Other Known Person
Supervisor	Other Known Person
Teacher/School Personnel	Other Known Person
Team Participant	Other Known Person
Therapist	Other Known Person
Therapy Patient	Other Known Person
Unknown	Unknown Person (UNIDENTIFIED)

Unrelated Home Member	Other Known Person
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To add a relationship to an account, use the “Add a Relationship” link shown in the image below. The Relationship Actions area is found on the right-hand side of the screen.

Relationship Actions

[Add a New Relationship](#)
[Edit Existing Relationships](#)

[Quick Add Associated Cases](#)
[Create a New Associated Client](#)
[Create a New Associated Person](#)
[Create a New Associated Alleged Offender](#)

When adding a relationship, you will see a screen as shown below:

Curre

Associated Relationships

Existing Associated Case	<input type="text" value="Please select ..."/>
	OR
Search All Cases	<input type="text" value=""/>
Relationship to Justin Wilson*	<input type="text" value="Acquaintance"/>
Start date	<input type="text" value="mm/dd/yyyy"/>
End date	<input type="text" value="mm/dd/yyyy"/>

Choose the associated case from the “Existing Associated Case”. Then choose the appropriate relationship descriptor from the “Relationship to Client” selection.

Section 11 Age of Alleged Offender

The count of an individual’s Age is determined by the person’s age at intake value for cases of type “Alleged Offender” as identified in Question 4, above.

If a person’s “DOB Status” has the value of “Known”, as shown below, then the user must indicate the birthdate of the individual in the “Date of Birth” field. Collaborate uses the date of intake to calculate the client’s Age at time of intake. This value will be reported in the appropriate age category for the report.

DOB Status	<input type="text" value="Known"/>
Date of Birth*	<input type="text" value="05/07/2008"/> Age: 11

If a person’s “DOB Status” has the value of “Unknown”, as shown below, then the user may enter an approximate age in the “Approximate Age at Intake” field. This value will be reported in the appropriate age category for the report. If the value of

“Approximate Age at Intake” is blank, then the persons age will be reported as “Not Reported”.

DOB Status	Unknown ▾
Approximate Age at Intake	11

All individuals with a DOB status of “Refused”, as shown below, will be reported in the category of “Age Unknown”.

DOB Status	Refused ▾
------------	-----------

Values for the age selections in Collaborate are mapped to appropriate categories on the NCA Statistics Report as shown in the table below.

NCA Statistics Age Category
0-12
13-17
>18
Age Unknown

The total of the values of all age categories given above should exactly equal the total of New Children as described in Question 1, above.

Sections 12-13 Forensic Interviews

Qualifying cases that have received at least one attended occurrence of the Elaborate Service “Forensic Interview” during the reporting period counted as part of this statistic.

Create Forensic Interview

Current Site CYAC

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	<input type="text" value="02/11/2020"/>
Start Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>
End Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>
Time Spent HH:MM	<input type="text" value="0"/>
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	<input type="button" value="Attended"/>

Notice the Appointment Status is “Attended”. Notice the Service Location is the same as the Current Site value. This client will be counted as having an on-site Forensic Interview. If the Service Location is different from the Current Site value, then the Forensic Interview will be counted as having occurred off-site.

Section 14 Medical Referrals

A qualifying case that has received at least one attended occurrence of the Elaborate Service “Medical Referral” during the reporting period are counted as part of this statistic.

Create Medical Referral CURRENT CASE: CYAC

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	03/04/2020
Start Time	<input type="text"/> : <input type="text"/> AM <input type="button" value="Now"/>
End Time	<input type="text"/> : <input type="text"/> AM <input type="button" value="Now"/>
Time Spent HH:MM	0
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended <input type="button" value="v"/>

Section 15 Medical Evaluation/Treatment

A qualifying case that has received at least one attended occurrence of the Elaborate Service “Medical Exam” during the reporting period are counted as part of this statistic.

Edit Exam Information CUI

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	01/22/2020
Start Time	11 : 00 AM <input type="button" value="Now"/>
End Time	11 : 30 AM <input type="button" value="Now"/>
Time Spent HH:MM	0:30
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended <input type="button" value="v"/>
Medical Record Number*	19-1234

Notice the Appointment Status is “Attended”.

Section 16 Referral to Therapy/Counseling

A qualifying case that has received at least one attended occurrence of the Elaborate Service “Mental Health Referral” during the reporting period are counted as part of this statistic.

Mental Health Referral

Current Site

Date of Service	01/22/2020
Service Provider (Contact)	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC
Start Time	11:00 AM
End Time	11:15 AM
Time Spent	:15
Service Location	CYAC State: WV N/A
Appointment Status	Attended

Notice the Appointment Status is “Attended”.

Section 17 Therapy/Counseling Initiated

A qualifying case that has an attended Mental Health Session/Progress Note in the reporting period and that session is the very first session ever recorded for that case.

Edit Session Notes

Current Site

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	01/22/2020
Start Time	10 : 00 AM <input type="button" value="Now"/>
End Time	11 : 00 AM <input type="button" value="Now"/>
Time Spent HH:MM	1:00
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended <input type="button" value="v"/>



Notice the Appointment Status is “Attended”.

Section 18 Victim Support/Advocacy

The Victim Support/Advocacy value is derived by counting the number of qualifying cases that received at least one attended Family Advocacy service during the reporting period. A sample of a Family Advocacy service is provided below. All services labeled “FA - ____” under Simple Services are counted in this section.

Current

Edit FA - Shelter/Housing Services: Emergency Shelter or Safe House

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	02/20/2020 
Start Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>
End Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>
Time Spent  HH:MM	<input type="text" value="0"/>
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	<input type="button" value="Attended"/>

Section 19 On-Site Case Coordination

On-Site Case Coordination counts qualifying cases with at least one attended occurrence of the service “Case Review” that occurred during the reporting period. These services can be seen listed in the Service section of a case, as shown below.

02/07/2020	Case Review	Harrison County CAC	N/A	Attended
02/07/2020	Case Review	CYAC	N/A	Attended

Below is an image showing the Date of Service and Appointment Status fields of the Case Review service.

Edit Case Review Current Site

Service Provider (Contact)
Search for contacts by name, can add multiple

Jon S Picklesimer Picklesimer
Email: jonathan.picklesimer@gmail.com
Organization: CYAC

[Remove]

Date of Service: 02/07/2020

Start Time: [] : [] AM/Now

End Time: [] : [] AM/Now

Time Spent: 0 HH:MM

Service Location
Search for Organizations by name

Harrison County CAC

[Remove]

Appointment Status: **Attended**

To be counted, the “Reason for Case Review” selected when requesting a case review needs to be “Individual Case Review” or one of the MDIT meetings, as shown below.

Request Case Review Current Site

Review Requester Type: Contact User

Requester: Jon S Picklesimer Picklesimer [Remove]

Review on or after: mm/dd/yyyy

Associated People:

- Bubba Smith (Uncle) (Alleged Offender)
- Janie Smith (Aunt) (Alleged Offender)
- Sandy Wilson (Mother) (Associated Person)

Additional Invitees: Search for contacts by name, can add multiple

Reason for Case Review: **Please Select**

- ✓ Please Select
- Advocacy Case Review
- Greenbrier County MDIT
- Individual Case Review
- MDT
- Medical Treatment Review
- Mental Health Treatment Review
- Monroe County MDIT

Notes/Comments:

Section 20 Other (CAC Services)



The count on this section is attended services on qualifying cases with a Date of Service during the reporting period that do not fit in any other category.

Section 20 Narrative - Services

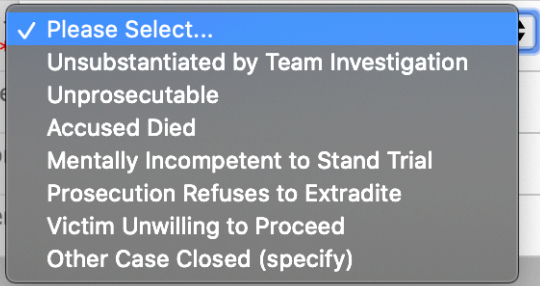
This section provides a listing of the Other services provided, as counted above, and details the number of times each of those other services was provided.

Section 21 Number of Cases Investigated, Concluded, and Closed (not accepted for prosecution)

The Number of Cases Investigated, Concluded, and Closed (not accepted for prosecution) is a count of the qualifying cases with at least one attended occurrence of the service “Disposition - Prosecution” where the “Case Accepted for Prosecution?” value is “No”.

Alleged Offender Charge Information	
Bubba Smith	Please Select
Date Reviewed for Prosecution	mm/dd/yyyy 
Case Accepted for Prosecution?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Prosecution Outcome - Not Accepted*	Please Select... 
Presiding Judge	<input type="text"/>
Prosecutor	<input type="text"/>
Docket Number	<input type="text"/>

The results are counted based on the selection for “Prosecution Outcome - Not Accepted”. The values for this field are shown below.

Prosecution Outcome - Not Accepted*	
Presiding Judge	<input type="text"/>
Prosecutor	<input type="text"/>
Docket Number	<input type="text"/>

- ✓ Please Select...
- Unsubstantiated by Team Investigation
- Unprosecutable
- Accused Died
- Mentally Incompetent to Stand Trial
- Prosecution Refuses to Extradite
- Victim Unwilling to Proceed
- Other Case Closed (specify)

Section 21 Narrative - Cases Investigated

Whenever the option “Other Case Closed (specify)” is selected for “Prosecution Outcome - No Accepted”, a field is displayed for the user to enter a description of the person’s Case Closed Reason.

Prosecution Outcome - Not Accepted*	Other Case Closed (specify) ▾
Other Case Closed Reason	<input type="text"/>

The values entered in the “Other Case Closed Reason” field are displayed and summarized for you in the Narrative section.

Section 22 Number of Cases Investigated Where Charges Were Filed

The State Grant Report requests the Number of Cases Investigate Where Charges Were Filed. This count is derived from the number of cases with the “Disposition - Law Enforcement” Elaborate services where the Date of Service is in the reporting period and the “Charges Filed?” field has a value of “Yes”, as shown in the image below.

Create Disposition - Law Enforcement Current Site: CYAC

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	02/10/2020
Start Time	<input type="text"/> : <input type="text"/> AM ▾ Now
End Time	<input type="text"/> : <input type="text"/> AM ▾ Now
Time Spent HH:MM	0
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended ▾
Disposition Information	
Alleged Offender*	Please select ... ▾
Charges Filed?*	<input type="radio"/> Yes <input type="radio"/> No

Section 22 Narrative - Criminal Justice

Whenever the option “Other” is selected for “Which Charge Filed”, a field is displayed for the user to enter a description of the person’s Charge.

Disposition Information	
Alleged Offender*	Bubba Smith (Uncle) (Alleged Offender) ▾
Charges Filed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Which Charge Filed	Other ▾
Other Charge Filed	<input type="text"/>

The values entered in the “Other Charge Filed” field are displayed and summarized for you in the Narrative section.

Section 23 Number of Cases Indicted

The Number of Cases Indicted is determined by counting the qualifying cases that have a “Disposition - Prosecution” Elaborate Service is attended with a Date of Service in the reporting period, the “Case Accepted for Prosecution?” value is “Yes” and the “Indictment on What Child Abuse Charge” has a specific value. An example is shown in the image below.

Date of Service	01/29/2020 📅
Start Time	<input type="text"/> : <input type="text"/> AM ▾ Now
End Time	<input type="text"/> : <input type="text"/> AM ▾ Now
Time Spent HH:MM	0
Service Location Search for Organizations by name	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;">CYAC State: WV N/A</div> <p>[Remove]</p> <input type="text"/>
Appointment Status*	Attended ▾
Alleged Offender Charge Information	
Bubba Smith	Please Select
Date Reviewed for Prosecution	mm/dd/yyyy 📅
Case Accepted for Prosecution?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Disposition Information	
Alleged Offender	Bubba Smith (Uncle) (Alleged Offender) ▾
Defense Attorney	<input type="text"/>
Indictment on What Child Abuse Charge	Sexual Assault 2nd ▾

Section 24-27, 30 Number of Cases Convicted, Acquitted, Dismissed

The count of Cases Convicted, Acquitted and Dismissed is derived from the number of qualifying cases with an attended “Disposition - Prosecution” Elaborate services where the Date of Service is in the reporting period, the “Case Accepted for Prosecution” field has a value of “Yes and the “Prosecution Outcome” field shown below has a value.

Case Accepted for Prosecution?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Disposition Information	
Alleged Offender	Please select ...
Defense Attorney	Defense Attorney
Indictment on What Child Abuse Charge	Please Select...
Indictment Date	Approx Date ↓ Month ↓ Year
Prosecution Outcome*	Please Select...
Prosecution Outcome	




The values selection values for Prosecution Outcome are shown below.

Indictment on what Child Abuse Charge	Sexual Assault 2nd
Indictment Date	Please Select...
Prosecution Outcome*	Convicted by Trial Plea
Prosecution Outcome	✓ Acquittal
Prosecution Outcome	Dismissed
Prosecution Outcome	Other Outcome

The case outcomes are counted for each value shown above.

Section 28 Number of Juvenile Offender Petitions Filed

The Number of Juvenile Offender Petitions Filed is derived from the number of Disposition - Law Enforcement dispositions for qualifying cases that were marked as attended during the reporting period and the LE Outcome specified is “Juvenile Petition Filed” as shown below.

Disposition Information	
Alleged Offender*	Janie Smith (Aunt) (Alleged Offender) ▾
Charges Filed?	<input type="radio"/> Yes <input type="radio"/> No
Open Date	mm/dd/yyyy 
Date Charged 	Approx Date ▾ Feb ▾ 2020
LE Outcome	Juvenile Petition Filed ▾
Close Date	mm/dd/yyyy 

Section 29 Number of Juveniles Adjudicated

The Number of Juveniles Adjudicated is determined using the same criteria as Number of Cases Convicted, Acquitted, Dismissed with the additional constraint that the age of the alleged offender specified on the service is less than or equal to 18.

Appendix 1

Below is a list of the Victims Advocacy services in Collaborate for WVCAN.

Victim Advocacy Service Name	
FA - Legal Aid or Other Legal Services Accompaniment	FA - Child IEP or Other Education Assistance Accompaniment
FA - Intake Paperwork	FA - Other Accompaniment to Services/Appointments
FA - Needs Assessment for Child	FA - LE Interview Advocacy/Accompaniment
FA - Needs Assessment for Caregiver	FA - Individual Advocacy (assistance in applying for public benefits, return of personal property or effects)
FA - Answering Questions about Case Status, Child Behavior, etc.	FA - Medical Card
FA - Attendance at Forensic Interview	FA - Food Stamps/WIC
FA - Advocacy Coordination and/or Case Review (with other advocacy providers)	FA - Shelter/Housing Services: Emergency Shelter or Safe House
FA - Information about Victim Rights, How to Obtain Notifications, etc.	FA - Shelter/Housing Services: Transitional Housing
FA - Follow-up Call: Family's Well-Being	FA - Shelter/Housing Services: Relocation Assistance
FA - Follow-up Call: Family's Disposition on Case Progress	FA - Crime Victim's Compensation
FA - Follow-up Call: Updates on Case Progress	FA - Emergency Financial Assistance (emergency loans, payment for items such as food, taxis, etc.)
FA - Follow-up Call: Appointment Reminders	FA - Immigration Assistance (e.g., special visas, continued presence application, other immigration relief)
FA - Follow-up Call: Other	FA - Intervention with Employer, Creditor, Landlord, or Academic Institution
FA - Safety Planning	FA - Child or Dependent Care Assistance (provided by agency)
FA - Assistance with DVP or Other Court Docs	FA - Transportation Assistance
FA - Emotional Support or Safety Services: Crisis Intervention (in-person, includes safety planning, etc.)	FA - Interpreter Services
FA - Emotional Support or Safety Services: Hotline/Crisis Counseling	FA - Information About the Criminal Justice Process
FA - Emotional Support or Safety Services: On-Scene Crisis Response (e.g., Community Crisis Response)	FA - Court Prep with Family

FA - Assistance with Mental Health Referral for Client	FA - Court Tour with Family
FA - Assistance with Mental Health Referral for Caregiver	FA - Court Testimony
FA - Assistance with Medical Exam Referral	FA - Notification of Criminal Justice Events (e.g., Case Status, Arrest, Court Proceedings, Case Disposition, Release, Etc.)
FA - Assistance with Medical Follow-Up Referral	FA - Victim Impact Statement Assistance
FA - Referral to Other Victim Service Programs	FA - Assistance with Restitution (Includes Assistance in Requesting and when Collection Efforts are Not Successful)
FA - Support Group Referral	FA - Civil Legal Attorney Assistance in Obtaining Protection or Restraining Order
FA - Substance Abuse Services Referral	FA - Civil Legal Attorney Assistance with Family Law Issues (e.g., Custody, Visitation, Support)
FA - Legal Aid or Other Legal Services Referral	FA - Other Emergency Justice-Related Assistance
FA - Other Assistance with Referrals	FA - Immigration Attorney Assistance (e.g., Special Visas, Continued Presence Application, Other Immigration Relief)
FA - Mental Health Accompaniment for Client	FA - Prosecution Interview Advocacy/Accompaniment (Includes with Prosecuting Attorney and With Victim/Witness)
FA - Mental Health Accompaniment for Caregiver	FA - Criminal Advocacy/Accompaniment
FA - Victim Advocacy/Accompaniment to Emergency Medical Care	FA - Other Legal Advice and/or Counsel
FA - Victim Advocacy/Accompaniment to Medical Forensic Exam (non-acute exams)	Training - Body Safety
FA - Medical Follow-Up Accompaniment	Training - Mandated Reporter
FA - Other Advocacy (e.g. Domestic Violence)	Support Group
FA - Support Group Accompaniment	FA - Distribute Survey: Initial Visit Caregiver Survey
FA - Substance Abuse Services Accompaniment	FA - Distribute Survey: Follow Up Caregiver Survey