

Table of Contents
OMB National Census of Victim Service Providers, 2016

<u>Attachment 1. Title 42, United States Code, Section 3732 of the Justice Systems Improvement Act of 1979</u>	2
<u>Attachment 2. Canvassing Report</u>	5
<u>Attachment 3. CVSP Survey Instruments</u>	20
<u>Attachment 3a. Primary VSP Survey Instrument</u>	21
<u>Attachment 3b. Secondary VSP Survey Instrument</u>	27
<u>Attachment 3c. Incidental VSP Survey Instrument</u>	33
<u>Attachment 4. CVSP Online Survey Welcome Screen Displaying OMB number</u>	39
<u>Attachment 5. Cognitive Testing Report</u>	41
<u>Attachment 6. Federal Register Notice, Vol. 81, No. 6, page 122</u>	45
<u>Attachment 7. Federal Register Notice, Vol. 81, No. 60, page 17495</u>	49
<u>Attachment 8. Project Input Committee Members</u>	52
<u>Attachment 9. Expert Panel Members</u>	54
<u>Attachment 10. VSP Recruitment and Follow-Up Materials</u>	55
<u>Attachment 10a. Formal Survey Invitation Letter to VSP</u>	56
<u>Attachment 10b. VSP Reminder Postcard</u>	58
<u>Attachment 10c. US mail/Email/FedEx Letter to VSP</u>	59
<u>Attachment 10d. Phone Prompting Script</u>	61
<u>Attachment 10e. Last Chance Letter/Email to VSP</u>	66
<u>Attachment 10f. Last Chance Phone Script</u>	68

Attachment 1:
Title 42, United States Code, Section 3732 of the Justice Systems Improvement Act of 1979

42 USC 3732

**TITLE 42 – THE PUBLIC HEALTH AND WELFARE
CHAPTER 46 – JUSTICE SYSTEM IMPROVEMENT
SUBCHAPTER III – BUREAU OF JUSTICE STATISTICS
§ 3732. Bureau of Justice Statistics**

(33) Establishment

There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter as “Bureau”).

(b) Appointment of Director; experience; authority; restrictions

The Bureau shall be headed by a Director appointed by the President. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

I Duties and functions of Bureau The Bureau is authorized to—

- (1)** make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;
- (2)** collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;
- (3)** collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, tribal, and local justice policy and decisionmaking;
- (4)** collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, tribal, and local levels;
- (5)** collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, tribal, and local levels;
- (6)** analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, tribal, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, tribal, and local levels;
- (7)** compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States and in Indian country;
- (8)** recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter;
- (9)** maintain liaison with the judicial branches of the Federal Government and State and tribal governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;
- (10)** provide information to the President, the Congress, the judiciary, State, tribal, and local governments, and the general public on justice statistics;

- (11) establish or assist in the establishment of a system to provide State, tribal, and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;
- (12) conduct or support research relating to methods of gathering or analyzing justice statistics;
- (13) provide for the development of justice information systems programs and assistance to the States, Indian tribes, and units of local government relating to collection, analysis, or dissemination of justice statistics;
- (14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;
- (15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;
- (16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;
- (17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State, tribal, and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti-drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, tribal, and local criminal justice agencies on their drug enforcement activities;
- (18) provide for the development and enhancement of State, tribal, and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;
- (19) provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the National Instant Criminal Background Check System, the National Incident-Based Reporting System, and the records of the National Crime Information Center, facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records;
- (20) maintain liaison with State, tribal, and local governments and governments of other nations concerning justice statistics;
- (21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;
- (22) ensure conformance with security and privacy requirement of [section 3789g of this title](#) and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal, tribal, and State criminal justice operations and related statistical activities; and
- (23) exercise the powers and functions set out in subchapter VIII of this chapter.

(d) Justice statistical collection, analysis, and dissemination

(1) In general To ensure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to—

(A)

utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(B)

confer and cooperate with State, municipal, and other local agencies;

I

request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter;

(D)

seek the cooperation of the judicial branch of the Federal Government in gathering data from criminal justice records;

I

encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data; and

(F)

confer and cooperate with Federal statistical agencies as needed to carry out the purposes of this subchapter, including by entering into cooperative data sharing agreements in conformity with all laws and regulations applicable to the disclosure and use of data.

(2) Consultation with Indian tribes

The Director, acting jointly with the Assistant Secretary for Indian Affairs (acting through the Office of Justice Services) and the Director of the Federal Bureau of Investigation, shall work with Indian tribes and tribal law enforcement agencies to establish and implement such tribal data collection systems as the Director determines to be necessary to achieve the purposes of this section.

I Furnishing of information, data, or reports by Federal agencies

Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(1)I of this section shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State, tribal, and local government and judiciary

In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State, tribal, and local government, including, where appropriate, representatives of the judiciary.

(g) Reports

Not later than 1 year after July 29, 2010, and annually thereafter, the Director shall submit to Congress a report describing the data collected and analyzed under this section relating to crimes in Indian country.

(Pub. L. 90–351, title I, § 302, as added Pub. L. 96–157, § 2, Dec. 27, 1979, 93 Stat. 1176; amended Pub. L. 98–473, title II, § 605(b), Oct. 12, 1984, 98 Stat. 2079; Pub. L. 100–690, title VI, § 6092(a), Nov. 18, 1988, 102 Stat. 4339; Pub. L. 103–322, title XXXIII, § 330001(h)(2), Sept. 13, 1994, 108 Stat. 2139; Pub. L. 109–162, title XI, § 1115(a), Jan. 5, 2006, 119 Stat. 3103; Pub. L. 111–211, title II, § 251(b), July 29, 2010, 124 Stat. 2297; Pub. L. 112–166, § 2(h)(1), Aug. 10, 2012, 126 Stat. 1285.)

See: <https://www.law.cornell.edu/uscode/text/42/3732>

Attachment 2:
State Canvassing Report

NATIONAL SURVEY OF VICTIM SERVICE PROVIDERS:
TIER 1 STATE CANVASSING RESULTS

Overview

Results

The original design of the National Survey of Victim Service Providers (NSVSP) contemplated the creation of a comprehensive database of victim service providers (VSPs) throughout the United States. The database would be used to draw a sample of VSPs that would be contacted (presumably by mail) and asked to complete a questionnaire to help describe the current landscape of victim services. This database, or “sampling frame,” was initially developed using information provided to the project by the National Center for Victims of Crime (NCVC), the federal Office for Victims of Crime (OVC), the federal Office on Violence Against Women (OVW), and the Edward Byrne Memorial Justice Assistance Grants Program at the Bureau of Justice Assistance (JAG).

In order to develop a richer sampling frame that would include VSPs unknown to Washington, D.C.-based entities such as NCVC, OVC, OVW, and JAG, it was decided that an effort would be undertaken to identify private organizations and public agencies that were likely to have compiled lists of VSPs within their own states. Examples might include state-level domestic violence coalitions, state-level sexual assault coalitions, state attorneys general, state victims’ compensation boards, state offices dedicated to providing services to victims of crime, and various public interest organizations primarily serving the states in which they are located. Once identified, we would reach out to these entities and request that they provide us with information about any VSPs they were aware of. By shifting the focus of our frame building from nationally-sourced listings to compilations at the individual state-level, it might be possible to augment the frame both in terms of increased size and in terms of a more balanced set of VSPs, thus filling in some of the gaps in provider types and available services resulting from any inherent biases or shortcomings in the data we received from NCVC, OVC, OVW, and JAG.

We limited this effort to what we labeled as “Tier 1” locations, the 11 largest states in the country based on population size (California, Florida, Georgia, Illinois, Michigan, New Jersey, New York, North Carolina, Ohio, Pennsylvania, and Texas). We conducted web-based text searches to locate private organizations and government agencies that would be good candidates for VSP information.

Out of hundreds of potential leads, we identified 89 organizations and agencies that appeared to have (or were likely to have) compiled state-wide listings of VSPs. After a considerable effort to engage these sources, learn more about their holdings, and if promising, request their cooperation to provide such listings to enhance our survey frame, we concluded that 52 sources offered the greatest potential benefit to the effort (the other 37 organizations and agencies were dropped, usually because it appeared that their information was obtained from sources we had already identified or were in the process of acquiring). Of the 52, we received the requested information or were pointed to its location by 46 of the targets. Two indicated that they were willing to provide what we were asking for, but failed to follow through with their assurances despite repeated contacts. Three targets never meaningfully responded to

our contact attempts, the reasons for which are unclear. Only one target refused outright, a small organization that was unwilling to share its proprietary membership roster with us. In the end, we were able to gather information from 46 respondents, or about four per site state. The participants, listed below, were the sources for 51 different sets of VSP names.

- California: California Coalition Against Sexual Assault
- California: California Crime Victims Assistance Association
- California: California Partnership to End Domestic Violence
- California: California Victim Compensation and Government Claims Board
- California: Victims of Crime Resource Center
- Florida: Division of Victim Services, Florida Office of the Attorney General
- Florida: Florida Coalition Against Domestic Violence
- Florida: Florida Council Against Sexual Violence
- Florida: Florida Dept. of Children and Families
- Georgia: Children's Advocacy Centers of Georgia
- Georgia: Criminal Justice Coordinating Council
- Georgia: Division of Family and Children Services, Georgia Department of Human Services
- Georgia: Georgia Coalition Against Domestic Violence
- Georgia: Georgia Network to End Sexual Assault
- Illinois: Domestic Violence and Sexual Assault Unit, Illinois Department of Human Services
- Illinois: Illinois Coalition Against Domestic Violence
- Illinois: Illinois Criminal Justice Information Authority
- Michigan: Crime Victim Foundation
- Michigan: Crime Victim Services Commission, Michigan Department of Community Health
- Michigan: Michigan Coalition to End Domestic and Sexual Violence
- Michigan: Michigan Domestic and Sexual Violence Prevention and Treatment Board
- New Jersey: Family and Community Partnerships, New Jersey Department of Children and Families
- New Jersey: New Jersey Coalition Against Sexual Assault
- New Jersey: New Jersey Coalition for Battered Women
- New Jersey: Victim Services Unit, New Jersey State Police
- New York: New York Office of Children and Family Services
- New York: New York State Coalition Against Domestic Violence
- New York: New York State Coalition Against Sexual Assault
- New York: New York State Office for the Prevention of Domestic Violence
- New York: New York State Office of Victim Services
- North Carolina: Governor's Crime Commission
- North Carolina: North Carolina Coalition Against Domestic Violence
- North Carolina: North Carolina Coalition Against Sexual Assault
- North Carolina: North Carolina Council for Women
- North Carolina: North Carolina Victim Assistance Network
- Ohio: Action Ohio
- Ohio: Crime Victim Services Section, Ohio Attorney General

- Ohio: Ohio Alliance to End Sexual Violence
- Ohio: Ohio Domestic Violence Network
- Ohio: Ohio Victim Witness Association
- Pennsylvania: Office of Victims' Services, Pennsylvania Commission on Crime and Delinquency
- Pennsylvania: Pennsylvania Coalition Against Domestic Violence
- Pennsylvania: Pennsylvania Coalition Against Rape
- Texas: Sexual Assault Legal Services and Assistance
- Texas: Victim Services Division, Texas Department of Criminal Justice
- Texas: Victim Services Program, Department of Public Safety

Number of VSPs Identified by Canvassing

The private organizations and government agencies in the Tier 1 states supplied us with (or identified sources for) contact information regarding a total of 8,075 entities. The names were added to an existing project frame that contained 21,116 records at the time. Deduplication processing of the expanded frame has so far reduced the total to 25,772 records, with one major task involving eyes-on review of potential duplicates still outstanding. When completed, that final deduplication could reduce the frame size by a maximum of about 2,400 records, though casual testing suggests that the reduction will be far smaller. Absent the contribution of any additional VSP name sources going forward, the full census survey frame will thus contain somewhere between 23,500 and 25,500 records.¹

The fact that deduplication efforts are continuing means that this analysis of the net contribution to the frame realized by the canvassing work is preliminary. Additional reductions of frame size are likely to have a disproportionate impact on records obtained through the canvassing, because the frame had already been subject to various rounds of deduplication prior to the point when the ~8,000 new records were added. Thus the findings below somewhat overstate the “value” of the effort to reach out to organizations and agencies and acquire state level listings of VSPs, as a number of those currently characterized as previously unknown VSPs will be determined to have existed in the frame once final deduplication is complete.

VSP Counts and Type by Data Source, All Records

At the present time, the listing provided by the National Center for Victims of Crime remains the largest single contributor to the frame (**Table 1**). About 54 percent of the records in the current frame existed in the NCVC data we received. The canvassing also made a sizeable contribution, with 22 percent of the frame now consisting of records matching to VSPs found in the state level work. The percentages in **Table 1** total more than 100 percent, because individual records in the frame may have been found in multiple sources.

Table 1: Contribution to Overall Frame by Source – All Records

Source	VSPs From Source	Percent of Total Frame
NCVC	14,022	54.4
OVC	6,927	26.9
OVW	3,808	14.8

¹ The actual number of surveys distributed will be less than the final deduplicated frame size, because certain types of records (e.g., VSPs with foreign addresses, in U.S. overseas territories, with missing mailing addresses, consisting of only embassies and consulates, etc.) will be dropped before questionnaire packages are produced.

Source	VSPs From Source	Percent of Total Frame
JAG	63	0.2
Tier 1 Canvassing	5,658	21.9

NOTE: Categories are not mutually exclusive

How many of the VSPs identified during the canvassing were “new” in that a similar record did not already exist in the data? As stated at the outset, the count of unique records will undoubtable change following final deduplication, but at the present time about 4,700 additional VSPs have been added to the frame as a result of the Tier 1 canvassing (**Table 2**).

Table 2: Overlap by Source – All Records

Source	Count	Percent of Total Frame
In NCVC\OVC\OVW\JAG data only	20,114	78.1
In both Tier 1 and NCVC\OVC\OVW\JAG data	943	3.7
In Tier 1 only	4,715	18.3

Focusing on each of the three main original sources for the frame (data from NCVC, OVC, and OVW), the best match between those sources and the VSPs yielded by the canvassing were found in OVC records, though the overlap was not particularly large (**Table 3**).

Table 3: Canvassing Match-Ups – All Records

Sources	Percent From Both Sources	All Records From Either Source
Tier 1 and NCVC data	2.7	19,162
Tier 1 and OVC data	5.6	11,921
Tier 1 and OVW data	3.3	5,719

NOTE: Categories are not mutually exclusive

Table 4 describes the distribution of the frame by the text-based categorizations of VSP types and services used for the pilot test sampling. The records identified during the canvassing match up to a large degree to the overall frame for certain categories such as shelters\domestic violence\sexual assault providers (about 17 percent), though less well for criminal justice system providers as a whole (about 26 percent of all records, compared to 32 percent for just the Tier 1 canvassing records). The latter result is not surprising, as criminal justice sources (state attorneys general, state departments of justice, etc.) were very common targets of our canvassing efforts, often yielding lengthy lists of victim\witness assistance programs run by prosecutors and police departments in each county.

Table 4: Contribution to Overall Frame by Source – All Records

Source	All Records (%)	Any Tier 1 canvassing (%)	NCVC\ OVC\ OVW\ JAG data only (%)	Both Tier 1 and NCVC\ OVC\ OVW\ JAG data (%)	Tier 1 Canvassing only (%)
System-Prosecutors	14.9	17.9	14.1	6.4	20.2
System-Other	11.3	14.4	10.5	11.2	15.0
Shelters\DV\SA	17.5	17.4	17.5	38.7	13.2
Health	6.5	3.7	7.3	4.8	3.5
Tribal	1.8	0.2	2.2	0.4	0.2
Other Community-Known Federal Funding	13.0	4.8	15.3	28.6	0.0
Other Community-Federal Status Unknown	35.1	41.6	33.2	9.9	47.9
SYSTEM-BASED	26.3	32.3	24.6	17.6	35.2
COMMUNITY-BASED	73.7	67.7	75.4	82.4	64.8

As can also be seen in **Table 4**, Tier 1 records differ markedly in whether or not they have been identified as federally funded. None of the records that were sourced from Tier 1 alone meet the criteria for “Other Community-Known Federal Funding”. This is understandable, given that our primary means for federal funding identification comes from OVC or OVW, so records that do not have either agency as one of its contributory sources cannot be flagged in this way. If federal funding status is ignored, the combined “Other Community” category (was about 48 percent of all records and about 46 percent for Tier 1.

VSP Counts and Type by Data Source, Tier 1 States Only

The results shown above are arguably misleading, as they include VSPs in states other than those in Tier 1. Focusing only on Tier 1 states provides a better sense of what might be realized if the canvassing is continued elsewhere. In the current frame, 13,493 records have addresses in the Tier 1 sites (52.4 percent of the full frame). Of these, 5,600 were identified (either uniquely or matching an existing record) by the canvassing, a contribution that is nearly equal to that provided by the NCVC data (**Table 5**).²

Table 5: Contribution to Overall Frame by Source – Tier 1 State Records Only

Source	VSPs From Source	Percent of Total Frame
NCVC	6,078	45.1

² It will be noted that the total count for Tier 1 canvassing VSPs in **Table 5** differs slightly from that shown in **Table 1**. In some instances, the lists we acquired from a state-level entity during the canvassing contained a very small number of VSPs from nearby states. For example, a VSP in Shreveport, Louisiana might be included on a listing of providers potentially available to Texas residents, given the city’s proximity to relatively unpopulated areas of the eastern part of the state.

Source	VSPs From Source	Percent of Total Frame
OVC	2,978	21.3
OVW	1,332	9.9
JAG	25	0.2
Tier 1 Canvassing	5,657	41.9

NOTE: Categories are not mutually exclusive

The 4,700 unique records added by the canvassing loom much larger when the focus is only on the Tier 1 states. As **Table 6**, suggests, more than a third of the frame for these states now comes from the canvassing work alone. Even if final deduplication results in eliminating half of these new records (highly unlikely), the remaining newly added records would still constitute 21 percent of the total Tier 1 frame.

Table 6: Overlap by Source – Tier 1 State Records Only

Source	Count	Percent of Total Frame
In NCVC\OVC\OVW\JAG data only	7,836	58.1
In both Tier 1 and NCVC\OVC\OVW\JAG data	942	7.0
In Tier 1 only	4,715	34.9

Once again, the best match between each of the three main original sources for the frame and the canvassing VSPs for the Tier 1 states alone was the result of OVC data (**Table 7**).

Table 7: Canvassing Match-Ups – Tier 1 State Records Only

Sources	Percent From Both Sources	All Records From Either Source
Tier 1 and NCVC data	4.6	11,217
Tier 1 and OVC data	8.4	7,873
Tier 1 and OVW data	4.5	6,688

NOTE: Categories are not mutually exclusive

The dominance of criminal justice system VSPs in the canvassing data becomes more pronounced in the Tier 1 states (**Table 8**). Nearly a third of the canvassing VSPs were system-based, contrasted with 22 percent for records that came from the four other sources.³ Given that no reference list of VSPs is available to use as a basis of comparison, we cannot say whether the canvassing sources are biased towards the identification of system-based providers or whether the original four sources in the aggregate underrepresented these types of VSPs.

³ This percentage for VSP records where a contributing source was NCVC, OVC, OVW, or JAG, regardless of whether the VSPs were also identified by the canvassing effort, is not reflected by *Error! Reference source not found.*

Table 8: Contribution to Overall Frame by Source – Tier 1 State Records Only

Source	All Records (%)	Any Tier 1 (%)	NCVC\ OVC\ OVW\ JAG data only (%)	Both Tier 1 and NCVC\ OVC\ OVW\ JAG data (%)	Tier 1 only (%)
System-Prosecutors	15.9	17.9	14.4	6.4	20.2
System-Other	10.9	14.4	8.5	11.25	15.0
Shelters\DV\SA	16.1	17.4	15.1	38.3	13.2
Health	5.7	3.7	7.2	4.8	3.5
Tribal	0.8	0.2	1.2	0.4	0.2
Other Community-Known Federal Funding	10.6	4.8	14.9	28.7	0.0
Other Community-Federal Status Unknown	39.9	41.6	38.8	9.9	47.9
SYSTEM-BASED	26.8	32.3	22.9	17.6	35.2
COMMUNITY-BASED	73.2	67.7	77.1	82.4	64.8

How did the original frame and the results of the canvassing compare in terms of location? To distinguish metropolitan VSPs from those located in small towns or rural areas, we used a Zip code-based approximation of the census tract-based 2006 Rural-Urban Commuting Area Codes (RUCA), developed by the Health Resources and Service Administration's Office of Rural Health Policy. Combining measures of population density, urbanization, and daily commuting, RUCA classifies census tracts as metropolitan, "micropolitan" (an urban cluster of 10,000 to 50,000 in population), small town, or rural area. We matched the zip codes in the frame with those in the RUCA to extent possible, and counted any zip code having a RUCA 2.0 code of 7.0 or higher as a "rural area or small town." The match was not always successful, and of the 13,493 records in the Tier 1 states, we were unable to classify VSP location in 5.6 percent.

For the 12,741 RUCA-matched records, about 10 percent of the original frame was located in a rural area or small town (**Table 9**). The VSPs identified by the canvassing work have a much higher percentage of records located outside of metropolitan or micropolitan areas. Arguably this suggests that the use of state-level sources for VSP identification does a better job of picking up non-urban providers compared to sources with a national focus, though as was also true with the system-based vs. community-based comparison, we cannot say which source is more accurate in this regard.

Table 9: Distribution in Rural Areas and Small Towns – Tier 1 State Records Only

VSP Group	Percent
Pre-Canvassing Frame	10.3
Post-Canvassing Frame	12.8
All VSPs Identified by Canvassing	16.8
"New" VSPs From Canvassing	17.7

Frame Contribution by State

The distribution of VSPs identified by both the original frame building and the state-level canvassing track relatively well with the population distribution in the Tier 1 states (**Table 10**). For example, California's population makes up 21 percent of all Tier 1 states, 20 percent of the VSPs in the original frame were located in California, 22 percent of the current frame is Californian, 24 percent of the VSPs yielded by the canvassing were in California, and 27 percent of the unique VSPs found by the canvassing were in California as well. This is not always the case (if the federally-sourced VSP frame is used as a hypothetical benchmark, then the canvassing in Texas produced a disproportionately large number of new VSPs), but generally the most populated states have the largest number of VSPs based on the sources we have been able to access, while the least populated have the smallest number.

Table 10: Distribution of VSPs by State

State	Tier 1 Pop. (%)	Pre-Canvassing Frame (%)	Post-Canvassing Frame (%)	All VSPs Identified by Canvassing (%)	"New" VSPs From Canvassing (%)
California	21.2	20.1	22.4	24.3	26.7
Florida	10.7	10.6	8.8	6.4	5.3
Georgia	5.5	6.8	6.1	5.0	5.0
Illinois	7.3	6.8	6.3	6.3	5.5
Michigan	5.6	5.3	5.1	4.9	5.0
North Carolina	5.4	6.4	7.3	8.9	8.9
New Jersey	5.0	4.1	3.0	1.2	1.0
New York	11.0	11.5	10.4	8.8	8.4
Ohio	6.6	8.0	7.5	6.6	6.7
Pennsylvania	7.2	6.7	5.4	3.3	2.8
Texas	14.3	13.7	17.6	24.3	24.9

NOTE: Population percentages from U.S. Census Bureau 2010 Demographic Profile

Despite what can be seen in **Table 10**, the benefit of the canvassing approach in terms of raw numbers was not equally distributed across the states (**Table 11**). Overall, the current frame for the Tier 1 states alone is 54 percent larger than before the canvassing was conducted, but in Texas, North Carolina, and California the increase was at least 70 percent, while in New Jersey, Pennsylvania, and Georgia the increase was only between 13 and 27 percent.

Table 11: Enhancement of the Frame Size From Canvassing by State

State	Pre-Canvassing Frame	"New" VSPs Canvassing	Percent Increase In Frame Size From "New" VSPs
California	1,765	1,257	71.2
Florida	934	248	26.6
Georgia	594	235	39.6
Illinois	592	259	43.8
Michigan	461	234	50.8

State	Pre-Canvassing Frame	“New” VSPs Canvassing	Percent Increase In Frame Size From “New” VSPs
North Carolina	565	420	74.3
New Jersey	362	47	13.0
New York	1,015	394	38.8
Ohio	699	315	45.1
Pennsylvania	591	132	22.3
Texas	1,200	1,174	97.8
TOTAL	8,778	4,715	53.7

The relatively large percentage increases in Texas, North Carolina, and California were due to the efforts of one organization in each location that made a concerted effort to act as a centralized and comprehensive clearing house for contact information of VSPs throughout the state. The Texas Crime Victim Clearinghouse of the Texas Department of Criminal Justice, the North Carolina Victim Assistance Network, and the California Victims of Crime Resource Center (VCRC) all have dedicated and ongoing programs for identifying VSPs within their states regardless of location, organizational orientation (e.g., government agencies versus non-profits), services available, crimes covered, or populations served. The VCRC, for example, receives yearly funding from the California Emergency Management Agency for this sole purpose. While many entities we contacted make claims that they effectively act as a centralize depository for VSP contact information, they typically concentrate on specific types of VSP such as those connected to the criminal justice system or related to domestic violence. It is unknown whether other states outside of Tier 1 also have entities with similar missions, and it is possible that canvassing in such locations would be more likely to see increases in total VSPs closer to the range of 25 to 50 percent that was typical for the other eight Tier 1 states.

Table 12 illustrates how the operational focus of the various private organizations and government agencies contacted as part of the canvassing effort can influence the makeup of the received lists. Across all Tier 1 sites, criminal justice system-based VSPs made up 22.3 percent of all records in the frame prior to the canvassing work, though that percent varied markedly by state, with a range of 13 percent for California to 35 percent in Texas.

Table 12: Percent of System-Based VSPs by State

State	Pre-Canvassing Frame	All VSPs Identified by Canvassing	“New” VSPs From Canvassing
California	13.0	13.1	14.2
Florida	26.5	33.5	27.8
Georgia	30.6	28.2	33.2
Illinois	27.0	31.3	29.7
Michigan	22.3	55.4	62.8
North Carolina	13.5	23.1	27.1
New Jersey	18.8	0.0	0.0
New York	13.1	4.6	4.1
Ohio	31.6	34.2	38.1
Pennsylvania	19.6	4.9	5.3

State	Pre-Canvassing Frame	All VSPs Identified by Canvassing	“New” VSPs From Canvassing
Texas	35.2	65.7	72.8

For California, Georgia, and to a lesser extent Ohio, the percent contribution of system-based VSPs was roughly the same prior to the canvassing work, for all VSPs identified by the canvassing, and the set of unique VSPs that have no match (at least at this point) with existing records. In the other states, the differences between these three groups are more striking, with the canvassing results in Michigan and Texas about double the system-based percentages in those states. In only two states are the percentages of system-based VSPs smaller in the Tier 1 canvassing set than they were in the original frame. This is most noticeable in the case of New Jersey, where the canvassing effort failed to identify even a single VSP that was flagged by our text based searches as possibly related to a prosecutors’ office, a police department, or some other system-based governmental entity. That result is surprising, in part because 19 percent of the original frame was system-based, and in part because one of the participating list suppliers was the Victim Assistance Unit of the New Jersey State Police. The information provided by the NJ State Police was almost exclusively focused on domestic and sexual violence service providers throughout the state, which tend to be community-based entities. It is certainly possible that had we continued our canvassing effort beyond the time we had allocated for the search phase of the work we would have found other NJ sources with more of a criminal justice focus, but the procedure we followed cut off the web search after about four hours.

Table 13 presents the degree to which non-urban VSPs contribute to different sets of providers in each of the Tier 1 states. In California, Florida, Georgia, North Carolina, and New Jersey, the rural\small town percentages of both the original frame and the VSPs contained in the lists provided to us by our canvassing sources were fairly close in size. In New York and Ohio, the canvassing VSPs had a somewhat higher percent. But in Illinois, Michigan, Pennsylvania, and Texas, there was a significant bump in the “ruralness” of the VSPs found in the canvassing work. As was true with the system-based measures discussed above, it is clear that what a state-level canvassing approach will yield in terms of VSP characteristics is likely to vary markedly from state to state.

Table 13: Distribution in Rural Areas and Small Towns by State

State	Pre-Canvassing Frame (%)	Post-Canvassing Frame (%)	All VSPs Identified by Canvassing (%)	“New” VSPs From Canvassing (%)
California	6.3	6.9	7.5	7.7
Florida	3.7	3.3	3.9	1.8
Georgia	12.5	12.6	12.7	12.8
Illinois	13.2	16.8	23.7	25.5
Michigan	15.5	22.5	34.1	36.6
North Carolina	19.2	19.0	20.1	18.7
New Jersey	0.3	0.3	0.0	0.0
New York	9.2	10.2	11.7	12.7
Ohio	9.4	10.8	13.0	13.7
Pennsylvania	12.1	13.1	17.9	18.1

State	Pre-Canvassing Frame (%)	Post-Canvassing Frame (%)	All VSPs Identified by Canvassing (%)	“New” VSPs From Canvassing (%)
Texas	16.3	23.8	29.4	33.2

Approach

Initial Canvassing

We initially conducted web-based text searches for each of the Tier 1 states using strings such as [“Michigan” AND “victim” AND (“referral” OR “help” OR “assistance” OR “shelter” OR “counseling” OR “sexual” OR “rape” OR “battered” OR “fraud” OR “assault” OR “abuse” OR “domestic” OR “violence” OR “crime” OR “services” OR “haven” OR “compensation” OR “protection” OR “program” OR “service” OR “provider” OR “health” OR “emergency” OR “prevent” OR “rights” OR “justice” OR “directory” OR “resource” OR “protection” OR “coalition” OR “association” OR “office” OR “foundation” OR “network” OR “council” OR “alliance” OR “commission” OR “authority” OR “advocacy”)]. Subsequent searches used more tailored criteria based upon hits received during the initial search. We also looked for specific types of private organizations and government entities we had encountered in earlier searches that fit our target characteristics.

The websites of organizations and agencies identified in this way were then examined to determine whether they presented information on VSPs on the website itself (such as a single webpage listing, a link to download a file with such information, or an interactive map or menu that would identify local VSPs based on desired criteria), offered a referral service (such as a hotline number) for victims of crime looking for assistance, or were likely to have such information due to the inherent nature of the entity (such as a coalition of individual domestic violence providers). Even if such indicators were present, we dropped those entities that seemed to focus on a particular region or city rather than state-wide, that relied upon other sources for VSP information (such as a hotline that simply utilized another organization’s website for identifying providers) or that included a significant number of VSPs in multiple states in its listings (which suggested a national-focus). Staff assigned to the initial canvassing work were told to spend no more than four hours conducting these searches for each state.

Outreach

An initial contact letter on Office of Justice Programs letterhead, signed by the then Acting Director of the Bureau of Justice Statistics, was sent to each of the potential participants identified in the initial web searches. The letter was sent to the attention of an individual at the private organization or government agency who appeared from the web search to be the immediate head of the program.⁴ RAND was responsible for assembling, stamping, and mailing the initial contact letters. The letter provided an overview of the project, described our need for state-level VSP listings, asked for the organization’s cooperation, and explained that a RAND project team member would be following up. A sample copy of the letter is appended to this document.

⁴ While it is not especially difficult to determine the head of an NGO or state agency, its victim service component might be a relatively small section within the organization and much less likely to list the names of staff members in publicly available locations. Direct line phone numbers and direct email addresses were also difficult to locate.

Next we reached out by both phone and email to initiate a dialog that would hopefully result in the candidate source sending RAND an electronic file containing at least the provider name and mailing address. In order to reduce a potential source's concerns over the release of sensitive information and the level of effort that would be needed to comply with RAND's request, we did not ask for information beyond that minimally required for a mailed survey, though in many instances sources provided additional fields such as contact information for a key individual at each VSP and/or information about the VSP's services or orientation.

The outreach phase was an unexpectedly labor-intensive part of the work. In order to set up a tele-conference to make a personal appeal for the information we sought, to have that initial discussion, to perform any necessary follow-up contact, and to arrange for the delivery of the information (or the identification of the location where the information resided), we exchanged more than 350 emails or phone calls with the entities that eventually participated.

Many of these exchanges related to the difficulties inherent in following up on what was essentially a cold call letter asking for assistance in a task without any obviously benefit to the recipient. Getting the candidate source to simply agree to a time and day for the first phone conversation could take, on occasion, weeks of voice mail and email requests to achieve, due to personnel changes, vacations, busy schedules, "walls" placed by administrative assistants screening outside calls, and the usual problem of playing phone tag. While generally the staff at these entities were not unsympathetic to the purposes of the NSVSP, there was sometimes reluctance encountered related to the perceived level of effort that might be required to share their data. We made a special effort to allay such concerns whenever raised, offering to take the data in whatever form was easiest for the source to transfer, assuring them that we were interested even if the information had not been updated for quite some time, and limiting the core request to organization names and mailing addresses.

There was minimal resistance related to the idea of sharing information the entities maintained on VSOs within their state. This was somewhat surprising, since we believed that "intellectual property" concerns would have been a commonly-raised reason for declining our request. One possible explanation is that many of our contacts were state agencies, and thus had minimal interest in controlling information flow. Another was that much of what we asked for was already on a publicly-available website, so that there was little obvious benefit to the entity by resisting our request. And finally the initial contact letter from BJS (and ultimately DOJ) was very persuasive, as some of our targets were already receiving federal funding for victim-related purposes. We had excellent results whenever a contact independently reached out to BJS to discuss the request with the NSVSP project manager. Nevertheless, getting busy individuals at sometimes understaffed NGOs and agencies to agree to perform tasks outside of their normal job duties could be a challenge.

Processing

Ideally we would have received an electronic file from a participating source that had each of the key elements for adding a VSP to the frame (organization name, department, street or box address, city, zip code, and if available, individual contact name, contact phone number, contact email, VSP type, VSP services, and VSP target population) already in separate fields. This was rarely the case. We were surprised to learn that in many instances, the VSP information appearing on the website was in a form not directly accessible to current staff at the participating source, often because of a lack of technical expertise in maintaining databases built in the past. As a result, the screen display was the sole source for the information even for the entity itself, as there was no separate spreadsheet, database, or organized text document available. When this was the case, RAND staff was required to pull the information off

the website and organize the individual entries for processing. Even when we did receive an electronic file, the information was often organized in a form that required copying and pasting each individual element (street address, zip code, etc.) into a spreadsheet for further processing. In some instances, the effort required was minimal, but for others considerable work was necessary to get the data into shape. This was most notably true for the sources that provided two of the three largest VSP counts of any of our participating entities: the Texas Crime Victim Clearinghouse (http://www.tdcj.state.tx.us/divisions/vs/victim_resource_directory.html) and the California Victims of Crime Resource Center (<http://www.1800victims.org/>). Because the website directories were originally built by now-departed staff, the two entities were currently unable to provide us with anything in electronic form.⁵ As a result, RAND administrative staff was required to individually parse out 1,453 VSP contacts from the California website and 780 for the Texas website, each contact requiring drilling down through interactive maps or menus.

Labor Required

RAND administrative staff spent 29 person-days performing the initial web searches, preparing the contact mailout, processing the received data, and extracting information from websites and paper documents. RAND NSVSP research staff spent 26 person-days planning and managing the canvassing effort, performing all direct contacts with candidate sources, performing necessary programming to integrate the information with the existing frame, and analyzing the results.

Moving Forward

The remaining states include the Tier 2 group (Arkansas, Delaware, Idaho, Iowa, Michigan, Montana, New Hampshire, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Vermont, Virginia, and West Virginia) that reports complete data to the National Incident-Based Reporting System, and Tier 3 (the District of Columbia and the remaining 24 states not in Tier 1 or Tier 2). Two obvious questions arise when considering whether to include those locations in a similar canvassing effort. The first is what might be the benefit derived from doing so. In terms of raw counts, a reasonable assumption is that the expansion of the frame would be similar to what we have seen in the Tier 1 effort. As a result of the canvassing, the frame expanded by 54 percent over its original size. But much of that increase was due to the perhaps unique situations in California and Texas where comprehensively tracking VSP contact information was a primary purpose of two organizations. If the two states are excluded, the average increase was 39 percent. As stated at the outset, final deduplication will undoubtedly reduce the number of truly “new” VSPs added by the canvassing, but even if the reduction essentially cuts the number in half, the increase would be about 20 percent.

The second question is how much money would it take to increase the frame by 20 percent or more in the Tier 2 and 3 states? Much of the time spent by RAND NSVSP research staff to plan and manage the Tier 1 work would not be repeated for Tiers 2 and 3, as instructions for administrative staff, contact materials, and necessary programming can be applied to any follow-on work. It is also unlikely that we would encounter sources like the California and Texas examples mentioned previously that required such intensive administrative assistance to process hundreds of VSPs. Other tasks would require repeating what was done in its entirety. The initial web based canvassing would still need as much as

⁵ Both entities report that they are in the process of updating their VSP listing and rebuilding their databases and website, but at the time our request was made, such work was incomplete.

four hours per state, and presumably the cycle of repeated contacts for each potential source would be the same regardless if the entity was located in a relatively small state.

Our estimate at the present time is that each of the two remaining Tiers would require no more than half of the administrative staff and researcher time as Tier 1 did. That would be 14.5 days administrative and 13 days research management for Tier 2 and a similar amount of time for Tier 3.



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

April 4, 2014

Washington, D.C. 20531



Dear [REDACTED]

With support from the Federal Office for Victims of Crime, the U.S. Department of Justice's Bureau of Justice Statistics (BJS) is launching a new data collection effort, the *National Survey of Victim Service Organizations* (NSVSO). The goal of the NSVSO is to provide nationwide data on the capacities and constraints of victim service providers, including their organizational features, staffing, funding, and the types of services they provide. The victim services field does not currently have the type of comprehensive research needed to assess progress in providing widespread and effective services to victims or the relative health of the impressive service infrastructure that has built up in this area over the last 20 years. This project is a step in that direction.

We are reaching out to you today for your help in this important work. In order to generate reliable and representative data, the NSVSO must start with a comprehensive listing of victim services providers across the country. Since no single point source for this information currently exists, developing the sampling frame requires an exhaustive canvassing of a wide variety of national-level and state-level resources for contact information of known providers.

As part of this work, we are exploring whether private organizations or public agencies within the state of [REDACTED] have already attempted to compile state or local lists of victim service providers. Based on initial research, it appears that the [REDACTED] maintains a set of provider names for the purpose of presenting a county-based interactive map for locating victim service providers.

We are requesting that the [REDACTED] share a simplified extract of this provider information with BJS to help build a listing of victim service organizations to be used for survey purposes. We do not need personally-identifiable information or individual names, just the names and mailing addresses of organizations that you have already identified as providers of services to crime victims. This information will not be used for any purpose other than to build the sampling frame for the NSVSO. Moreover, any information gathered as part of the NSVSO will be maintained on a confidential basis and any published estimates will only be shared at the aggregate level.

BJS has contracted with the National Center for Victims of Crime and the RAND Corporation (an independent non-profit public interest research organization) on this project. One of RAND's researchers will be reaching out to you shortly to see if you would be willing to share this extremely important information with BJS and to answer any questions you might have about the purpose of the NSVSO or how your contribution will be used. I very much hope that you will be willing to assist with this important effort.

In the interim, if you would like to discuss the project, its goals, or this specific request in more detail, please feel free to contact BJS statistician and project manager, Lynn Langton, at lynn.langton@usdoj.gov or 1-202-353-3328.

Thank you in advance for your assistance.

William J. Sabol, Ph.D.
Acting Director
Bureau of Justice Statistics

Attachment 3:

Census of VSPs Survey Instruments

Attachment 3a:

Primary VSP Survey Instrument

National Census of Victim Service Providers

A study by the U.S. Bureau of Justice Statistics to better understand the range of services available for and provided to different types of crime victims.



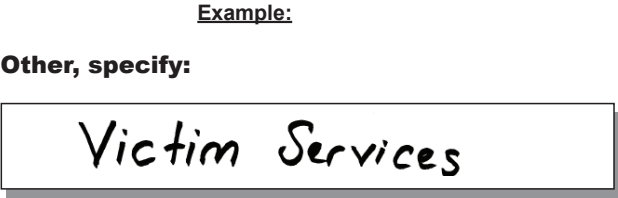
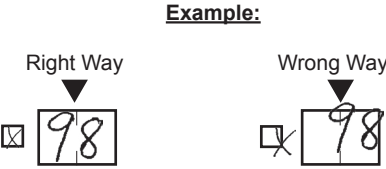
NATIONAL CENSUS OF VICTIM SERVICE PROVIDERS

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

National Census of Victim Service Providers

Survey Instructions

Please mark your response with an “X” using blue or black ink, as in the examples below.



Survey Purpose and Sponsors

The National Census of Victim Service Providers (NCVSP) is designed to fill existing gaps in knowledge and information on the variety of organizations that provide services to victims of crime, the types of victims served and services provided, and staffing and resources available for the provision of services.

This survey is sponsored by the Bureau of Justice Statistics of the U.S. Department of Justice and funded by the federal Office for Victims of Crime.

Important Definitions

- 1) **CRIME** - An act which if done by a competent adult or juvenile would be a criminal offense.
- 2) **ABUSE** - Includes physical, sexual, emotional, psychological, or economic actions or threats to control another.
- 2) **VICTIM** - Any person who comes to the attention of your organization because of concerns over past, on-going, or potential future crimes and other abuse(s). This includes victims/survivors who are directly harmed or threatened by such crimes and abuse(s), but also their...
 - a) Family or household members,
 - b) Legal representatives, or
 - c) Surviving family members, if deceased
- 3) **SERVICE** - Efforts that...
 - a) Assist victims with their safety and security;
 - b) Assist victims to understand and participate in the criminal justice or other legal process;
 - c) Assist victims in recovering from victimization and stabilizing their lives; or
 - d) Respond to other needs of victims

General Instructions

Your organization is receiving this survey because it has been identified as providing at least some services or assistance to victims of crime. The survey should be completed by the person(s) in your organization with knowledge of and access to information on the provision of these services. To help you prepare to take the survey, we will be asking for information about the number and types of services your organization provided to victims in the past year, the types of crimes for which victims sought your services in the past year, the number of staff providing victim services at your organization, and your victim services budget. The survey should take about 20 minutes to complete. Please respond to all questions.

Confidentiality Assurances

This survey does not ask you to provide information about individual staff or victims, or any personally identifying information. This survey will only ask you basic information about your organization, for example where it is based (e.g., government, campus, medical facility), types of victims served, and types of services offered. The information you provide will be publicly available. This study is voluntary, you may discontinue participation at any time and decline to answer any questions.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

S1

Before you begin, please complete the following pieces of information for your program.

Agency Name: _____

Address: _____

Address: _____

City, State, ZIP: _____

Main business phone number: _____

Director, Victim Services: _____

Email address: _____

S2

Did you provide services to victims of crime or abuse in the past six months? *By ‘service to victims of crime or abuse’ we mean direct assistance, including - but not limited to - referrals, counseling, notices of court proceedings, legal assistance, shelter, medical response, etc. Please remember that if victim assistance is just one part of your agency’s or organization’s activities, we are interested in collecting information on those victim assistance efforts.*

- ☐ Yes → **Go to A1**
- ☐ No → **Proceed to S2a**

S2a

Which of the following best describes your organization? *Select one response.*

- a. Tribal government or other tribal organization or entity ☐
- b. Campus organization or other educational institution (public or private) ☐
- c. Hospital, medical, or emergency facility (public or private) ☐
- d. Government agency ☐
- e. Nonprofit or faith-based entity (501c3 status) ☐
- f. For profit entity ☐
- g. Informal entity (e.g., some other type of program or group, not formally a part of an agency, registered nonprofit, or business; Independent survivor advocacy and support groups; volunteer, grassroots, or survivor network) ☐

Thank you! You do not need to complete the rest of this survey. <End of Survey>

Please see mailing instructions after page 8.

A1

Which of the following best describes how your organization is structured to provide services to victims of crime or abuse?

- ☐ The primary function of the organization is to provide services or programming for victims of crime.
→ **Skip to A2**
- ☐ Victim services or programming are one component of the larger organization (e.g., a hospital, university, community center, law enforcement agency or prosecutors’ office)
→ **Proceed to A1a**
- **A1a. Does your organization have a specific program(s) or staff that are dedicated to working with crime victims?**
- ☐ Yes ☐ No

A2

Which of the following best describes your organization? *Select one response.*

- a. Tribal government or other tribal organization or entity ☐ → **Go to Section B** [Tribal], page 4
- b. Campus organization or other educational institution (public or private) ☐ → **Go to Section C** [Campus], page 4
- c. Hospital, medical, or emergency facility (public or private) ☐ → **Go to Section G** [Services for Victims], page 5
- d. Government agency ☐ → **Go to Section D** [Government], page 4
- e. Nonprofit or faith-based entity (501c3 status) ☐ → **Go to Section E** [Nonprofit or faith based], page 4
- f. For profit entity ☐ → **Go to Section F** [For profit], page 5
- g. Informal entity (e.g., some other type of program or group, not formally a part of an agency, registered nonprofit, or business; Independent survivor advocacy and support groups; volunteer, grassroots, or survivor network) ☐ → **Go to Section G** [Services for Victims], page 5

B1 Which designation best describes your tribal agency or organization? *Select one response.*

- _____

- _____

SECTION C

Campus Organizations Only

- | |
|--|
| |
|--|

SECTION D

Government Agencies Only

- _____

D2

--

SECTION E

Non-Profit or Faith-Based Organizations Only

E1

E2

4

F1 What designation best describes your for-profit organization? *Select one response.*

- | |
|--|
| |
|--|

SECTION G

Services for Victims

G1

MM / DD

G2

Information and referral services

Page 10 of 10

Page 10 of 10

Financial and material assistance services

Page 10 of 10

□ □

Emotional support and safety

□ □

Page 10 of 10

□ □

5

Medical and health assistance			
G5	Did your organization provide (...)	Yes	No
	a. Emergency medical care or accompaniment?	☐	☐
	b. Medical forensic exam or accompaniment?	☐	☐
	c. STD/HIV testing?	☐	☐
Legal and victims' rights assistance			
G6	Did your organization provide (...)	Yes	No
	a. Criminal/juvenile/military/tribal justice related assistance? (e.g., representation; advocacy; accompaniment; assistance in exercising victims' rights; etc.)	☐	☐
	b. Civil justice related assistance? (e.g., protective or restraining order; assistance with family law matters; assistance with landlord/tenant matters; etc.)	☐	☐
	c. Immigration assistance? (e.g., assistance seeking special visas; continued presence applications; other immigration relief; etc.)	☐	☐
Other services			
G7	Did your organization provide (...)	Yes	No
	a. Case management?	☐	☐
	b. Supervised child visitation?	☐	☐
	c. On-scene coordinated response?	☐	☐
	d. Education classes for survivors regarding victimization dynamics?	☐	☐
	e. Culturally and ethnically specific services?	☐	☐
	f. Specialized services for specific settings? (e.g., military; school; college/university; etc.)	☐	☐
G8	g. Culturally competent services for the lesbian, gay, bisexual, transgender, and/or queer (LGBTQ) community?		
	Did your organization operate a hotline/helpline or crisis line at any time during the past calendar/fiscal year? ☐ Yes → proceed to G9 ☐ No → skip to G10		
G9	How many calls did you receive from victims in the past calendar/fiscal year? <i>Estimates are acceptable.</i>		
	☐ Check box if estimate		
G10	Excluding hotline/helpline or crisis line calls, how many unique victims received direct services from your organization/program during the past calendar/fiscal year? <i>Estimates are acceptable.</i> (Exclude services provided through a hotline/helpline or crisis line and victims who only received information through the mail)		
	☐ Check box if estimate		
G11	During the past calendar/fiscal year did victims of the following crime types seek services from your organization?		
	Crime type for which victims sought services		
		Yes	No
	a. Adults molested as children	☐	☐
	b. Child sexual abuse/sexual assault	☐	☐
	c. Rape/sexual assault (Other than sexual victimizations against children)	☐	☐
	d. Stalking	☐	☐
	e. Child witness of violence	☐	☐
	f. Child physical abuse or neglect	☐	☐
	g. Elder physical abuse	☐	☐
	h. Domestic violence/dating violence	☐	☐
	i. Assault (Other than domestic/dating violence or child/elder abuse)	☐	☐
	j. Robbery	☐	☐
	k. Human trafficking (Labor)	☐	☐
	l. Human trafficking (Sex)	☐	☐
	m. Survivors of homicide victims	☐	☐
	n. Victim witness intimidation	☐	☐
	o. DUI/DWI crashes	☐	☐
	p. Identity theft	☐	☐
	q. Financial fraud and exploitation (Other than identity theft)	☐	☐
	r. Motor vehicle theft	☐	☐
	s. Burglary	☐	☐
	t. Other property crimes	☐	☐
	u. Hate crimes	☐	☐
	v. Forced marriage	☐	☐
	w. Honor related violence (honor-related domestic violence, including that perpetrated by family members, other honor-related violence, female genital mutilation.) Specify:	☐	☐
	x. Other violent crimes	☐	☐
	y. Other (specify)	☐	☐

SECTION H Staffing

The following questions concern staff dedicated to working with victims of crime during past calendar/fiscal year. Provide your answer based on the past fiscal year or the past calendar year depending on how your organization operates as answered in Question G1.

Current Staff

H1 How many paid staff dedicated to working with victims currently work at your organization full-time (35 hours or more/week)? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

H2 How many paid staff dedicated to working with victims currently work at your organization part-time (less than 35 hours/week)? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

H3 Does your organization use volunteers to provide direct services to victims?

☐ Yes
☐ No

Staff at the beginning of the most recent fiscal year

H4 How many paid full-time staff dedicated to working with victims worked at your organization at the beginning of the past calendar/fiscal year? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

H5 How many paid part-time staff dedicated to working with victims worked at your organization at the beginning of the past calendar/fiscal year? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

New staff since the beginning of the most recent calendar/fiscal year

H6 How many paid full-time staff dedicated to working with victims did you hire in the past calendar/fiscal year, whether to fill new positions or to fill vacancies? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

H7 How many paid part-time staff dedicated to working with victims did you hire in the past calendar/fiscal year, whether to fill new positions or to fill vacancies? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

SECTION I Funding

I1 How much total funding did your organization receive for victim-related programming and services (including direct services, prevention, outreach, training, and education efforts) during the past calendar/fiscal year? Please include direct services, prevention, outreach, training and education efforts. **Estimates are acceptable.**

☐ Check box if estimate

7

How much funding did your organization receive from each of the following sources during the past calendar/fiscal year? Enter '0' if you did not receive funding from the source. The total amount across all sources should equal the amount provided in Q.11. **Estimates are acceptable.**

☐ Check box if information on amount of funding by source is not available

a. Victims of Crime Act Assistance Grant (VOCA)

\$

☐ Check box if estimate

b. Other Office for Victims of Crime (OVC)

\$

☐ Check box if estimate

c. Services, Training, Officers, and Prosecutors (STOP)

\$

☐ Check box if estimate

d. Sexual Assault Services Program (SASP)

\$

☐ Check box if estimate

e. Other Office on Violence against Women (OVW)

\$

☐ Check box if estimate

f. Family Violence Prevention Services Act (FVPSA)

\$

☐ Check box if estimate

g. Other federal funding (please specify)

\$

☐ Check box if estimate

h. State government funding (NOT state disbursement of federal grant)

\$

☐ Check box if estimate

i. Local government funding

\$

☐ Check box if estimate

j. Tribal government funding

\$

☐ Check box if estimate

k. Source of funds unknown

\$

☐ Check box if estimate

l. Other funding sources (e.g., foundations, corporate funding, individual donations, insurance reimbursements, etc.)

\$

☐ Check box if estimate

Did your organization receive any federal funding for victim programming or services within the **past 5 years**? This could include funding from VOCA, OVC, OVW, a STOP or SASP grant, or some other funding coming from a federal agency.

- ☐ Yes
- ☐ No

SECTION J
Record Keeping

J1

Does your organization use an electronic records system to maintain case files?

- ☐ Yes
- ☐ No → Skip to Section K

J2

Does your electronic records system track individual cases?

- ☐ Yes
- ☐ No

SECTION K
Current Issues of Concern to Victim Service Providers

K1

How concerned are you about your organization's ability to retain staff?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ A little concerned
- ☐ Not concerned at all

K2

How concerned are you about the amount of victim service funding that your organization received in the past year?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ A little concerned
- ☐ Not concerned at all

K3

How concerned are you about the predictability of future funding for your program?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ A little concerned
- ☐ Not concerned at all

K4

How concerned are you about the burden of grant reporting?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ A little concerned
- ☐ Not concerned at all

K5

How concerned are you about your organization's ability to access technology?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ A little concerned
- ☐ Not concerned at all

Thank you for your participation.

Mailing Instructions

Please place the completed questionnaire into the postage-paid return envelope. If the envelope has been misplaced, please mail the questionnaire to:

National Census of Victim Service Providers
NORC at the University of Chicago
1 North State Street - 16th Floor
Chicago, IL 60602

If you have any questions, please call NORC toll free at 1-877-504-1086 or email NCVSP@norc.org

Attachment 3b:

Secondary VSP Survey Instrument

National Census of Victim Service Providers

A study by the U.S. Bureau of Justice Statistics to better understand the range of services available for and provided to different types of crime victims.



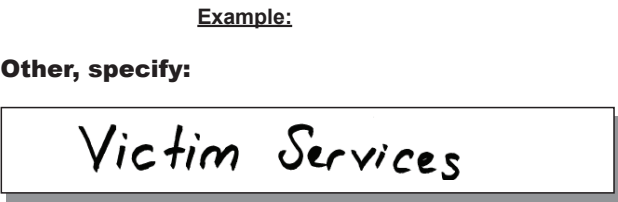
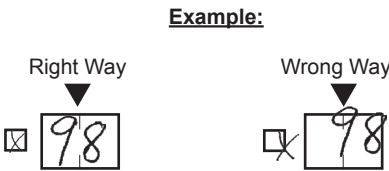
NATIONAL CENSUS OF VICTIM SERVICE PROVIDERS

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

National Census of Victim Service Providers

Survey Instructions

Please mark your response with an “X” using blue or black ink, as in the examples below.



Survey Purpose and Sponsors

The National Census of Victim Service Providers (NCVSP) is designed to fill existing gaps in knowledge and information on the variety of organizations that provide services to victims of crime, the types of victims served and services provided, and staffing and resources available for the provision of services.

This survey is sponsored by the Bureau of Justice Statistics of the U.S. Department of Justice and funded by the federal Office for Victims of Crime.

Important Definitions

- 1) **CRIME** - An act which if done by a competent adult or juvenile would be a criminal offense.
- 2) **ABUSE** - Includes physical, sexual, emotional, psychological, or economic actions or threats to control another.
- 2) **VICTIM** - Any person who comes to the attention of your organization because of concerns over past, on-going, or potential future crimes and other abuse(s). This includes victims/survivors who are directly harmed or threatened by such crimes and abuse(s), but also their...
 - a) Family or household members,
 - b) Legal representatives, or
 - c) Surviving family members, if deceased
- 3) **SERVICE** - Efforts that...
 - a) Assist victims with their safety and security;
 - b) Assist victims to understand and participate in the criminal justice or other legal process;
 - c) Assist victims in recovering from victimization and stabilizing their lives; or
 - d) Respond to other needs of victims

General Instructions

Your organization is receiving this survey because it has been identified as providing at least some services or assistance to victims of crime. The survey should be completed by the person(s) in your organization with knowledge of and access to information on the provision of these services. To help you prepare to take the survey, we will be asking for information about the number and types of services your organization provided to victims in the past year, the types of crimes for which victims sought your services in the past year, the number of staff providing victim services at your organization, and your victim services budget. The survey should take about 20 minutes to complete. Please respond to all questions.

Confidentiality Assurances

This survey does not ask you to provide information about individual staff or victims, or any personally identifying information. This survey will only ask you basic information about your organization, for example where it is based (e.g., government, campus, medical facility), types of victims served, and types of services offered. The information you provide will be publicly available. This study is voluntary, you may discontinue participation at any time and decline to answer any questions.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

S1

Before you begin, please complete the following pieces of information for your program.

Agency Name: _____

Address: _____

Address: _____

City, State, ZIP: _____

Main business phone number: _____

Director, Victim Services: _____

Email address: _____

S2

Did you provide services to victims of crime or abuse in the past six months? *By ‘service to victims of crime or abuse’ we mean direct assistance, including - but not limited to - referrals, counseling, notices of court proceedings, legal assistance, shelter, medical response, etc. Please remember that if victim assistance is just one part of your agency’s or organization’s activities, we are interested in collecting information on those victim assistance efforts.*

- ☐ Yes → **Go to A1**
- ☐ No → **Proceed to S2a**

S2a

Which of the following best describes your organization? *Select one response.*

- a. Tribal government or other tribal organization or entity ☐
- b. Campus organization or other educational institution (public or private) ☐
- c. Hospital, medical, or emergency facility (public or private) ☐
- d. Government agency ☐
- e. Nonprofit or faith-based entity (501c3 status) ☐
- f. For profit entity ☐
- g. Informal entity (e.g., some other type of program or group, not formally a part of an agency, registered nonprofit, or business; Independent survivor advocacy and support groups; volunteer, grassroots, or survivor network) ☐

Thank you! You do not need to complete the rest of this survey. <End of Survey>

Please see mailing instructions after page 8.

A1

Which of the following best describes how your organization is structured to provide services to victims of crime or abuse?

- ☐ The primary function of the organization is to provide services or programming for victims of crime.
→ **Skip to A2**
- ☐ Victim services or programming are one component of the larger organization (e.g., a hospital, university, community center, law enforcement agency or prosecutors’ office)
→ **Proceed to A1a**
- **A1a. Does your organization have a specific program(s) or staff that are dedicated to working with crime victims?**
- ☐ Yes ☐ No

A2

Which of the following best describes your organization? *Select one response.*

- a. Tribal government or other tribal organization or entity ☐ → **Go to Section B** [Tribal], page 4
- b. Campus organization or other educational institution (public or private) ☐ → **Go to Section C** [Campus], page 4
- c. Hospital, medical, or emergency facility (public or private) ☐ → **Go to Section G** [Services for Victims], page 5
- d. Government agency ☐ → **Go to Section D** [Government], page 4
- e. Nonprofit or faith-based entity (501c3 status) ☐ → **Go to Section E** [Nonprofit or faith based], page 4
- f. For profit entity ☐ → **Go to Section F** [For profit], page 5
- g. Informal entity (e.g., some other type of program or group, not formally a part of an agency, registered nonprofit, or business; Independent survivor advocacy and support groups; volunteer, grassroots, or survivor network) ☐ → **Go to Section G** [Services for Victims], page 5

B1 Which designation best describes your tribal agency or organization? *Select one response.*

- ☐ Law enforcement
- ☐ Prosecutor
- ☐ Court
- ☐ Juvenile justice
- ☐ Offender custody and supervision
- ☐ Advocacy program
- ☐ Coalition
- ☐ Other justice-based agency (*please specify*)

--

--

SECTION C

Campus Organizations Only

- ☐ Law enforcement/campus security
- ☐ Campus disciplinary body or student conduct body
- ☐ Physical or mental health service program
- ☐ Victim services or advocacy group
- ☐ Other campus-based program (*please specify*)

--

SECTION D

Government Agencies Only

- ☐ Law enforcement
- ☐ Prosecution
- ☐ Courts
- ☐ Juvenile justice
- ☐ Offender custody and supervision
- ☐ Multi-agency (*e.g., task forces, response teams, etc.*)
- ☐ Other government agency (*please specify*)

--

☐ Nationwide
☐ Statewide
☐ Regional/Multi-county/Multi-city
☐ County wide only
☐ City wide only
☐ Specific neighborhood only
☐ Other (*please specify*)

--

SECTION E

Non-Profit or Faith-Based Organizations Only

☐ Coalition (e.g., State Domestic Violence or Sexual Assault Coalition)

☐ A single entity (may or may not have multiple physical locations)

☐ Other (please specify)

--

☐ Nationwide

☐ Statewide

☐ Regional/Multi-county/Multi-city

☐ County wide only

☐ City wide only

☐ Specific neighborhood only

☐ Other (*please specify*)

--

4

F1 What designation best describes your for-profit organization? *Select one response.*

--

SECTION G

Services for Victims

- ☐ Calendar year → **skip to G2**
- ☐ Fiscal year → **proceed to G1.1**
- ☐ Both → **proceed to G1.1**

MM / DD

5

Emotional support and safety

G4

Did your organization provide (...)

Yes

No

a. Mental health services? (e.g., individual; group counseling support groups; other therapy; social programming for children; etc.)

☐

☐

b. Crisis Counseling?

☐

☐

c. Safety services? (Safety planning; witness protection; address confidentiality; self-defense; etc.) (Does NOT include protective orders)

☐

☐

Medical and health assistance

G5

Did your organization provide (...)

Yes

No

a. Emergency medical care or accompaniment?

☐

☐

b. Medical forensic exam or accompaniment?

☐

☐

c. STD/HIV testing?

☐

☐

Legal and victims' rights assistance

G6

Did your organization provide (...)

Yes

No

a. Criminal/juvenile/military/tribal justice related assistance? (e.g., representation; advocacy; accompaniment; assistance in exercising victims' rights; etc.)

☐

☐

b. Civil justice related assistance? (e.g., protective or restraining order; assistance with family law matters; assistance with landlord/tenant matters; etc.)

☐

☐

c. Immigration assistance? (e.g., assistance seeking special visas; continued presence applications; other immigration relief; etc.)

☐

☐

Other services

G7

Did your organization provide (...)

Yes

No

a. Case management?

☐

☐

b. Supervised child visitation?

☐

☐

c. On-scene coordinated response?

☐

☐

d. Education classes for survivors regarding victimization dynamics?

☐

☐

e. Culturally and ethnically specific services?

☐

☐

f. Specialized services for specific settings? (e.g., military; school; college/ university; etc.)

☐

☐

g. Culturally competent services for the lesbian, gay, bisexual, transgender, and/or queer (LGBTQ) community?

☐

☐

G8

Did your organization operate a hotline/helpline or crisis line at any time during the past calendar/fiscal year?

☐ Yes → proceed to H9

☐ No → skip to H10

G9

How many calls did you receive from victims in the past calendar/fiscal year? Estimates are acceptable.

☐ Check box if estimate

G10

Excluding hotline/helpline or crisis line calls, how many unique victims received direct services from your organization/program during the past calendar/ fiscal year? Estimates are acceptable. (Exclude services provided through a hotline/helpline or crisis line and victims who only received information through the mail)

☐ Check box if estimate

6

During the past calendar/fiscal year did victims of the following crime types seek services from your organization?

Crime type for which victims sought services

Yes

No

a. Adults molested as children

☐

☐

b. Child sexual abuse/sexual assault

☐

☐

c. Rape/sexual assault (Other than sexual victimizations against children)

☐

☐

d. Stalking

☐

☐

e. Child witness of violence

☐

☐

f. Child physical abuse or neglect

☐

☐

g. Elder physical abuse

☐

☐

h. Domestic violence/dating violence

☐

☐

i. Assault (Other than domestic/dating violence or child/elder abuse)

☐

☐

j. Robbery

☐

☐

k. Human trafficking (Labor)

☐

☐

l. Human trafficking (Sex)

☐

☐

m. Survivors of homicide victims

☐

☐

n. Victim witness intimidation

☐

☐

o. DUI/DWI crashes

☐

☐

p. Identity theft

☐

☐

q. Financial fraud and exploitation (Other than identity theft)

☐

☐

r. Motor vehicle theft

☐

☐

s. Burglary

☐

☐

t. Other property crimes

☐

☐

u. Hate crimes

☐

☐

v. Forced marriage

☐

☐

w. Honor related violence (honor-related domestic violence, including that perpetrated by family members, other honor-related violence, female genital mutilation.) Specify:

☐

☐

x. Other violent crimes

☐

☐

y. Other (specify)

☐

☐

SECTION H

Staffing

The following questions concern staff dedicated to working with victims of crime during past calendar/fiscal year. Provide your answer based on the past fiscal year or the past calendar year depending on how your organization operates as answered in Question G1.

Current Staff

H1

Thinking about your organization's specific program(s) or staff dedicated to working with victims, how many paid staff currently work at your organization as full-time (35 hours or more/week)? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. Estimates are acceptable.

☐ Check box if estimate

H2

Thinking about your organization's specific program(s) or staff dedicated to working with victims, how many paid staff currently work at your organization as part-time (less than 35 hours/week)? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. Estimates are acceptable.

☐ Check box if estimate

H3

Does your organization use volunteers to provide direct services to victims?

☐ Yes

☐ No

Staff at the beginning of the most recent fiscal year

H4

Thinking about your organization's specific program(s) or staff dedicated to working with victims, how many paid full-time staff worked at your organization at the beginning of the past calendar/fiscal year? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. Estimates are acceptable.

☐ Check box if estimate

H5

Thinking about your organization's specific program(s) or staff dedicated to working with victims, how many paid part-time staff worked at your organization at the beginning of the past calendar/fiscal year? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. Estimates are acceptable.

☐ Check box if estimate

7

H6

New staff since the beginning of the most recent fiscal year

Thinking about your organization’s specific program(s) or staff dedicated to working with victims, how many paid full-time staff dedicated to working with victims did you hire in the past calendar/fiscal year, whether to fill new positions or to fill vacancies? Count each person only once. Enter ‘0’ if there are no paid staff of that type. Include contractual workers in your counts. *Estimates are acceptable.*

☐ Check box if estimate

H7

Thinking about your organization’s specific program(s) or staff dedicated to working with victims, how many paid part-time staff dedicated to working with victims did you hire in the past calendar/fiscal year, whether to fill new positions or to fill vacancies? Count each person only once. Enter ‘0’ if there are no paid staff of that type. Include contractual workers in your counts. *Estimates are acceptable.*

☐ Check box if estimate

I1

SECTION I
Funding

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, how much total funding did your organization receive for victim-related programming and services (including direct services, prevention, outreach, training, and education efforts) during the past calendar/fiscal year? Please include direct services, prevention, outreach, training and education efforts. *Estimates are acceptable.*

☐ Check box if estimate

I2

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, how much funding did your organization receive from each of the following sources during the past calendar/fiscal year? *Estimates are acceptable. Enter ‘0’ if you did not receive funding from the source. The total amount across all sources should equal the amount provided in item I1.*

☐ Check box if information on amount of funding by source is not available

a. Victims of Crime Act Assistance Grant (VOCA)

\$

☐ Check box if estimate

b. Other Office for Victims of Crime (OVC)

\$

☐ Check box if estimate

c. Services, Training, Officers, and Prosecutors (STOP)

\$

☐ Check box if estimate

d. Sexual Assault Services Program (SASP)

\$

☐ Check box if estimate

e. Other Office on Violence against Women (OVW)

\$

☐ Check box if estimate

f. Family Violence Prevention Services Act (FVPSA)

\$

☐ Check box if estimate

g. Other federal funding (please specify)

\$

☐ Check box if estimate

h. State government funding (NOT state disbursement of federal grant)

\$

☐ Check box if estimate

i. Local government funding

\$

☐ Check box if estimate

j. Tribal government funding

\$

☐ Check box if estimate

k. Source of funds unknown

\$

☐ Check box if estimate

l. Other funding sources (e.g., foundations, corporate funding, individual donations, insurance reimbursements, etc.)

\$

☐ Check box if estimate

I3

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, did your organization receive any federal funding for victim programming or services in the past 5 years? This could include funding from VOCA, OVC, OVW, a STOP or SASP grant, or some other funding coming from a federal agency.

☐ Yes

☐ No

J1

SECTION J
Record Keeping

Does your organization use an electronic records system to maintain case files?

☐ Yes

☐ No → Skip to Section K

J2

Does your electronic records system track individual cases?

☐ Yes

☐ No

K1

SECTION K
Current Issues of Concern to Victim Service Providers

How concerned are you about your organization’s ability to retain staff?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K2

How concerned are you about the amount of victim service funding that your organization received in the past year?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K3

How concerned are you about the predictability of future funding for your program?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K4

How concerned are you about the burden of grant reporting?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K5

How concerned are you about your organization’s ability to access technology?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

Thank you for your participation.

Mailing Instructions

Please place the completed questionnaire into the postage-paid return envelope. If the envelope has been misplaced, please mail the questionnaire to:

National Census of Victim Service Providers
NORC at the University of Chicago
1 North State Street - 16th Floor
Chicago, IL 60602

If you have any questions, please call NORC toll free at 1-877-504-1086 or email NCVSP@norc.org

Attachment 3c:

Incidental VSP Survey Instrument

National Census of Victim Service Providers

A study by the U.S. Bureau of Justice Statistics to better understand the range of services available for and provided to different types of crime victims.



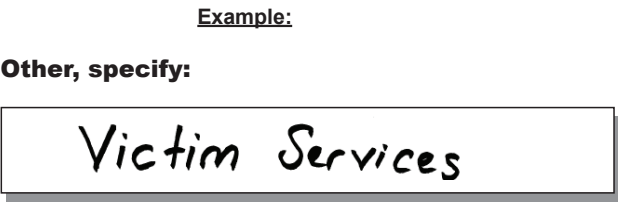
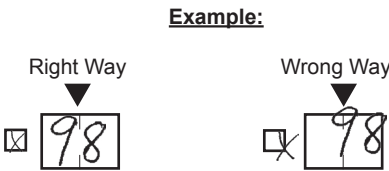
NATIONAL CENSUS OF VICTIM SERVICE PROVIDERS

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

National Census of Victim Service Providers

Survey Instructions

Please mark your response with an “X” using blue or black ink, as in the examples below.



Survey Purpose and Sponsors

The National Census of Victim Service Providers (NCVSP) is designed to fill existing gaps in knowledge and information on the variety of organizations that provide services to victims of crime, the types of victims served and services provided, and staffing and resources available for the provision of services.

This survey is sponsored by the Bureau of Justice Statistics of the U.S. Department of Justice and funded by the federal Office for Victims of Crime.

Important Definitions

- 1) **CRIME** - An act which if done by a competent adult or juvenile would be a criminal offense.
- 2) **ABUSE** - Includes physical, sexual, emotional, psychological, or economic actions or threats to control another.
- 2) **VICTIM** - Any person who comes to the attention of your organization because of concerns over past, on-going, or potential future crimes and other abuse(s). This includes victims/survivors who are directly harmed or threatened by such crimes and abuse(s), but also their...
 - a) Family or household members,
 - b) Legal representatives, or
 - c) Surviving family members, if deceased
- 3) **SERVICE** - Efforts that...
 - a) Assist victims with their safety and security;
 - b) Assist victims to understand and participate in the criminal justice or other legal process;
 - c) Assist victims in recovering from victimization and stabilizing their lives; or
 - d) Respond to other needs of victims

General Instructions

Your organization is receiving this survey because it has been identified as providing at least some services or assistance to victims of crime. The survey should be completed by the person(s) in your organization with knowledge of and access to information on the provision of these services. To help you prepare to take the survey, we will be asking for information about the number and types of services your organization provided to victims in the past year, the types of crimes for which victims sought your services in the past year, the number of staff providing victim services at your organization, and your victim services budget. The survey should take about 20 minutes to complete. Please respond to all questions.

Confidentiality Assurances

This survey does not ask you to provide information about individual staff or victims, or any personally identifying information. This survey will only ask you basic information about your organization, for example where it is based (e.g., government, campus, medical facility), types of victims served, and types of services offered. The information you provide will be publicly available. This study is voluntary, you may discontinue participation at any time and decline to answer any questions.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

S1

Before you begin, please complete the following pieces of information for your program.

Agency Name: _____

Address: _____

Address: _____

City, State, ZIP: _____

Main business phone number: _____

Director, Victim Services: _____

Email address: _____

S2

Did you provide services to victims of crime or abuse in the past six months? *By ‘service to victims of crime or abuse’ we mean direct assistance, including - but not limited to - referrals, counseling, notices of court proceedings, legal assistance, shelter, medical response, etc. Please remember that if victim assistance is just one part of your agency’s or organization’s activities, we are interested in collecting information on those victim assistance efforts.*

- ☐ Yes → **Go to A1**
- ☐ No → **Proceed to S2a**

S2a

Which of the following best describes your organization? *Select one response.*

- a. Tribal government or other tribal organization or entity ☐
- b. Campus organization or other educational institution (public or private) ☐
- c. Hospital, medical, or emergency facility (public or private) ☐
- d. Government agency ☐
- e. Nonprofit or faith-based entity (501c3 status) ☐
- f. For profit entity ☐
- g. Informal entity (e.g., some other type of program or group, not formally a part of an agency, registered nonprofit, or business; Independent survivor advocacy and support groups; volunteer, grassroots, or survivor network) ☐

Thank you! You do not need to complete the rest of this survey. <End of Survey>

Please see mailing instructions after page 8.

A1

Which of the following best describes how your organization is structured to provide services to victims of crime or abuse?

- ☐ The primary function of the organization is to provide services or programming for victims of crime.
→ **Skip to A2**
- ☐ Victim services or programming are one component of the larger organization (e.g., a hospital, university, community center, law enforcement agency or prosecutors’ office)
→ **Proceed to A1a**
- **A1a. Does your organization have a specific program(s) or staff that are dedicated to working with crime victims?**
- ☐ Yes ☐ No

A2

Which of the following best describes your organization? *Select one response.*

- a. Tribal government or other tribal organization or entity ☐ → **Go to Section B** [Tribal], page 4
- b. Campus organization or other educational institution (public or private) ☐ → **Go to Section C** [Campus], page 4
- c. Hospital, medical, or emergency facility (public or private) ☐ → **Go to Section G** [Services for Victims], page 5
- d. Government agency ☐ → **Go to Section D** [Government], page 4
- e. Nonprofit or faith-based entity (501c3 status) ☐ → **Go to Section E** [Nonprofit or faith based], page 4
- f. For profit entity ☐ → **Go to Section F** [For profit], page 5
- g. Informal entity (e.g., some other type of program or group, not formally a part of an agency, registered nonprofit, or business; Independent survivor advocacy and support groups; volunteer, grassroots, or survivor network) ☐ → **Go to Section G** [Services for Victims], page 5

B1

- ☐ Law enforcement
- ☐ Prosecutor
- ☐ Court
- ☐ Juvenile justice
- ☐ Offender custody and supervision
- ☐ Advocacy program
- ☐ Coalition
- ☐ Other justice-based agency (*please specify*)

--

--

C1

- ☐ Law enforcement/campus security
- ☐ Campus disciplinary body or student conduct body
- ☐ Physical or mental health service program
- ☐ Victim services or advocacy group
- ☐ Other campus-based program (*please specify*)

D1

- ☐ Law enforcement
- ☐ Prosecution
- ☐ Courts
- ☐ Juvenile justice
- ☐ Offender custody and supervision
- ☐ Multi-agency (e.g., task forces, response teams, etc.)
- ☐ Other government agency (please specify)

	9	9	9	11	1	27

D2

- ☐ Nationwide
- ☐ Statewide
- ☐ Regional/Multi-county/Multi-city
- ☐ County wide only
- ☐ City wide only
- ☐ Specific neighborhood only
- ☐ Other (*please specify*)

--

E1

- ☐ Coalition (e.g., State Domestic Violence or Sexual Assault Coalition)
- ☐ A single entity (may or may not have multiple physical locations)
- ☐ Other (please specify)

--

E2

- ☐ Nationwide
- ☐ Statewide
- ☐ Regional/Multi-county/Multi-city
- ☐ County wide only
- ☐ City wide only
- ☐ Specific neighborhood only
- ☐ Other (*please specify*)

--

4

F1

☐ Private legal office/law firm

☐ Private counseling service or other mental health care provider

☐ Funeral home

☐ Other commercial or professional entity (*please specify*)

G1

- ☐ Calendar year → **skip to G2**
- ☐ Fiscal year → **proceed to G1.1**
- ☐ Both → **proceed to G1.1**

MM / DD

G2

Did your organization provide (...)	Yes	No
a. Justice related information and referrals? (e.g., information about the justice system and the victim's role; notification of events and proceedings; justice referrals; etc.)	☐	☐

b. Service or victimization information and referrals? (e.g., information about crime and victimization; medical referrals; legal referrals; financial counseling referrals; other referrals; etc.) ☐ ☐

G3

Did your organization provide (...)	Yes	No
a. Monetary assistance? (e.g., providing funds or offering assistance in seeking victim compensation; public benefits assistance; other emergency funds assistance; etc.)	☐	☐

b. Material assistance? (e.g., emergency or transitional shelter; food; clothing; utility assistance; employment assistance; etc.) ☐ ☐

provided.

The following questions concern services your organization provided to victims of crime or abuse during past calendar/fiscal year.

For the remaining questions, please think about staff members and other resources within your organization who regularly work with victims of crime and abuse and about the victims who received services during the past calendar/fiscal year. From here on out, if we ask about your organization, we mean just those staff members and resources.

Did you provide any of the following services to victims within the past calendar/fiscal year?

We recognize that victim service organizations provide a wide array of services to victims. For the purposes of this survey, we are asking about general categories of services you provided to victims, which may not capture your victim service offerings in detail. Do your best to place the services you provided within the general categories provided.

Emotional support and safety		
G4 Did your organization provide (...)	Yes	No
a. Mental health services? (<i>e.g., individual; group counseling support groups; other therapy; social programming for children; etc.</i>)	☐	☐
b. Crisis Counseling?	☐	☐
c. Safety services? (<i>Safety planning; witness protection; address confidentiality; self-defense; etc.</i>) (Does NOT include protective orders)	☐	☐

Medical and health assistance			
G5	Did your organization provide (...)	Yes	No
	a. Emergency medical care or accompaniment?	☐	☐
	b. Medical forensic exam or accompaniment?	☐	☐
	c. STD/HIV testing?	☐	☐

Legal and victims' rights assistance

G6	Did your organization provide (...)	Yes	No
	a. Criminal/juvenile/military/tribal justice related assistance? <i>(e.g., representation; advocacy; accompaniment; assistance in exercising victims' rights; etc.)</i>	☐	☐
	b. Civil justice related assistance? <i>(e.g., protective or restraining order; assistance with family law matters; assistance with landlord/tenant matters; etc.)</i>	☐	☐
	c. Immigration assistance? <i>(e.g., assistance seeking special visas; continued presence applications; other immigration relief; etc.)</i>	☐	☐

Other services

G7	Did your organization provide (...)	Yes	No
	a. Case management?	☐	☐
	b. Supervised child visitation?	☐	☐
	c. On-scene coordinated response?	☐	☐
	d. Education classes for survivors regarding victimization dynamics?	☐	☐
	e. Culturally and ethnically specific services?	☐	☐
	f. Specialized services for specific settings? (e.g., military; school; college/university; etc.)	☐	☐
	g. Culturally competent services for the lesbian, gay, bisexual, transgender, and/or queer (LGBTQ) community?	☐	☐

G9 How many calls did you receive from victims in the past calendar/fiscal year? *Estimates are acceptable.*

☐ Check box if estimate

G10 Excluding hotline/helpline or crisis line calls, how many unique victims received direct services from your organization/program during the past calendar/fiscal year? *Estimates are acceptable.* (Exclude services provided through a hotline/helpline or crisis line and victims who only received information through the mail)

--	--	--	--	--	--	--	--	--	--

☐ Check box if estimate

G11

During the past calendar/fiscal year did victims of the following crime types seek services from your organization?

Crime type for which victims sought services	Yes	No
a. Adults molested as children	☐	☐
b. Child sexual abuse/sexual assault	☐	☐
c. Rape/sexual assault (Other than sexual victimizations against children)	☐	☐
d. Stalking	☐	☐
e. Child witness of violence	☐	☐
f. Child physical abuse or neglect	☐	☐
g. Elder physical abuse	☐	☐
h. Domestic violence/dating violence	☐	☐
i. Assault (Other than domestic/dating violence or child/elder abuse)	☐	☐
j. Robbery	☐	☐
k. Human trafficking (Labor)	☐	☐
l. Human trafficking (Sex)	☐	☐
m. Survivors of homicide victims	☐	☐
n. Victim witness intimidation	☐	☐
o. DUI/DWI crashes	☐	☐
p. Identity theft	☐	☐
q. Financial fraud and exploitation (Other than identity theft)	☐	☐
r. Motor vehicle theft	☐	☐
s. Burglary	☐	☐
t. Other property crimes	☐	☐
u. Hate crimes	☐	☐
v. Forced marriage	☐	☐
w. Honor related violence (honor-related domestic violence, including that perpetrated by family members, other honor-related violence, female genital mutilation.) Specify:	☐	☐
x. Other violent crimes	☐	☐
y. Other (specify)	☐	☐

SECTION H

Staffing

The following questions concern staff dedicated to working with victims of crime during past calendar/fiscal year. Provide your answer based on the past fiscal year or the past calendar year depending on how your organization operates as answered in Question G1.

Current Staff

H1

Thinking about your organization's paid staff responsible for working with victims, how many paid staff currently work at your organization as full-time (35 hours or more/week)? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

--	--	--	--	--

☐ Check box if estimate

H2 Thinking about your organization's paid staff responsible for working with victims, how many paid staff currently work at your organization as part-time (less than 35 hours/week)? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

H3 Does your organization use volunteers to provide direct services to victims?

☐ Yes

☐ No

Staff at the beginning of the most recent fiscal year

H4 Thinking about your organization's paid staff responsible for working with victims, how many paid full-time staff worked at your organization at the beginning of the past calendar/fiscal year? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

--	--	--	--	--

☐ Check box if estimate

H5 Thinking about your organization's paid staff responsible for working with victims, how many paid part-time staff worked at your organization at the beginning of the past calendar/fiscal year? Count each person only once. Enter '0' if there are no paid staff of that type. Include contractual workers in your counts. **Estimates are acceptable.**

☐ Check box if estimate

H6

New staff since the beginning of the most recent fiscal year

Thinking about your organization’s specific program(s) or staff responsible for working with victims, how many paid full-time staff dedicated to working with victims did you hire in the past calendar/fiscal year, whether to fill new positions or to fill vacancies? Count each person only once. Enter ‘0’ if there are no paid staff of that type. Include contractual workers in your counts. *Estimates are acceptable.*

☐ Check box if estimate

H7

Thinking about your organization’s specific program(s) or staff responsible for working with victims, how many paid part-time staff dedicated to working with victims did you hire in the past calendar/fiscal year, whether to fill new positions or to fill vacancies? Count each person only once. Enter ‘0’ if there are no paid staff of that type. Include contractual workers in your counts. *Estimates are acceptable.*

☐ Check box if estimate

SECTION I

Funding

I1

Thinking about your organization’s specific program(s) or staff responsible for working with crime victims, how much total funding did your organization receive for victim-related programming and services (including direct services, prevention, outreach, training, and education efforts) during the past calendar/fiscal year? Please include direct services, prevention, outreach, training and education efforts. *Estimates are acceptable.*

☐ Check box if estimate

I2

How much funding allocated for providing services to victims did your organization receive from each of the following sources during the past calendar/fiscal year? *Estimates are acceptable. Enter ‘0’ if you did not receive funding from the source. The total amount across all sources should equal the amount provided in item I1.*

☐ Check box if information on amount of funding by source is not available

a. Victims of Crime Act Assistance Grant (VOCA)

\$

☐ Check box if estimate

b. Other Office for Victims of Crime (OVC)

\$

☐ Check box if estimate

c. Services, Training, Officers, and Prosecutors (STOP)

\$

☐ Check box if estimate

d. Sexual Assault Services Program (SASP)

\$

☐ Check box if estimate

e. Other Office on Violence against Women (OVW)

\$

☐ Check box if estimate

f. Family Violence Prevention Services Act (FVPSA)

\$

☐ Check box if estimate

g. Other federal funding (please specify)

\$

☐ Check box if estimate

h. State government funding (NOT state disbursement of federal grant)

\$

☐ Check box if estimate

i. Local government funding

\$

☐ Check box if estimate

j. Tribal government funding

\$

☐ Check box if estimate

k. Source of funds unknown

\$

☐ Check box if estimate

l. Other funding sources (e.g., foundations, corporate funding, individual donations, insurance reimbursements, etc.)

\$

☐ Check box if estimate

I3

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, did your organization receive any federal funding for victim programming or services in the past 5 years? This could include funding from VOCA, OVC, OVW, a STOP or SASP grant, or some other funding coming from a federal agency.

☐ Yes

☐ No

SECTION J

Record Keeping

J1

Does your organization use an electronic records system to maintain case files?

☐ Yes

☐ No → Skip to Section K

J2

Does your electronic records system track individual cases?

☐ Yes

☐ No

Thank you for your participation.

Mailing Instructions

Please place the completed questionnaire into the postage-paid return envelope. If the envelope has been misplaced, please mail the questionnaire to:

National Census of Victim Service Providers
NORC at the University of Chicago
1 North State Street - 16th Floor
Chicago, IL 60602

If you have any questions, please call NORC toll free at 1-877-504-1086 or email NCVSP@norc.org

K

SECTION K

Current Issues of Concern to Victim Service Providers

K1

How concerned are you about your organization’s ability to retain staff?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K2

How concerned are you about the amount of victim service funding that your organization received in the past year?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K3

How concerned are you about the predictability of future funding for your program?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K4

How concerned are you about the burden of grant reporting?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

K5

How concerned are you about your organization’s ability to access technology?

☐ Very concerned

☐ Somewhat concerned

☐ A little concerned

☐ Not concerned at all

Attachment 4:

CVSP Online Survey Welcome Screen Displaying OMB number



NATIONAL CENSUS OF VICTIM SERVICE PROVIDERS

Please Enter your PIN

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. This request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

OMB Number: 1121-0339

Next

Save & Exit

[Important Definitions](#)

[NSVSO Tech Support at NORC – click here to email or call 1-877-888-6888](#)

Attachment 5:
Cognitive Testing Report

COGNITIVE TESTING REPORT

To conduct an initial test the National Survey of Victim Service Provider (NSVSP) instruments, we administered two rounds of cognitive interviews with a sample of Victim Service Providers (VSPs). Because VSPs encompass a wide array of organization types, we made an effort to recruit various providers within each of the three broad category types -- primary providers (e.g., domestic violence shelters, rape crisis centers, homicide survivor groups, etc.), secondary providers (e.g., prosecutor-based providers, hospital-based providers, campus providers, etc.), and tertiary providers (e.g., homeless shelters that provide services to victims but do not have specific programs or staff dedicated to working with crime victims). Table 1 provides a summary of the number of VSPs within each VSP category that participated in the cognitive interviews.

Table 1: Number of Cognitive Interview VSP's by Category

Cognitive Interview	Primary VSP	Secondary VSP	Tertiary VSP	Total
Round One	3	5	1	8
Round Two	4	3	0	7
Total	7	8	1	15

Most participants' cognitive interview feedback resulted in minor edits to question wording or tweaks to particular response items. However, some cognitive interview feedback resulted in more substantial edits to particular questions and the addition of a few new items. During the first round of cognitive testing, many cognitive interview participants reported taking an hour or more to complete the survey in its entirety. Therefore, we also made edits to the instrument following the first round of cognitive testing in an effort to shorten sections while preserving as much meaningful data as possible (participants during the subsequent round of cognitive testing were able to complete the edited instrument in 30 minutes or less). Below, we summarize major substantive changes to existing questions and describe new items that were added to the instrument based upon both rounds of cognitive testing.

Edits to existing items

Section G: Services for Victims

Because the first round of the cognitive testing revealed most participants were taking an hour or more to complete the instrument, we edited the services provided question to create a shorter list response options. The condensed services list still encompasses the bulk of services provided but is easier for providers to complete.

In addition, some respondents reported confusion when responding to the questions asking about the types of crime victims receiving services. Respondents were unsure whether to report all crime types experienced by victims or only report the presenting crimes types for which victims initially sought services. While both pieces of information are potentially of importance, one of the main purposes of the full survey is to obtain a better picture of the victim services field. While there are many variations

in VSPs, a principle distinguishing feature is their victimization focus. To be able to compare answers by groups of providers with differing victim-focuses, we edited the victim type question to ask about crime types for which victims sought services.

Section H: Staffing

Respondents reported a significant amount of burden and confusion when asked to classify staff according to position type. Since we primarily plan to use staffing levels to classify organizations by size, we edited questions under Section H to solely ask about the total number of full-time and part-time paid staff, dropping counts of volunteers and breakouts by position type.

Section I: Funding

Cognitive interview results indicated that funding questions asking about a provider's total budget for direct services to crime victims was difficult for respondents to answer, even for providers whose sole purpose is centered around victimization. Activities for which providers are funded may also include prevention, outreach, public education, policy advocacy, and networking. Therefore, we edited funding questions to ask more broadly about victim-related programming, including direct services, prevention, outreach and education efforts.

Section J: Record Keeping

Some respondents reported confusion when answering questions about the type of electronic management systems they use to track individual cases. To reduce confusion, we edited the question to simply ask respondents whether their organization uses an electronic management system to maintain case files. If respondents answer affirmatively, they are then asked whether the system tracks all individual cases.

Additional items

Section G: Services for Victims

Cognitive interview participants reported some difficulty answering questions according to the reference period of the prior 12 months, as different organizations operate on different schedules. To avoid potentially high levels of missing item responses due to confusion/difficulty with the time period requirement, we added a question to the instrument at the beginning of Section G that asks, "Does your organization operate/report data on a calendar year or fiscal year?" If the respondent reports, "fiscal year" a follow up question then asks the date of the beginning of the fiscal year. All subsequent questions then ask about the most recent calendar/fiscal year, depending on which option the respondent selected.

Section H: Staffing

To reduce respondent burden, we no longer ask for counts of volunteers in the staffing question. To still be able to provide some information about providers' use of volunteers, we add a separate question to Section H that simply asks whether the organization uses volunteers to provide services to victims.

Section K: Current Issues of Concern to Victim Service Providers

To provide VSPs the opportunity to report on areas of concern, we added Section K which includes a series of questions asking respondents to indicate their organization's level of concern about issues relevant to the operation of victim service programming. Respondents are asked to rate their level of concern about their organization's ability to retain staff, the amount of victim services funding their organization received in the past year, the predictability of future funding, the burden of grant reporting, and their organization's ability to access technology.

Attachment 6:

Federal Register Notice, Vol. 81, No. 6, page 122

Billing Code: 4410-18

DEPARTMENT OF JUSTICE

[OMB Number XXXX-XXXX]

Agency Information Collection Activities;

Proposed eCollection eComments Requested;

**Approval of a new collection; comments requested: Census of Victim Service Providers (VSP
Census)**

AGENCY: Bureau of Justice Statistics, Department of Justice

ACTION: 60-day Notice.

=====

SUMMARY: The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics, will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

DATES: Comments are encouraged and will be accepted for 60 days until [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

FOR FURTHER INFORMATION CONTACT:

If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Lynn Langton, Statistician, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531 (email: Lynn.Langton@usdoj.gov; telephone: 202-353-3328).

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this information collection:

- 1) *Type of Information Collection:* New collection.
- 2) *The Title of the Form/Collection:* Census of Victim Service Providers
- 3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:* The form numbers for the collection are VSP-1, VSP-2, and VSP-3. The applicable component within the Department of Justice is the Bureau of Justice Statistics, in the Office of Justice Programs.
- 4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Organizations that have been identified as providing services to victims of crime or abuse will be asked to respond. The Census of Victim Service Providers is the first national collection to gather data on the characteristics, functions, and resources of entities that provide assistance to victims of crime or abuse.
- 5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* An estimated 31,000 victim service providers will be asked to respond to the survey. About 15% of entities will no longer be in business or no longer serving victims and these respondents will be ineligible to complete the survey instrument. For the remaining 26,350 victim service providers, it will take the average interviewed respondent an estimated 20 minutes to respond.
- 6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 8,783 total burden hours associated with this collection.

If additional information is required contact: Jerri Murray, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N street NE, 3E.405B, Washington, DC 20530.

Dated:

Jerri Murray,
Department Clearance Officer for PRA,
U.S. Department of Justice.

Attachment 7:

Federal Register Notice, Vol. 81, No. 60, page 17495

Area; and regular business items such as approving the previous meeting's minutes, member round-table, and planning the next meeting's agenda. Any other matters that may reasonably come before the SMAC may also be addressed. A public comment period is available both days. Unless otherwise approved by the SMAC Chair, the public comment period will last no longer than 30 minutes, and each speaker may address the SMAC for a maximum of five minutes. The public is welcome to attend all sessions, including the field tour, but must provide personal transportation.

Rhonda Karges,

Andrews/Steens Resource Area Field Manager.

[FR Doc. 2016-07047 Filed 3-28-16; 8:45 am]

BILLING CODE 4310-33-P

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

[LLMTB05000/L10500000.DF0000];
16XL1109AF; MO# 4500089866]

Notice of Filing of Plats of Survey; Montana

AGENCY: Bureau of Land Management, Interior.

ACTION: Notice of filing of plats of survey.

SUMMARY: The Bureau of Land Management (BLM) will file the plat of survey of the lands described below in the BLM Montana State Office, Billings, Montana, on April 28, 2016.

DATES: A notice of protest of the survey must be filed before April 28, 2016 to be considered. A statement of reasons for a protest may be filed with the notice of protest and must be filed within 30 days after the notice of protest is filed.

ADDRESSES: Protests of the survey should be sent to the Branch of Cadastral Survey, Bureau of Land Management, 5001 Southgate Drive, Billings, Montana 59101-4669.

FOR FURTHER INFORMATION CONTACT: Marvin Montoya, Cadastral Surveyor, Branch of Cadastral Survey, Bureau of Land Management, 5001 Southgate Drive, Billings, Montana 59101-4669, telephone (406) 896-5124 or (406) 896-5003, hmontoya@blm.gov. Persons who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 to contact the above individual during normal business hours. The FIRS is available 24 hours a day, 7 days a week, to leave a message or question with the above individual.

You will receive a reply during normal business hours.

SUPPLEMENTARY INFORMATION: This survey was executed at the request of the Field Manager, Dillon Field Office, Dillon, Montana, and was necessary to determine Federal lands.

The lands we surveyed are:

Principal Meridian, Montana

T. 13 S., R. 12 W.

The plat, in one sheet, representing the dependent resurvey of dependent resurvey of a portion of the subdivisional lines and the subdivision of section 11, Township 13 South, Range 12 East, Principal Meridian, Montana, was accepted March 17, 2016.

We will place a copy of the plat, in one sheet, and related field notes we described in the open files. They will be available to the public as a matter of information. If the BLM receives a protest against this survey, as shown on this plat, in one sheet, prior to the date of the official filing, we will stay the filing pending our consideration of the protest. We will not officially file this plat, in one sheet, until the day after we have accepted or dismissed all protests and they have become final, including decisions or appeals. Before including your address, phone number, email address, or other personally identifying information in your comment, you should be aware that your entire comment—including your personally identifying information—may be made publicly available at any time. While you can ask us in your comment to withhold your personally identifying information from public review, we cannot guarantee that we will be able to do so.

Authority: 43 U.S.C. Chap. 3.

Joshua F. Alexander,

Acting Chief, Branch of Cadastral Survey, Division of Energy, Minerals and Realty.

[FR Doc. 2016-07048 Filed 3-28-16; 8:45 am]

BILLING CODE 4310-DN-P

DEPARTMENT OF JUSTICE

[OMB Number 1121-NEW]

Agency Information Collection Activities; Proposed eCollection eComments Requested; New Collection; Comments Requested: National Census of Victim Service Providers (VSP Census)

AGENCY: Bureau of Justice Statistics, Department of Justice.

ACTION: 30-Day Notice.

SUMMARY: The Department of Justice (DOJ), Office of Justice Programs,

Bureau of Justice Statistics, will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. This proposed information collection was previously published in the **Federal Register** at 81 *FR* 1222, on January 11, 2016, allowing for a 60 day comment period.

DATES: Comments are encouraged and will be accepted for 30 days until April 28, 2016.

FOR FURTHER INFORMATION CONTACT: If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Lynn Langton, Statistician, Bureau of Justice Statistics, 810 Seventh Street NW., Washington, DC 20531 (email: Lynn.Langton@usdoj.gov; telephone: 202-353-3328). Written comments and/or suggestions can also be directed to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention Department of Justice Desk Officer, Washington, DC 20530 or sent to OIRA_submissions@omb.eop.gov.

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of This Information Collection

(1) *Type of Information Collection:* New collection.

(2) *Title of the Form/Collection:* National Census of Victim Service Providers.

(3) *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* The form numbers for the collection are VSP-1, VSP-2, and VSP-3. The applicable component within the Department of Justice is the Bureau of Justice Statistics, in the Office of Justice Programs.

(3) *Affected public who will be asked or required to respond, as well as a brief abstract:* Organizations that have been identified as providing services to victims of crime or abuse will be asked to respond. The Census of Victim Service Providers is the first national collection to gather data on the characteristics, functions, and resources of entities that provide assistance to victims of crime or abuse.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* An estimated 31,000 victim service providers will be asked to respond to the survey. About 15% of entities will no longer be in business or no longer serving victims and these respondents will be ineligible to complete the survey instrument. For these entities the burden will be less than 5 minutes. For the remaining 26,350 victim service providers, it will take the average interviewed respondent an estimated 20 minutes to respond.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 9,171 total burden hours associated with this collection.

If additional information is required contact: Jerri Murray, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE., 3E.405B, Washington, DC 20530.

Dated: March 24, 2016.

Jerri Murray,

Department Clearance Officer for PRA, U.S. Department of Justice.

[FR Doc. 2016-07050 Filed 3-28-16; 8:45 am]

BILLING CODE 4410-18-P

DEPARTMENT OF JUSTICE

Notice of Lodging Proposed Consent Decree

In accordance with Departmental Policy, 28 CFR 50.7, notice is hereby given that a proposed Consent Decree in *Andy Johnson v. United States Environmental Protection Agency, et al.*, Civil Action No. 15-cv-147-SWS, was lodged with the United States District Court for the District of Wyoming on March 22, 2016.

This proposed Consent Decree concerns a complaint filed by Andy Johnson against the United States Environmental Protection Agency ("EPA"), under the Administrative Procedure Act, 5 U.S.C. 706, which seeks judicial review of an administrative order that EPA issued to Mr. Johnson on January 30, 2014, entitled "Findings of Violation and Administrative Order for Compliance," under Section 309 of the Clean Water Act, 33 U.S.C. 1319. The proposed Consent Decree resolves this matter by, among other things, requiring Mr. Johnson to perform mitigation for areas impacted by fill material.

The Department of Justice will accept written comments relating to this proposed Consent Decree for thirty (30) days from the date of publication of this Notice. Please address comments to Alan D. Greenberg, Senior Attorney, United States Department of Justice, Environment and Natural Resources Division, Environmental Defense Section, 999 18th Street, Suite 370, Denver, CO 80202 and refer to *Andy Johnson v. United States Environmental Protection Agency, et al.*, DJ #90-5-1-4-20568.

The proposed Consent Decree may be examined at the Clerk's Office, United States District Court for the District of Wyoming, 2120 Capitol Avenue, Room 2131, Cheyenne, WY 82001. In addition, the proposed Consent Decree may be examined electronically at http://www.justice.gov/enrd/Consent_Decrees.html.

Cherie L. Rogers,

Assistant Section Chief, Environmental Defense Section, Environment and Natural Resources Division.

[FR Doc. 2016-07009 Filed 3-28-16; 8:45 am]

BILLING CODE 4410-15-P

DEPARTMENT OF LABOR

Bureau of Labor Statistics

Proposed Collection; Comment Request

ACTION: Notice.

SUMMARY: The Department of Labor, as part of its continuing effort to reduce paperwork and respondent burden, conducts a pre-clearance consultation program to provide the general public and Federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act of 1995 (PRA95) [44 U.S.C. 3506(c)(2)(A)]. This program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed. The Bureau of Labor Statistics (BLS) is soliciting comments concerning the proposed revision of a currently approved collection "National Longitudinal Survey of Youth 1979." A copy of the proposed information collection request (ICR) can be obtained by contacting the individual listed in the Addresses section of this notice.

DATES: Written comments must be submitted to the office listed in the Addresses section below on or before May 31, 2016.

ADDRESSES: Send comments to Nora Kincaid, BLS Clearance Officer, Division of Management Systems, Bureau of Labor Statistics, Room 4080, 2 Massachusetts Avenue NE., Washington, DC 20212. Written comments also may be transmitted by fax to 202-691-5111 this is not a toll free number).

FOR FURTHER INFORMATION CONTACT: Nora Kincaid, BLS Clearance Officer, 202-691-7628 (this is not a toll free number). (See **ADDRESSES** section.)

SUPPLEMENTARY INFORMATION:

I. Background

The National Longitudinal Survey of Youth 1979 (NLSY79) is a representative national sample of persons who were born in the years 1957 to 1964 and lived in the U.S. in 1978. These respondents were ages 14 to 22 when the first round of interviews began in 1979; they were ages 51 to 58 as of December 31, 2015. The NLSY79 was conducted annually from 1979 to 1994 and has been conducted biennially since 1994. The longitudinal focus of this survey requires information to be

Attachment 8:

Project Input Committee Members

National Level

ABA Commission on Domestic Violence and Sexual Violence

ABA Commission on Law and Aging

Casa De Esperanza

EVAWI (End Violence Against Women International)

Futures Without Violence

International Association of Chiefs of Police

International Association of Forensic Nurses

MADD (Mothers Against Drunk Driving)

National Association of Victim Service Professionals in Corrections

National Center on Elder Abuse

National Clearinghouse on Abuse Later in Life

National Coalition of Anti Violence Programs

National Council on Independent Living

National Dating Violence Hotline

National District Attorneys Association

National Identity Theft Victim's Network

National Indigenous Women's Resource Center

National Network to End Domestic Violence

National Organization of Social Workers

National Sexual Assault Coalition Resource Sharing Program

National Sheriffs Association

Parents of Murdered Children, Inc.

Polaris

RAINN (Rape, Abuse, and Incest National Network)

Unified Solutions

YWCA

State or Local Level

Common Justice Program, Vera Institute of Justice

Disabled Person's Commission, MA

Michigan Domestic and Sexual Violence Prevention and Treatment Board

Individuals

- BJ Horn, former VOCA administrator for Pennsylvania, former OVC Fellow, currently consultant
- Grace Call, former VOCA administrator for Washington state, former OVC Fellow, currently with the Council of State Governments

Attachment 9:

Expert Panel Members

Lynn Addington, Ph.D., Associate Professor, Department of Justice, Law & Criminology, American University

Steve Derene, Executive Director, National Association of VOCA Assistance Administrators

Meg Garvin, Executive Director, National Crime Victim Law Institute

Jennifer Hiselman, Infonet Manager, Illinois Criminal Justice Information Authority

Veronica Kunz, Executive Director, South Carolina Victim Assistance Network

Anne Menard, Executive Director National Resource Center on Domestic Violence

Chris Newlin, Executive Director, National Children's Advocacy Center

Ben Saunders, Ph.D., Associate Director, National Crime Victims Research and Treatment Center, Medical University of South Carolina

Steve Siegel, Director, Special Programs Unit, Denver District Attorney's Office

David Voth, Executive Director, Crime Victim Services (local community based provider in Ohio)

Min Xie, Ph. D., Associate Professor, Department of Criminology and Criminal Justice, University of Maryland

Attachment 10:

VSP Recruitment and Follow-Up Materials

Attachment 10a:

Formal Survey Invitation Letter to VSP



NATIONAL CENSUS OF VICTIM SERVICE PROVIDERS

<<DATE>>

<<SUID>>

<<TITLE>><<FNAME>> <<LNAME>> <<SUFFIX>>

<<AGCYNAME>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

Dear <<TITLE>><<LNAME>>:

The U.S Department of Justice's Bureau of Justice Statistics (BJS) and Office for Victims of Crime (OVC) are working together to gather much needed data about organizations, programs, and other types of providers that serve victims of crime or abuse. Information is needed about potential gaps in services, resource limitations, and the allocation of existing resources for victims. Gathering this information will help to build capacity to better serve victims, their families, and communities, and to sufficiently resource and support the community of service providers working to meet their needs every day.

BJS and OVC are working with RAND, the National Center for Victims of Crime, and National Opinion Research Center (NORC) at the University of Chicago to conduct this first National Census of Victim Service Providers (NCVSP). The NCVSP is a census of all organizations, programs, and other providers that serve victims of crime or abuse. While there have been many smaller surveys in the past, none have attempted to gather information that reflects the entire field of providers designated to serve victims across the US. Our goals are to first define the field across a diverse landscape of victim service providers, including learning how many entities serve victims or survivors of different types of crime and abuse; gather information about basic forms of service; and begin to understand staff size, budgets, and funding sources.

Your participation is extremely important to the success of this study. Participation from all entities that offer support or services to crime and abuse victims is critical for the NCVSP to accurately reflect the broad field of victim service providers. The survey should take about 20 minutes to complete. Recognizing the daily burdens and urgency often associated with the many responsibilities incumbent upon providers serving victims of crime or abuse, we respectfully ask that you complete the NCVSP ***within one month***. There are no major risks/discomforts to you as a participant. The time that you spend will result in data that will improve understanding, capacity, and support of your critical field.

We encourage you to visit the following secure website <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.html> to complete the NCVSP survey using the following unique username and password: <<INSERT NAME/PASSWORD >>.

Alternatively, if you prefer, we can send you a paper version of the survey that you can mail or fax back to NORC. Please contact Angela Herrmann from NORC at 1-877-504-1086, to request a paper copy of this survey. If you would like more information about this survey, the larger project, or the many organizations working on or supporting this effort, please visit the project website at <http://www.bjs.gov/content/ncvsp.cfm>. You may also contact Angela Herrmann with additional questions by telephone 1-877-504-1086, or e-mail ncvsp@norc.org.

Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely. We thank you for your time and participation in this important project.

Sincerely,

Jeri Mulrow
Acting Director, Bureau of Justice Statistics

Joye Frost
Director, Office for Victims of Crime



Attachment 10b: VSP Reminder Post Card/Email



NATIONAL CENSUS OF VICTIM SERVICE PROVIDERS

We recently sent you the National Census of Victim Service Providers (NCVSP).

This survey, by the U.S Department of Justice's Bureau of Justice Statistics and Office for Victims of Crime, is the first national data collection of all victim serving organizations and agencies. To build the necessary capacity to better serve victims, their families, and communities, we need data on the allocation of resources that serve victims, and on potential gaps in services or other resource limitations. While there have been many smaller surveys in the past, none have attempted to gather basic information that accurately reflects all parts of the victim services field across the U.S. Our primary goals are to define the field of victim service providers by learning how many organizations and agencies serve victims or survivors of different types of crime and abuse; gather information about basic forms of service; and begin to understand staff size, budgets and streams of funding. These types of data are critical for documenting the needs of victim service organizations and agencies, helping to plan for the future, and attracting government and private funding to support your critical work.

If you have already completed and returned the NCVSP, please accept our sincere thanks. If not, please do so this week. It is extremely important that we obtain a high response so that accurate information may be presented to the victim service provider community.

Please go to the following secure website <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.html> to complete the NCVSP survey using the following unique username and password: <<INSERT NAME/PASSWORD >>. If you prefer, as an alternative, we can send you a hard copy version of the survey that you can mail or fax back to NORC. Please contact Angela Herrmann from NORC at 1-877-504-1086 if you want a hard copy.



Attachment 10c: US mail/Email/FedEx Reminder Letter to VSP



<<DATE>> <<SUID>>
<<TITLE>><<FNAME>> <<LNAME>> <<SUFFIX>>
<<AGCYNAME>>
<<ADDRESS>>
<<CITY, STATE ZIP>>

Dear <<TITLE>><<LNAME>>:

We have been trying to reach you over the last month to complete the National Census of Victim Service Providers (NCVSP) and we have not yet received your response.

This survey, by the U.S Department of Justice's Bureau of Justice Statistics and Office for Victims of Crime, is the first national data collection of all victim serving organizations and agencies. To build the necessary capacity to better serve victims, their families, and communities, we need improved, more reliable data on the allocation of resources that serve victims and on potential gaps in services or other resource limitations. While there have been many smaller surveys in the past, none have attempted to gather basic information that accurately reflects all parts of the victim services field across the U.S. Our primary goals are to define the field of victim service providers by learning how many organizations and agencies serve victims or survivors of different types of crime and abuse; gathering information about basic forms of service; and beginning to understand staff size, budgets and streams of funding. These types of data are critical for documenting the needs of victim service organizations and agencies, helping to plan for the future, and attracting government and private funding to support your critical work.

Your participation in this survey is extremely important to the success of this critically important study. The survey should take about 20 minutes to complete. There are no major risks/discomforts to you as a participant.

Please go to the following secure website <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.htm> to complete the NCVSP survey using the following unique Pin: <<PIN>>.

Alternatively, if you prefer, we can send you a paper version of the survey that you can mail or fax back to the National Opinion Research Center (NORC) at the University of Chicago. Please contact Angela Herrmann from NORC at 1-877-504-1086, to request a paper copy of this survey. If you would like more information about this survey, the larger project, or the many organizations working on or supporting this effort, please visit the project website at <http://www.bjs.gov/content/ncvsp.cfm>. You may also contact Angela Herrmann with additional questions by telephone 1-877-504-1086, or e-mail ncvsp@norc.org.

Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely. We thank you for your time and participation in this important project.

Sincerely,

Jeri Mulrow
Acting Director, Bureau of Justice Statistics



Joye Frost
Director, Office for Victims of Crime



Attachment 10d:
Follow-up Phone Prompting Script

Hello, my name is **[NAME]**. I'm calling from NORC at the University of Chicago. I need to speak with

We recently sent you an invitation to complete the National Census of Victim Service Providers, also known as the NCVSP. The NCVSP is a very important study of victim service providers by the US Department of Justice. The NCVSP will provide for much needed data to help providers like your organization to better serve victims, and identify gaps in services and resource limitations for victims across the US.

Did you receive the letter or email invitation that we sent?

• **IF THEY DID RECEIVE THE INVITATION**

Have you completed the survey?

IF YES, Please accept our sincere thanks. AND ASK THEM IF THEY CAN RETURN THE SURVEY IN THE NEXT WEEK IF THEY DID PAPI. ALTERNATIVELY, IF THEY DID IT BY WEB THEN DOUBLE CHECK THE SYSTEM FOR A RECENT ONLINE COMPLETION WITHIN THE NEXT DAY.

IF NO — Would you be willing to complete a survey? It takes about 20 minutes. We have three ways to complete the survey. I can email you the link and your organization's PIN and password to access our online version of the survey. We can also mail a paper version of the survey to you mail if you prefer that method. Also, we can complete the survey over the phone. We can complete the survey right now if you have about 20 minutes or, if you don't have time right now, we can schedule a convenient time to call back.

[OPTION 1] IF A FIRM 'NO' TO COMPLETING A SURVEY:

I appreciate that you do not wish to participate and we will not contact you again after this point, but could you tell me why you will not be participating?

Is it because:

- i. The survey does not seem to be important;
 - ii. The survey asks for information that you do not want to provide to the federal government;
 - iii. The survey seems too burdensome;
 - iv. You do not have the time or staff to complete the survey;
 - v. You do not participate in any surveys ever.
 - vi. Another reason?
-

[OPTION 2] IF A 'YES' TO COMPLETING THE SURVEY NOW BY PHONE: PROCEED WITH THE PHONE VERSION OF THE SURVEY

[OPTION 3] IF A 'YES' BUT THEY HAVE QUESTIONS - PROCEED TO ANSWER QUESTIONS USING THE ATTACHED FAQ. IF THEY WANT TO DO SURVEY NOW THEN BEGIN SURVEY OVER THE PHONE OR SCHEDULE A CALL TO COMPLETE THE SURVEY OR REMIND THEM OF WEB OPTION OR HARD PAPI TO COMPLETE THE SURVEY.

[OPTION 4] IF A 'YES' BUT THEY WANT EITHER WEB OR MAIL MODE – CONFIRM THE CONTACT INFORMATION (BOTH EMAIL AND POSTAL ADDRESS) OF THE RESPONDENT. SEND THE EMAIL IMMEDIATELY.

[OPTION 5] IF A 'MAYBE': TRY TO ADDRESS ANY OF THEIR CONCERNS (CONSULT BELOW FAQ AS NECESSARY) AND TELL THEM THAT IF THEY CANNOT DO IT NOW THAT YOU COULD CALL THEM BACK AT THEIR CONVENIENCE OVER THE NEXT WEEK TO COMPLETE THE SURVEY. OR SEE IF THEY WILL AGREE TO DO THE SURVEY USING THE WEB OR PAPER VERSION.

FIRST, ASK THEM IF THEY HAVE SPECIFIC CONCERNS ABOUT THE STUDY OR HAD QUESTIONS ABOUT THE PURPOSE OR NATURE OF THE SURVEY.

ATTEMPT TO ADDRESS THOSE CONCERNS AND EXPLAIN TO THEM THE VALUE OF THE SURVEY AND WHY WE ARE DOING THE SURVEY. USE THE FOLLOWING SCRIPT TO EXPLAIN THE STUDY:

The U.S Department of Justice's Bureau of Justice Statistics (BJS) and Office for Victims of Crime (OVC) are working together with our research team to conduct this first survey of all victim serving organizations and agencies.

While there have been other smaller surveys, none has attempted to gather basic information that reflects all parts of the victim services field across the country. Our goal is to define the field of victim service providers, including learning how many organizations and agencies serve victims or survivors of which types of crime or abuse; provide what basic forms of service; with what size staff and budgets; and with what funding.

The NCVSP is designed to collect information from **all** organizations, programs, or other types of providers that serve victims of crime or abuse. Your participation is extremely important to the success of this study. Participation from all entities that offer support or services to crime and abuse victims is critical for the NCVSP to accurately reflect the broad field of victim service providers. The survey should only take about 20 minutes to complete. The time that you spend will result in data that will improve understanding, capacity, and support of your critical field.

I am happy to answer any questions you have about the survey and its importance for charting the future of victim service providers in the US. If you are online now, I can also walk you through the project website that has more information about the survey and show you the many organizations are working on or supporting this effort [E.G., OVC, OVW, VOCA ADMINISTRATORS]. The project website is at <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.html>.

Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

- **IF THEY DID NOT RECEIVE THE INVITATION** OR ARE OTHERWISE UNAWARE OF THE SURVEY:

VERIFY THAT THE INFORMATION WE HAVE FOR THEM IS CORRECT. We have been sending our survey materials to _____, using the email address _____ and the following phone number _____. Is that the correct address for your organization?

IF IT IS NOT THAN UPDATE OUR RECORDS AND PROCEED TO EXPLAIN THE SURVEY USING THIS LANGUAGE:

The U.S Department of Justice's Bureau of Justice Statistics (BJS) and Office for Victims of Crime (OVC) are working together with our research team to conduct this first survey of all victim serving organizations and agencies.

While there have been other smaller surveys, none has attempted to gather basic information that reflects all parts of the victim services field across the country. Our goal is to define the field of victim service providers, including learning how many organizations and agencies serve victims or survivors of which types of crime or abuse; provide what basic forms of service; with what size staff and budgets; and with what funding.

The NCVSP is designed to collect information from **all** organizations, programs, or other types of providers that serve victims of crime or abuse. Your participation is extremely important to the success of this study. Participation from all entities that offer support or services to crime and abuse victims is critical for the NCVSP to accurately reflect the broad field of victim service providers. The survey should only take about 20 minutes to complete. The time that you spend will result in data that will improve understanding, capacity, and support of your critical field.

I am happy to answer any questions you have about the survey and its importance for charting the future of victim service providers in the US. If you are online now, I can also walk you through the project website that has more information about the survey and show you the many organizations are working on or supporting this effort [E.G., OVC, OVW, VOCA ADMINISTRATORS]. The project website is at <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.html>.

Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

USE THE BELOW FAQ IF THERE ARE ADDITIONAL QUESTIONS BUT ALSO ASK THEM IF THEY WILL COMPLETE THE SURVEY.

We have three ways to complete the survey. I can email you the link and your organization's PIN and password to access our online version of the survey. We can also mail a paper version of the survey to you if you prefer that method. Also, we can complete the survey over the phone. We can complete the survey right now, if you have about 20 minutes, or if you don't have time right now, we can schedule a convenient time to call back.

IF THE VSP PROVIDES A CLEAR REFUSAL THAN YOU SHOULD SWITCH TO OPTION 1 ABOVE.

FREQUENTLY ASKED QUESTIONS (FAQs)

What is the purpose of this survey?

Our goal is to define the field of victim service providers. We are trying to learn

- How many organizations and agencies serve victims of crime or abuse

- The types of victims serviced and the types of crimes or abuse they experienced;
- What basic forms of service the organizations provide;
- What size staff and budgets the organizations have; and
- What funding the victim service providers use to assist victims and survivors.

Who is funding this Survey?

The U.S Department of Justice's Bureau of Justice Statistics, with funding from the Office for Victims of Crime is funding this research.

Why is this study being funded?

Increasingly, data collection and analysis is being prioritized as a way to better understand the scope of violence and crime in America. However, we do not have the appropriate data to address the needs of crime victims or the capacity of organizations that serve victims. The NCVSP will fill an important information gap and provide more reliable data on the allocation of resources to provide service to victims, as well as gaps in services and resource limitations.

Who are the other companies that are involved?

USDOJ is working with RAND, the National Center for Victims of Crime, and NORC at the University of Chicago to conduct survey. RAND helped USDOJ to create the survey itself and NORC is the data collection contractor.

Aren't there other surveys that already do this?

No, there aren't. This is the first survey of all victim serving organizations and agencies. While there have been many smaller surveys in the past, none has attempted to gather basic information that accurately reflects all parts of the victim services field across the US.

Why does it matter if my organization responds?

Your participation is extremely important to the success of this study. Participation from all entities that offer support or services to crime and abuse victims is critical for the NCVSP to accurately reflect the broad field of victim service providers. If this first survey achieves solid participation—that is we have confidence that we now know what “the field” looks like—it would then be possible to obtain more detailed information in a subsequent survey about the staff, standards, trainings, technology, and other information about victim service providers.

How long will it take to do the survey?

The survey should take about 20 minutes to complete.

Who else will see my answers? Are there any other risks to my organization?

This survey does not include questions about individual people, staff or victims, within your agency. This survey will only ask you basic information about your organization, for example where it is based (e.g., government, campus, medical facility), types of victims served, and types of services offered. The information you provide will be made available to the public. This study is voluntary. You may discontinue participation at any time and decline to answer any questions. There are no major risks/discomforts to you as a participant. We urgently need and appreciate your cooperation to make the results inclusive, accurate and timely.

I would like to see some other information about this survey. Where can I look?

I am happy to answer any questions you have about the survey. If you are online now, I can also walk you through the project website that has more information about the survey and show you the many organizations

working on or supporting this effort (e.g., OVC, OVW, VOCA administrators). The project website is at <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.html>.

Thank you for your time.

YOU CAN BEGIN THE PHONE SURVEY IF THEY PREFER TO DO THE SURVEY OVER THE PHONE OR SECURE A DATE AND TIME FOR ANOTHER TIME TO DO THE SURVEY.

END CALL.



Attachment 10e:

Last Chance Letter/Email to VSP



<<DATE>> <<SUID>>
<<TITLE>><<FNAME>> <<LNAME>> <<SUFFIX>>
<<AGCYNAME>>
<<ADDRESS>>
<<CITY, STATE ZIP>>

Dear <<TITLE>><<LNAME>>:

The National Census of Victim Service Providers (NCVSP) is quickly coming to a close and we have not yet received your response.

The research team has made multiple attempts to reach you by phone and mail over the past couple of months. The NCVSP is a very important survey by the U.S Department of Justice's (USDOJ) Bureau of Justice Statistics and Office for Victims of Crime and is the first national data collection of all victim serving organizations and agencies. To build the necessary capacity to better serve victims, their families, and communities, we need data on the allocation of resources that serve victims and on potential gaps in services or other resource limitations.

While there have been many smaller surveys in the past, none have attempted to gather information that reflects the entire field of providers designated to serve victims across the US. Our goals are to first define the field across a diverse landscape of victim service providers, including learning how many entities serve victims or survivors of different types of crime and abuse; gather information about basic forms of service; and begin to understand staff size, budgets, and funding sources. These types of data are critical for documenting the needs of victim service organizations and agencies, helping to plan for the future, and attracting government and private funding to support your important work.

Your participation is extremely important to the success of this study. Participation from all entities that offer support or services to crime and abuse victims is critical for the NCVSP to accurately reflect the broad field of victim service providers. The survey should take about 20 minutes to complete. There are no major risks/discomforts to you as a participant.

We ask that you take a short amount of time to complete and return the form by _____.

Please go to the following secure website <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.htm> to complete the NCVSP survey using the following unique Pin: <<PIN>>.

Alternatively, if you prefer, we can send you a paper version of the survey that you can mail or fax back to the National Opinion Research Center (NORC) at the University of Chicago. Please contact Angela Herrmann from NORC at 1-877-504-1086, to request a paper copy of this survey. If you would like more information about this survey, the larger project, or the many organizations working on or supporting this effort, please visit the project website at <http://www.bjs.gov/content/ncvsp.cfm>. You may also contact Angela Herrmann with additional questions by telephone 1-877-504-1086, or e-mail ncvsp@norc.org.

Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely. We thank you for your time and participation in this important project.

Sincerely,

Jeri Mulrow
Acting Director, Bureau of Justice Statistics



Joye Frost
Director, Office for Victims of Crime



Attachment 10f:

Last Chance Phone Script



Hello, my name is [NAME]. I'm calling from NORC at the University of Chicago. I need to speak with _____.

We have been trying to get a staff member of _____ to complete the National Census of Victim Service Providers called the NCVSP.

We apologize for all the contacts by phone on _____ and the letters [AND/OR EMAILS] over the past couple of months. However, the NCVSP is a very important survey for victim service providers to complete to ensure your organization's experience is counted in this first national study of victim service providers by the US Department of Justice. The NCVSP will provide for much needed data to help providers like your organization to better serve victims, and identify gaps in services and resource limitations for victims across the US.

The NCVSP survey is now closing and we have not received your response. It is very important that we get responses from all of the organizations that have been selected so that all different types of victim service providers can have their voices heard.

Did you intend to complete the survey?

If Yes: Thank you. As I stated, we are very near the end of data collection. We have three ways to complete the survey. If you have about 20 minutes right now, we can complete the survey over the phone. If you don't have time right now, we can schedule a time to call back in the next day or two, I can email you the link and your organization's PIN and password to access our online version of the survey. We can also send a paper version of the survey to you via express mail if you prefer that method.

Could you complete a survey with us now over the phone?

[OPTION 1] IF A FIRM 'NO':

I appreciate that you do not wish to participate and we will not contact you again after this point, but could you tell me why you will not be participating?

Is it because:

- vii. The survey does not seem to be important;
- viii. The survey asks for information that you do not want to provide to the federal government;
- ix. The survey seems too burdensome;
- x. You do not have the time or staff to complete the survey;
- xi. You do not participate in any surveys ever.

xii. Another reason?

[OPTION 2] VSP STATES THAT THEY JUST COMPLETED IT A DAY OR SO BEFORE OUR CALL: THANK THEM AND ASK THEM IF THEY CAN RETURN THE SURVEY IN THE NEXT WEEK IF THEY DID PAPI. ALTERNATIVELY, IF THEY DID IT BY WEB THEN DOUBLE CHECK THE SYSTEM FOR A RECENT ONLINE COMPLETION WITHIN THE NEXT DAY.

[OPTION 3] IF A 'YES': PROCEED WITH THE PHONE VERSION OF THE SURVEY

[OPTION 4] IF A 'YES' BUT THEY WANT EITHER WEB OR MAIL MODE – CONFIRM THE CONTACT INFORMATION (BOTH EMAIL AND POSTAL ADDRESS) OF THE RESPONDENT. SEND THE EMAIL IMMEDIATELY.

[OPTION 5] IF A 'YES' BUT THEY HAVE QUESTIONS - PROCEED TO ANSWER QUESTIONS USING THE BELOW FAQ. IF THEY WANT TO DO SURVEY NOW THEN BEGIN SURVEY OVER THE PHONE OR SCHEDULE A CALL TO COMPLETE THE SURVEY OR REMIND THEM OF WEB OPTION OR HARD PAPI TO COMPLETE THE SURVEY.

[OPTION 6] IF A 'YES' BUT NOT NOW: REMIND THEM THIS IS THE FINAL OPPORTUNITY BUT THAT YOU COULD CALL THEM BACK AT THEIR CONVENIENCE OVER THE NEXT WEEK TO COMPLETE THE SURVEY OR SEE IF THEY WILL AGREE TO DO THE SURVEY USING THE WEB OR PAPER VERSION.

[OPTION 7] IF A 'MAYBE': TRY TO ADDRESS ANY OF THEIR CONCERNS (CONSULT BELOW FAQ AS NECESSARY) AND TELL THEM THAT IF THEY CANNOT DO IT NOW THAT YOU COULD CALL THEM BACK AT THEIR CONVENIENCE OVER THE NEXT WEEK TO COMPLETE THE SURVEY. OR SEE IF THEY WILL AGREE TO DO THE SURVEY USING THE WEB OR PAPER VERSION.

[OPTION 8] IF THEY CLAIM TO NOT HAVE RECEIVED THE INVITATION OR ARE OTHERWISE UNAWARE OF THE SURVEY: VERIFY THAT THE INFORMATION WE HAVE FOR THEM IS CORRECT. We have been sending our survey materials to _____, using the email address _____ and the following phone number _____. Is that the correct address for your organization? IF IT IS NOT THAN UPDATE OUR RECORDS AND PROCEED TO EXPLAIN THE SURVEY USING THE BELOW FAQ AND SEE IF THEY WILL COMPLETE THE SURVEY OVER THE PHONE. IF THE CONTACT INFORMATION IS CORRECT THEN STILL PROCEED TO SEE IF THEY WILL COMPLETE THE SURVEY OVER THE PHONE. IF THE VSP PROVIDES A CLEAR REFUSAL THAN SWITCH TO OPTION 1 ABOVE.

FREQUENTLY ASKED QUESTIONS (FAQs)

What is the purpose of this survey?

Our goal is to define the field of victim service providers. We are trying to learn

- How many organizations and agencies serve victims of crime or abuse
- The types of victims serviced and the types of crimes or abuse they experienced;
- What basic forms of service the organizations provide;
- What size staff and budgets the organizations have; and
- What funding the victim service providers use to assist victims and survivors.

Who is funding this Survey?

The U.S Department of Justice's Bureau of Justice Statistics, with funding from the Office for Victims of Crime is funding this research.

Why is this study being funded?

Increasingly, data collection and analysis is being prioritized as a way to better understand the scope of violence and crime in America. However, we do not have the appropriate data to address the needs of crime victims or the capacity of organizations that serve victims. The NCVSP will fill an important information gap and provide more reliable data on the allocation of resources to provide service to victims, as well as gaps in services and resource limitations.

Who are the other companies that are involved?

USDOJ is working with RAND, the National Center for Victims of Crime, and NORC at the University of Chicago to conduct survey. RAND helped USDOJ to create the survey itself and NORC is the data collection contractor.

Aren't there other surveys that already to this?

No, there aren't. This is the first survey of all victim serving organizations and agencies. While there have been many smaller surveys in the past, none has attempted to gather basic information that accurately reflects all parts of the victim services field across the US.

Why does it matter if my organization responds?

Your participation is extremely important to the success of this study. Participation from all entities that offer support or services to crime and abuse victims is critical for the NCVSP to accurately reflect the broad field of victim service providers. If this first survey achieves solid participation—that is we have confidence that we now know what “the field” looks like—it would then be possible to obtain more detailed information in a subsequent survey about the staff, standards, trainings, technology, and other information about victim service providers.

How long will it take to do the survey?

The survey should take about 20 minutes to complete.

Who else will see my answers? Are there any other risks to my organization?

This survey does not include questions about individual people, staff or victims, within your agency. This survey will only ask you basic information about your organization, for example where it is based (e.g., government, campus, medical facility), types of victims served, and types of services offered. The information you provide will be made available to the public. This study is voluntary. You may discontinue participation at any time and decline to answer any questions. There are no major risks/discomforts to you as a participant. We urgently need and appreciate your cooperation to make the results inclusive, accurate and timely.

I would like to see some other information about this survey. Where can I look?

I am happy to answer any questions you have about the survey. If you are online now, I can also walk you through the project website that has more information about the survey and show you the many organizations working on or supporting this effort (e.g., OVC, OVW, VOCA administrators). The project website is at <https://connectcai.norc.org/Survey/Start/cawi/NCVSP.html>.

I hope that I answered any questions that you have about the NCVSP. Would you like to begin the survey now?

BEGIN THE PHONE SURVEY IF THEY PREFER TO DO THE SURVEY NOW OVER THE PHONE OR IF THEY CAN NOT DO THE SURVEY NOW SECURE A DATE AND TIME IN THE NEXT WEEK TO DO THE SURVEY OVER THE PHONE.

IF A FIRM 'NO,' FOLLOW THE ABOVE OPTION 1 'NO' PROTOCOL FOR ASKING ONE QUESTION ABOUT THE REASON FOR THEIR ORGANIZATION'S NON-RESPONSE. END CALL.

