

OMB ATTACHMENTS:

National Survey of Victim Service Providers (NSVSP), 2019

1. [BJS authorizing statutes](#)
2. [National Survey of Victim Service Providers \(NSVSP\) Instrument](#)
3. [Cognitive testing report, round 1](#)
4. [Cognitive testing report, round 2](#)
5. [NSVSP administration materials](#)
 - a. [Frequently asked questions \(FAQs\)](#)
 - b. [Pre-notification letter](#)
 - c. [Invitation email](#)
 - d. [Nonresponse email 1](#)
 - e. [Nonresponse email 2](#)
 - f. [Final thank you email](#)
 - g. [Phone script](#)
6. [Federal Register, Vol. 83, No 136 on July 16, 2018](#)
7. [Federal Register, Vol. 83, No 228 on November 27, 2018](#)

34 USC 10132: Bureau of Justice Statistics

Text contains those laws in effect on January 15, 2018

From Title 34-CRIME CONTROL AND LAW ENFORCEMENT

Subtitle I-Comprehensive Acts

CHAPTER 101-JUSTICE SYSTEM IMPROVEMENT

SUBCHAPTER III-BUREAU OF JUSTICE STATISTICS

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§10132. Bureau of Justice Statistics**(a) 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.

(c) 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 10231 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 VII.

(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;

(C) 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;

(E) 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.

(e) Furnishing of information, data, or reports by Federal agencies

Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(1)(C) 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 .)

REFERENCES IN TEXT

This Act, referred to in subsecs. (b) and (c)(11), is Pub. L. 90–351, [June 19, 1968](#), 82 Stat. 197 , known as the Omnibus Crime Control and Safe Streets Act of 1968. For complete classification of this Act to the Code, see Short Title of 1968 Act note set out under section 10101 of this title and Tables.

CODIFICATION

Section was formerly classified to section 3732 of Title 42, The Public Health and Welfare, prior to editorial reclassification and renumbering as this section.

PRIOR PROVISIONS

A prior section 302 of Pub. L. 90–351, [title I, June 19, 1968](#), 82 Stat. 200 ; Pub. L. 93–83, [§2, Aug. 6, 1973](#), 87 Stat. 201 ; Pub. L. 94–503, [title I, §110, Oct. 15, 1976](#), 90 Stat. 2412 , related to establishment of State planning agencies to develop comprehensive State plans for grants for law enforcement and criminal justice purposes, prior to the general amendment of this chapter by Pub. L. 96–157.

AMENDMENTS

2012-Subsec. (b). Pub. L. 112–166 struck out ", by and with the advice and consent of the Senate" before period at end of first sentence.

2010-Subsec. (c)(3) to (6). Pub. L. 111–211, §251(b)(1)(A), inserted "tribal," after "State," wherever appearing.

Subsec. (c)(7). Pub. L. 111–211, §251(b)(1)(B), inserted "and in Indian country" after "States".

Subsec. (c)(9). Pub. L. 111–211, §251(b)(1)(C), substituted "Federal Government and State and tribal governments" for "Federal and State Governments".

Subsec. (c)(10), (11). Pub. L. 111–211, §251(b)(1)(D), inserted ", tribal," after "State".

Subsec. (c)(13). Pub. L. 111–211, §251(b)(1)(E), inserted ", Indian tribes," after "States".

Subsec. (c)(17). Pub. L. 111–211, §251(b)(1)(F), substituted "activities at the Federal, State, tribal, and local" for "activities at the Federal, State and local" and "generated by Federal, State, tribal, and local" for "generated by Federal, State, and local".

Subsec. (c)(18). Pub. L. 111–211, §251(b)(1)(G), substituted "State, tribal, and local" for "State and local".

Subsec. (c)(19). Pub. L. 111–211, §251(b)(1)(H), inserted "and tribal" after "State" in two places.

Subsec. (c)(20). Pub. L. 111–211, §251(b)(1)(I), inserted ", tribal," after "State".

Subsec. (c)(22). Pub. L. 111–211, §251(b)(1)(J), inserted ", tribal," after "Federal".

Subsec. (d). Pub. L. 111–211, §251(b)(2), designated existing provisions as par. (1), inserted par. (1) heading, substituted "To ensure" for "To insure", redesignated former pars. (1) to (6) as subpars. (A) to (F), respectively, of par. (1), realigned margins, and added par. (2).

Subsec. (e). Pub. L. 111–211, §251(b)(3), substituted "subsection (d)(1)(C)" for "subsection (d)(3)".

Subsec. (f). Pub. L. 111–211, §251(b)(4)(B), inserted ", tribal," after "State".

Pub. L. 111–211, §251(b)(4)(A), which directed insertion of ", tribal," after "State" in heading, was executed editorially but could not be executed in original because heading had been editorially supplied.

Subsec. (g). Pub. L. 111–211, §251(b)(5), added subsec. (g).

2006-Subsec. (b). Pub. L. 109–162, §1115(a)(1), inserted after third sentence "The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure."

Subsec. (c)(19). Pub. L. 109–162, §1115(a)(2), amended par. (19) generally. Prior to amendment, par. (19) read as follows: "provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen

vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;"

Subsec. (d)(6). Pub. L. 109–162, §1115(a)(3), added par. (6).

1994-Subsec. (c)(19). Pub. L. 103–322 substituted a semicolon for period at end.

1988-Subsec. (c)(16) to (23). Pub. L. 100–690 added pars. (16) to (19) and redesignated former pars. (16) to (19) as (20) to (23), respectively.

1984-Subsec. (b). Pub. L. 98–473, §605(b)(1), inserted provision requiring Director to report to Attorney General through Assistant Attorney General.

Subsec. (c)(13). Pub. L. 98–473, §605(b)(2)(A), (C), added par. (13) and struck out former par. (13) relating to provision of financial and technical assistance to States and units of local government relating to collection, analysis, or dissemination of justice statistics.

Subsec. (c)(14), (15). Pub. L. 98–473, §605(b)(2)(C), added pars. (14) and (15). Former pars. (14) and (15) redesignated (16) and (17), respectively.

Subsec. (c)(16). Pub. L. 98–473, §605(b)(2)(A), (B), redesignated par. (14) as (16) and struck out former par. (16) relating to insuring conformance with security and privacy regulations issued under section 10231 of this title.

Subsec. (c)(17). Pub. L. 98–473, §605(b)(2)(B), redesignated par. (15) as (17). Former par. (17) redesignated (19).

Subsec. (c)(18). Pub. L. 98–473, §605(b)(2)(D), added par. (18).

Subsec. (c)(19). Pub. L. 98–473, §605(b)(2)(B), redesignated former par. (17) as (19).

Subsec. (d)(1). Pub. L. 98–473, §605(b)(3)(A), inserted ", and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis".

Subsec. (d)(5). Pub. L. 98–473, §605(b)(3)(B)–(D), added par. (5).

EFFECTIVE DATE OF 2012 AMENDMENT

Amendment by Pub. L. 112–166 effective 60 days after Aug. 10, 2012, and applicable to appointments made on and after that effective date, including any nomination pending in the Senate on that date, see section 6(a) of Pub. L. 112–166, set out as a note under section 113 of Title 6, Domestic Security.

EFFECTIVE DATE OF 1984 AMENDMENT

Amendment by Pub. L. 98–473 effective Oct. 12, 1984, see section 609AA(a) of Pub. L. 98–473, set out as an Effective Date note under section 10101 of this title.

CONSTRUCTION OF 2010 AMENDMENT

Pub. L. 111–211, **title II, §251(c), July 29, 2010**, 124 Stat. 2298, provided that: "Nothing in this section [amending this section and section 41507 of this title] or any amendment made by this section-

"(1) allows the grant to be made to, or used by, an entity for law enforcement activities that the entity lacks jurisdiction to perform; or

"(2) has any effect other than to authorize, award, or deny a grant of funds to a federally recognized Indian tribe for the purposes described in the relevant grant program."

[For definition of "Indian tribe" as used in section 251(c) of Pub. L. 111–211, set out above, see section 203(a) of Pub. L. 111–211, set out as a note under section 2801 of Title 25, Indians.]

INCLUSION OF HONOR VIOLENCE IN NATIONAL CRIME VICTIMIZATION SURVEY

Pub. L. 113–235, **div. B, title II, Dec. 16, 2014**, 128 Stat. 2191, provided in part: "That beginning not later than 2 years after the date of enactment of this Act [div. B of Pub. L. 113–235, Dec. 16, 2014], as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to honor violence".

STUDY OF CRIMES AGAINST SENIORS

Pub. L. 106–534, **§5, Nov. 22, 2000**, 114 Stat. 2557, provided that:

"(a) **IN GENERAL.**—The Attorney General shall conduct a study relating to crimes against seniors, in order to assist in developing new strategies to prevent and otherwise reduce the incidence of those crimes.

"(b) **ISSUES ADDRESSED.**—The study conducted under this section shall include an analysis of-

"(1) the nature and type of crimes perpetrated against seniors, with special focus on-

"(A) the most common types of crimes that affect seniors;

"(B) the nature and extent of telemarketing, sweepstakes, and repair fraud against seniors;

and

"(C) the nature and extent of financial and material fraud targeted at seniors;

"(2) the risk factors associated with seniors who have been victimized;

"(3) the manner in which the Federal and State criminal justice systems respond to crimes against seniors;

"(4) the feasibility of States establishing and maintaining a centralized computer database on the incidence of crimes against seniors that will promote the uniform identification and reporting of such crimes;

"(5) the effectiveness of damage awards in court actions and other means by which seniors receive reimbursement and other damages after fraud has been established; and

"(6) other effective ways to prevent or reduce the occurrence of crimes against seniors."

INCLUSION OF SENIORS IN NATIONAL CRIME VICTIMIZATION SURVEY

Pub. L. 106-534, §6, Nov. 22, 2000, 114 Stat. 2557 , provided that: "Beginning not later than 2 years after the date of enactment of this Act [Nov. 22, 2000], as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to-

"(1) crimes targeting or disproportionately affecting seniors;

"(2) crime risk factors for seniors, including the times and locations at which crimes victimizing seniors are most likely to occur; and

"(3) specific characteristics of the victims of crimes who are seniors, including age, gender, race or ethnicity, and socioeconomic status."

CRIME VICTIMS WITH DISABILITIES AWARENESS

Pub. L. 105-301, Oct. 27, 1998, 112 Stat. 2838 , as amended by Pub. L. 106-402, title IV, §401(b)(10), Oct. 30, 2000, 114 Stat. 1739 , provided that:

"SECTION 1. SHORT TITLE.

"This Act may be cited as the 'Crime Victims With Disabilities Awareness Act'.

"SEC. 2. FINDINGS; PURPOSES.

"(a) FINDINGS.-Congress finds that-

"(1) although research conducted abroad demonstrates that individuals with developmental disabilities are at a 4 to 10 times higher risk of becoming crime victims than those without disabilities, there have been no significant studies on this subject conducted in the United States;

"(2) in fact, the National Crime Victim's Survey, conducted annually by the Bureau of Justice Statistics of the Department of Justice, does not specifically collect data relating to crimes against individuals with developmental disabilities;

"(3) studies in Canada, Australia, and Great Britain consistently show that victims with developmental disabilities suffer repeated victimization because so few of the crimes against them are reported, and even when they are, there is sometimes a reluctance by police, prosecutors, and judges to rely on the testimony of a disabled individual, making individuals with developmental disabilities a target for criminal predators;

"(4) research in the United States needs to be done to-

"(A) understand the nature and extent of crimes against individuals with developmental disabilities;

"(B) describe the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(C) identify programs, policies, or laws that hold promises for making the justice system more responsive to crimes against individuals with developmental disabilities; and

"(5) the National Academy of Science Committee on Law and Justice of the National Research Council is a premier research institution with unique experience in developing seminal, multidisciplinary studies to establish a strong research base from which to make public policy.

"(b) PURPOSES.-The purposes of this Act are-

"(1) to increase public awareness of the plight of victims of crime who are individuals with developmental disabilities;

"(2) to collect data to measure the extent of the problem of crimes against individuals with developmental disabilities; and

"(3) to develop a basis to find new strategies to address the safety and justice needs of victims of crime who are individuals with developmental disabilities.

"SEC. 3. DEFINITION OF DEVELOPMENTAL DISABILITY.

"In this Act, the term 'developmental disability' has the meaning given the term in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 [42 U.S.C. 15002].

"SEC. 4. STUDY.

"(a) IN GENERAL.-The Attorney General shall conduct a study to increase knowledge and information about crimes against individuals with developmental disabilities that will be useful in developing new strategies to reduce the incidence of crimes against those individuals.

"(b) ISSUES ADDRESSED.-The study conducted under this section shall address such issues as-

"(1) the nature and extent of crimes against individuals with developmental disabilities;

"(2) the risk factors associated with victimization of individuals with developmental disabilities;

"(3) the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(4) the means by which States may establish and maintain a centralized computer database on the incidence of crimes against individuals with disabilities within a State.

"(c) NATIONAL ACADEMY OF SCIENCES.-In carrying out this section, the Attorney General shall consider contracting with the Committee on Law and Justice of the National Research Council of the National Academy of Sciences to provide research for the study conducted under this section.

"(d) REPORT.-Not later than 18 months after the date of enactment of this Act [Oct. 27, 1998], the Attorney General shall submit to the Committees on the Judiciary of the Senate and the House of Representatives a report describing the results of the study conducted under this section.

"SEC. 5. NATIONAL CRIME VICTIM'S SURVEY.

"Not later than 2 years after the date of enactment of this Act, as part of each National Crime Victim's Survey, the Attorney General shall include statistics relating to-

"(1) the nature of crimes against individuals with developmental disabilities; and

"(2) the specific characteristics of the victims of those crimes."

National Survey of Victim Service Providers (NSVSP)

Background and Purpose

The National Survey of Victim Service Providers is a nationwide data collection effort to address major gaps in knowledge about the availability and use of services to support victims of crime or abuse. This survey asks about topics such as organization characteristics, characteristics of victims served, including the types of victimization experienced, services for victims, and staffing characteristics. The NSVSP is designed to gain a rich understanding of how VSPs are structured and resourced to provide services to victims and will gather detailed information about VSPs and the victims they serve. The data will be used to better understand the type and scope of victim services nationwide.

(NOTE: Frequently Asked Questions, Confidentiality Assurances, Burden Statement, and Important Definitions will be available in a side bar on the web survey screen)

ABOUT YOUR ORGANIZATION

A1. Please [complete/confirm] the following pieces of information for your organization.

Agency Name:
Address:
Address:
City, State, ZIP:
Main business phone number:
Agency email address:
Agency web site:

A1a. Please provide your information as the point of contact for this organization. *This information will be used only if we have follow-up questions and will not be shared outside of this research study.*

Title:
Name:
Telephone Number:
Email:

A2. Has your organization or any programs or staff within your organization provided 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.*

- Yes → Skip to A3
- No

A2a. To help us update our records, does your organization plan to provide services to victims of crime or abuse in the future?

- Yes – YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.
- No – YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.

A3. [Please confirm] Which of the following best describes your organization? *Select one response.*

- Tribal government or other organization or entity serving tribal, Native American, or Alaskan Native populations → Skip to A3a
- Campus organization or other educational institution (public or private) → Skip to A3b
- Hospital, medical, or emergency facility (public or private) → Skip to A4
- Government agency → Skip to A3c
- Nonprofit or faith-based entity (501c3 status) → Skip to A3d
- For profit entity -> YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.
- 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) -> YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.

A3a. [Please confirm] What 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*): _____
- Other agency that is NOT justice-based (*e.g., human services, health, education, etc.*) (*please specify*):

(ALL RESPONDERS TO A3a, GO TO A4)

A3b. [Please confirm] What designation best describes your campus organization? Select one response.

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

(ALL RESPONDERS TO A3b, GO TO A4)

A3c. [Please confirm] What designation best describes your government agency? Select one response.

- Law enforcement
- Prosecution
- Courts
- Juvenile justice
- Social services or child/adult protective services
- Offender custody and supervision
- Multi-agency (*e.g., task forces, response teams, etc.*)
- Other government agency (*please specify*): _____

(ALL RESPONDERS TO A3c, GO TO A4)

A3d. [Please confirm] What designation best describes your non-profit organization? Select one response.

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

A4. [Please confirm] 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 A6
- Victim services or programming are one component of the larger organization (*e.g., a hospital, university, community center, law enforcement agency, prosecutors' office, or corrections*)

A4a. Does your organization have a specific program(s) or staff that are dedicated to working with crime victims?

- Yes → Skip to A4b
- No – YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.

A4b. Please list the program name(s), if applicable.

Program name #1 _____
Program name #2 _____
Program name #3 _____
Program name #4 _____
Program name #5 _____

A5. How many years has your [organization/program] been providing services to victims of crime or abuse?

Years: _____ Check here if less than 1 year

A6. Does your [organization/program] operate/report data on calendar year or fiscal year?

- Calendar year (→Skip to #1)
- Fiscal year
- Both

A6a. What is the date of the beginning of the fiscal year for your [organization/program]?

____/____
MM/DD

For the remainder of the survey, unless indicated otherwise, provide your answers based on the most recent 12 months of calendar year or fiscal year data, depending on how this [organization/program] operates, as answered in Question A6a.

VICTIMS SERVED

[IF A4 = VICTIM SERVICES OR PROGRAMMING ARE ONE COMPONENT OF THE LARGER ORGANIZATION: Throughout this survey, please think about the component of your organization that serves victims of crime and abuse and about the victims who received services during the past <[calendar/fiscal]> year. If your organization served crime victims through a specific program, think about that program when answering the questions.]

1. Did your [organization/program] operate a hotline, helpline, or chat line at any time during the past [calendar/fiscal] year?

- Yes
- No →Skip to #2

1a. [IF YES IN #1] How many contacts did you receive through the hotline, helpline, or chat line during the past [calendar/fiscal] year? Estimates are acceptable.

Number of contacts _____ Check here if this is an estimate.

2. Did your [organization/program] provide notification services through mail or email during the past [calendar/fiscal] year?

- Yes
- No

3. Did your [organization/program] provide any direct services to victims during the past [calendar/fiscal] year? (Exclude hotline/helpline or crisis line calls and victims who only received notifications through mail or email)

- Yes
- No →Skip to #5a

3a. [IF YES IN #3] How many unique* victims received these direct services from your [organization/program] during the past [calendar/fiscal] year? Estimates are acceptable. (Exclude hotline/helpline or crisis line calls and victims who only received notifications through mail or email)

Check here if your agency does not track **unique victims (skip to 7a)**.

Number of unique victims _____ Check here if this is an estimate.

**Pop-up box on programmed instrument: Unique persons means each person is counted only 1 time for the year, regardless of how many services they received or victimizations they experienced.*

3b. Does your [organization/program] collect any demographic information about these unique victims?

- Yes
- No →Skip to #5a

VICTIM CHARACTERISTICS

Thinking about these unique victims of crime or abuse served by your organization, please complete the following tables on the demographic characteristics of these victims. *Estimates are acceptable. Enter "0" if you did not serve any victims in a particular category.*

4a. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by race and Hispanic origin.

Race/Hispanic origin	Number of victims	Check the box if the number given is an estimate
<input type="checkbox"/> Check here if race and Hispanic origin were not tracked, or were not tracked at the individual level then go to question #4b.		
American Indian or Alaska Native.....	_____	<input type="checkbox"/>
Asian, Native Hawaiian or other Pacific Islander, non-Hispanic	_____	<input type="checkbox"/>
Black or African American, non-Hispanic	_____	<input type="checkbox"/>
Hispanic or Latino	_____	<input type="checkbox"/>
White, non-Hispanic	_____	<input type="checkbox"/>
Two or more races (excluding Hispanic/Latino)	_____	<input type="checkbox"/>
Other.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

4b. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by sex:

Sex	Number of victims	Check the box if the number given is an estimate
<input type="checkbox"/> Check here if sex was not tracked, or was not tracked at the individual level, then go to question #4c.		
Female	_____	<input type="checkbox"/>
Male	_____	<input type="checkbox"/>

4c. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by age category:

Age	Number of victims	Check the box if the number given is an estimate
<input type="checkbox"/> Check here if age was not tracked, or was not tracked at the individual level, then go to question #4d.		
0-12.....	_____	<input type="checkbox"/>
13-17.....	_____	<input type="checkbox"/>
18-24.....	_____	<input type="checkbox"/>
25-59.....	_____	<input type="checkbox"/>
60 or over.....	_____	<input type="checkbox"/>
Unknown/not specified.....	_____	<input type="checkbox"/>

4d. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by the following characteristics:

Characteristic:	Number of victims	Number is an estimate	Not Tracked
Limited English proficiency.....	_____	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous or tribal affiliation.....	_____	<input type="checkbox"/>	<input type="checkbox"/>
Incarcerated at the time of receiving services.....	_____	<input type="checkbox"/>	<input type="checkbox"/>

The next 4 survey items ask about the number of unique victims served by the type of presenting victimization for which they received services.

5a. During the last [calendar/fiscal] year, how many unique victims received services for the following presenting type(s) of victimization? Do not count an individual more than once for the **same** victimization type. An individual MAY be counted in **more than one** victimization type. Please enter '0' if no victims sought services for that victimization type.

Check here if your agency does not track **unique victims (skip to 7a)** .

Presenting victimization for which victims received services:	Number of victims served	Check the box if the number given is an estimate
Partner/dating violence or family violence	_____	<input type="checkbox"/>
Rape/sexual assault against adults.....	_____	<input type="checkbox"/>
Child physical abuse/neglect	_____	<input type="checkbox"/>
Child sexual abuse/sexual assault	_____	<input type="checkbox"/>
Stalking (including cyber stalking)	_____	<input type="checkbox"/>
Elder physical abuse/neglect	_____	<input type="checkbox"/>

5b. During the last [calendar/fiscal] year, how many unique victims received services for the following presenting type(s) of victimization? Do not count an individual more than once for the **same** victimization type. An individual MAY be counted in **more than one** victimization type. Please enter '0' if no victims sought services for that victimization type.

Presenting victimization for which victims received services:	Number of victims served	Check the box if the number given is an estimate
Assault, physical (including aggravated assault, shootings, stabbings).....	_____	<input type="checkbox"/>
Homicide or murder (for surviving friends and family).....	_____	<input type="checkbox"/>
Human trafficking (sex)	_____	<input type="checkbox"/>
Human trafficking (labor)	_____	<input type="checkbox"/>
Robbery	_____	<input type="checkbox"/>
Mass violence	_____	<input type="checkbox"/>
Kidnapping	_____	<input type="checkbox"/>
DUI/DWI crashes.....	_____	<input type="checkbox"/>
Victim witness intimidation	_____	<input type="checkbox"/>

5c. During the last [calendar/fiscal] year, how many unique victims received services for the following presenting type(s) of victimization? Do not count an individual more than once for the **same** victimization type. An individual MAY be counted in **more than one** victimization type. Please enter '0' if no victims sought services for that victimization type.

Presenting victimization for which victims received services:	Number of victims served	Check the box if the number given is an estimate
Bullying/Cyberbullying	_____	<input type="checkbox"/>
Child marriage or forced marriage	_____	<input type="checkbox"/>
Hate crimes	_____	<input type="checkbox"/>
Honor related violence (<i>physical violence/threats/retaliation in the name of family honor, female genital mutilation</i>).....	_____	<input type="checkbox"/>

5d. During the last [calendar/fiscal] year, how many unique victims received services for the following presenting type(s) of victimization? Do not count an individual more than once for the **same** victimization type. An individual MAY be counted in **more than one** victimization type. Please enter '0' if no victims sought services for that victimization type.

Presenting victimization for which victims received services:	Number of victims served	Check the box if the number given is an estimate
Burglary.....	_____	<input type="checkbox"/>
Motor vehicle theft.....	_____	<input type="checkbox"/>
Identity theft.....	_____	<input type="checkbox"/>
Financial fraud or exploitation (<i>other than identity theft</i>)	_____	<input type="checkbox"/>

IF Q5b Human trafficking (sex) < 5 OR no other categories in Q5a-d are reported, Skip to #7.

SEX TRAFFICKING VICTIM CHARACTERISTICS

The next questions pertain only to the sex trafficking victims served by your [organization/program] during the last [calendar/fiscal] year.

6a. Describe the sex trafficking victims your [organization/program] served during the last [calendar/fiscal] year by race and Hispanic origin.

Race/Hispanic origin	Number of sex trafficking victims	Check the box if the number given is an estimate
<input type="checkbox"/> If race and Hispanic origin were not tracked, or were not tracked at the individual level → Skip to #6b.		
American Indian or Alaska Native, non-Hispanic.....	_____	<input type="checkbox"/>
Asian, Native Hawaiian or other Pacific Islander, non-Hispanic	_____	<input type="checkbox"/>
Black or African American, non-Hispanic	_____	<input type="checkbox"/>
Hispanic or Latino	_____	<input type="checkbox"/>
White, non-Hispanic	_____	<input type="checkbox"/>
Two or more races (excluding Hispanic/Latino)	_____	<input type="checkbox"/>
Other.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6b. Describe the sex trafficking victims your [organization/program] served during the last [calendar/fiscal] year by sex:

Victim Sex	Number of sex trafficking victims	Check the box if the number given is an estimate
<input type="checkbox"/> If victim sex was not tracked, or was not tracked at the individual level → Skip to #6c.		
Female.....	_____	<input type="checkbox"/>
Male.....	_____	<input type="checkbox"/>

6c. Describe the sex trafficking victims your [organization/program] served during the last [calendar/fiscal] year by age category:

Age	Number of sex trafficking victims	Check the box if the number given is an estimate
<input type="checkbox"/> If age was not tracked, or was not tracked at the individual level → Skip to note before #7		
0-17	_____	<input type="checkbox"/>
18 or older.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

SERVICES FOR VICTIMS

The questions in this section pertain to the types of services this [organization/program] provided to victims of crime or abuse in the past [calendar/fiscal] year.

7a. Please indicate whether your [organization/program] directly provided each of the following information and referral services for victims of crime or abuse during the past [calendar/fiscal] year.

Type of direct service provided by your organization or program	Yes, provided by your organization/program	No
INFORMATION AND REFERRALS		
<i>Service or victimization-related</i>		
Online, phone, or program referral		
General information about crime and victimization, prevention, or risk reduction		
<i>Justice-related information</i>		
Notification of legal rights		
Notification of case events or proceedings		
Case status update (investigation, etc., not tied to court proceeding)		
Notification of offender release/status change		
Assistance with reentry-related needs and/or terms and conditions of probation for victims with a criminal history		
Assistance with expungement or vacatur of criminal record for victims with a criminal history		

7b. Please indicate whether your [organization/program] directly provided each of the following legal or victims' rights assistance services for victims of crime or abuse during the past [calendar/fiscal] year.

LEGAL AND VICTIMS' RIGHTS ASSISTANCE		
Legal/victim rights implementation or enforcement assistance		
Civil legal services (including with family law issues such as custody, visitation, or support)		
Court accompaniment – civil court		
Court accompaniment – criminal court		
Assistance in filing for a restraining, protection, or no-contact order		
Parole board accompaniment/parole board related services		

Victim/witness preparation		
Law enforcement interview accompaniment /advocacy		
Victim impact statement assistance		
Crime victim compensation legal assistance (including filing and appealing claims)		
Immigration Assistance (including Continued Presence, U and T visas, etc.)		
Services for refugees or asylum seekers		

7c. Please indicate whether your [organization/program] directly provided each of the following financial and material assistance services for victims of crime or abuse during the past [calendar/fiscal] year.

FINANCIAL AND MATERIAL ASSISTANCE SERVICES		
<i>Compensation/Monetary</i>		
Assistance in filing for victim compensation (other than legal assistance)		
Restitution claim assistance		
Restitution collection assistance		
Emergency financial assistance (includes emergency loans, petty cash, payment for or assistance in procuring items such as food, clothing, etc.)		
<i>Material or Financial Advocacy/Support</i>		
Emergency, transitional, or relocation housing (shelter, hotel, safe house, etc.)		
Long-term/stable housing		
Rental assistance		
Assistance meeting other basic needs (e.g., clothing, food, etc.)		
Intervention with employer, creditor, landlord, or academic institution		
Employment or educational services (including job training)		
Transportation assistance		
Child care assistance		
Public benefits assistance (TANF/Welfare, housing, social services, etc.)		
Assistance with return of personal property/effects		
Assistance with obtaining or replacing documents (e.g., birth certificate, Driver's license, SSN card, identification card)		

7d. Please indicate whether your [organization/program] directly provided each of the following emotional support and safety services for victims of crime or abuse during the past [calendar/fiscal] year.

EMOTIONAL SUPPORT AND SAFETY		
<i>Safety</i>		
Conflict resolution, mediation, negotiation		
Crime/Violence de-escalation support (e.g., calming the victim, family members, or witnesses down on scene or during intervention, preventing retaliation)		
Immediate or emergency safety planning		
Long term safety planning		
Conduct or coordinate risk assessments		
Crisis intervention		
<i>Treatment or support services</i>		
Hotline, helpline, or crisis line intervention or counseling		
Support groups		
Peer, family, or group counseling		
Individual counseling, including mental health assessment		
Therapy other than counseling (e.g. traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)		
Social/recreational activities for victims/witnesses		
Substance abuse services (assessment, prevention or treatment)		

7e. Please indicate whether your [organization/program] directly provided each of the following medical or physical health assistance services for victims of crime or abuse during the past [calendar/fiscal] year.

MEDICAL AND PHYSICAL HEALTH ASSISTANCE		
<i>Medical/hospital/clinic treatment</i>		
Conduct or coordinate forensic exams or collection of evidence		
Conduct HIV/STI testing		
<i>Health advocacy services</i>		
Victim advocacy/accompaniment to medical forensic exam		
Victim advocacy in navigating the health care system		

7f. Please indicate whether your [organization/program] directly provided each of the following other types of services for victims of crime or abuse during the past [calendar/fiscal] year.

OTHER SERVICES		
Case management		
On-scene coordinated response (e.g., community crisis response; helping assist at the crime scene)		
Supervised child visitation/safe exchange		
Language services (including interpretation and translation services)		
Services for deaf and hard of hearing		
Culturally or ethnically specific services (<i>not including language services</i>)		
Education classes for survivors regarding victimization dynamics		
Forensic interviews		
Restorative justice/victim offender dialogue		

IF MORE THAN FIVE ITEMS ARE MARKED IN #7, CONTINUE TO #8. OTHERWISE, GO TO #9.

8. What were the five most common types of direct victim services your [organization/program] provided in the past [calendar/fiscal] year, in terms of the number of victims who were served? Choose 5: (NOTE: This item will display a drop down list of all items marked as “yes” in #7.)

- Response #1
- Response #2
- Response #3
- Response #4
- Response #5

9. Does your [organization/program] have a practice of vetting the agencies where you refer victims?

- Yes
- No
- Don't know

10. Does your [organization/program] have a practice of evaluating the success of referrals?

- Yes
- No
- Don't know

11. In the past year, how many different entities did your [organization/program] have an active working relationship in order to provide victims with services?

- None
- 1 to 5
- 6 to 15
- More than 15

12. Please indicate whether staff in your [organization/program] go offsite to provide services in any of the following locations.

Service	Yes	No
In courthouses or in court-related settings (e.g., DA office, public defender's office)		
In hospitals or community-based health clinics		
In police departments		
In prisons, jails, or juvenile facilities		
a. If no, does your organization offer online, phone, or texting services to victims in prison, jail, or juvenile facilities?		
In a public space such as a coffee shop or library		
In a school/college/university building		
In victims' homes		
On site of the victimization		

13. In the past year, what percent of victims received ongoing services for each of the following time periods?
Estimates are acceptable.

- If this information is not tracked or is not available → Skip to #14
- Less than 1 month..... _____%
- 1 month or more _____%
- 100%**

14. Are staff and/or volunteers available 24 hours a day to respond to victims in crisis?

- Yes
- No

15. What 3 types of organizations did your [organization/program] receive the most referrals from in the past [calendar/fiscal] year? (Check up to three responses.)

- Child protection
- Community-based victim service provider/organization
- Corrections (i.e., probation, parole, or correctional facility staff)
- Court
- Educational institution/organization
- Faith-based organization
- Hospital/Healthcare provider
- Law enforcement agency (e.g., FBI, police or sheriff's department)
- Legal services agency
- Mental healthcare provider
- Prosecutor's office
- TANF/Welfare/Public benefits agencies
- Other, specify _____

16. What was the primary reason that victims seeking services could not be served by your [organization/program] in the past year?

- Program reached capacity
- Services were inappropriate for the victim
- Victims' situation or the crime type did not meet requirements (statutory or otherwise) for receiving services
- Victims' service needs did not fall within the organization's/program's mission
- Victim could not attend services, e.g., due to transportation needs, childcare needs, or some other need
- Other (specify _____)

17. Are there any services that your clients need that are difficult to obtain in your local area?

- Yes
- No → Skip to #18

17a. What are the top 3 services that your clients need that are difficult to obtain in your local area?

RESPONSE OPTIONS FOR SERVICE 1, 2, AND 3:

- Shelter or housing, specify: _
- Financial or material assistance, specify:
- Mental health services, specify:
- Safety services, specify:
- Medical or physical health assistance, specify:
- Criminal, juvenile, military, or tribal justice related assistance, specify:
- Civil justice related assistance, specify:
- Immigration assistance, specify:
- Other, specify:

18. Does your [organization/program] measure client outcomes or the impact of your service?

- Yes
- No → Skip to #19

18a. Which of the following approaches do you use to measure client outcomes or the impact of your service?

Check all that apply.

- Client exit survey
- Client satisfaction survey
- External program evaluation
- Follow-up surveys or interviews of clients (e.g., 3 months after services)
- Pre/post assessments of clients
- Other _____

19. Please indicate whether your electronic case management system (CMS) includes any of the following features. Check all that apply.

- Does not apply, we do not track individual case data or do not have an electronic system → Skip to #20
- Ability to enter or review CMS data from a smart phone or other mobile device
- Ability to export data to Excel or other spreadsheet program
- Ability to output the data needed for grant reporting
- Compatibility with at least some other organizational software (e.g., accounting software, Project management software, and/or outlook or other email/calendar system)
- Double-entry recognition (such as entering the victim's name, or crime type, or something in more than one place)

HUMAN RESOURCES

20. How many full-time (35 hours or more/week) paid staff currently work at your [organization/program]? [IF A PROGRAM WITHIN A LARGER ORGANIZATION: Please answer these questions thinking about staff currently working with your victim services program only.] Include full-time contractual workers in your counts. Enter '0' if there are no full-time paid staff.

_____ full-time paid staff/contractual workers. → If 0, skip to #21.

20a. Thinking of the [fill-in number] full-time paid staff or contractual employees that currently work at your organization, how many are in each of the following job types? Count each person only once. If a person fills more than one position, assign him/her to the position to which they devote the most time.

Job type	Full-Time paid staff/contractual workers (35 hour or more/week)
Executive/Managerial Positions (e.g., Director, CFO, program director, medical director, education and/or outreach coordinator, etc.; Do not include volunteer board members in your counts)	_____
Attorneys Providing Direct Services (either on staff or on retainer)	_____
Other Direct Service Positions (e.g., counselor, advocate, facilitator/trainer, etc.)	_____
Administrative Positions (e.g., IT, bookkeeping, secretarial, facilities, other support, etc.).....	_____
Other (Describe)_____	_____
Summed Total	_____

21. How many part-time (less than 35 hours/week) paid staff currently work at your [organization/program]? [IF A PROGRAM WITHIN A LARGER ORGANIZATION: Please answer these questions thinking about staff currently working with your victim services program only.] Include part-time contractual workers in your counts. Enter '0' if there are no part-time paid staff.

_____ part-time paid staff/contractual workers. → If 0, skip to #22.

21a. Thinking of the [fill-in number] part-time paid staff/contractual employees that currently work at your organization, how many are in each of the following job types? Count each person only once. If a person fills more than one position, assign him/her to the position to which they devote the most time.

Job Type	Part-Time paid staff/contractual workers (Less than 35 hours/week)
Executive/Managerial Positions (e.g., Director, CFO, program director, medical director, education and/or outreach coordinator, etc.; Do not include volunteer board members in your counts)	_____
Attorneys Providing Direct Services (either on staff or on retainer)	_____
Other Direct Service Positions (e.g., counselor, advocate, facilitator/trainer, etc.)	_____
Administrative Positions (e.g., IT, bookkeeping, secretarial, facilities, other support, etc.).....	_____
Other (Describe) _____	_____
Total	_____

Highest Executive or Management Position

[IF A4=PROGRAM WITHIN LARGER ORGANIZATION AND SUM OF #20 & 21 COLUMNS 1 & 2=1, SKIP TO #32.]

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, please think about the person in the highest executive or management position at your [organization/program] (e.g., director of your [organization/program]) when answering Questions 22 through 30. *Remember all information you provide will be used to generate aggregate statistics, and your organization’s name will not be linked to the information you provide.*

Check here if your [organization/program] does not have a highest executive or manager -> Skip to #32

22. What is the current position title of the highest executive or manager in your [organization/program]?

23. What month and year did this person begin working at your [organization/program]?

Month _____ Year _____

Unknown

24. What is the highest level of education attained by this person?

- Less than a high school degree
- High school or equivalent degree
- Some college
- College degree
- Some post graduate
- Graduate degree (e.g., M.A., M.S., J.D., Ph.D.)
- Unknown

25. What is the age of this person?

- Less than 18
- 18-24
- 25-39
- 40-59
- 60 or over
- Unknown

26. Is this person employed full time (i.e., 35 hours or more per week) or part time (i.e., less than 35 hours per week) at this [organization/program]?

- Full time
- Part time

27. Still thinking about the person in the highest executive or management position, approximately what proportion of time did that person spend performing each of the following job functions in the past year? *Estimates are acceptable. Enter '0' if the employee did not serve the listed function.*

Job Function	% of Executive's time
<input type="checkbox"/> Unknown → Skip to #28	
Administrative or supervisory functions (including staff or volunteer management, budget and grant management, report writing/paperwork, etc.)	_____ %
Direct service functions (including assistance-related activities and any contact with victims, whether face-to-face, telephone, or on-line chat)	_____ %

Job Function	% of Executive's time
Education/outreach functions (including community activities/events/presentations, community awareness, trainings, etc.)	_____ %
Fundraising and grant writing.....	_____ %
Other functions (specify) _____	_____ %
TOTAL.....	100%

28. What is the current salary of this person?

- <\$30,000 per year
- \$30,000-\$49,999 per year
- \$50,000-79,999 per year
- \$80,000-\$99,999 per year
- \$100,000-\$149,999 per year
- Greater than \$150,000 per year
- Unknown

29. Does this employee receive or were they offered health insurance benefits?

- Yes
- No
- Unknown

30. Does this employee receive or were they offered any of the following additional benefits?

Benefit type	Yes	No	Unknown
Ten days or more paid sick leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten days or more paid vacation days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension/retirement contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid family and medical leave.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness days, wellness time off, or other wellness benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Most Recent Direct Service Position Hire

Thinking about your organization's specific program(s) or staff dedicated to working with crime victims, please think about the person most recently hired for a direct service position at your [organization/program] when answering Questions 31 through 41. *This person must be a paid employee (full time or part time). Remember all information*

you provide will be used to generate aggregate statistics, and your organizations name will not be linked to the information you provide.

31. What is the current position title of the person most recently hired into a direct service position?

32. What month and year did this employee begin working at your [organization/program]?

Month _____ Year _____

Unknown

33. Is this person a full-time or a part-time employee?

- Full-time employee (35 hours per week or more)
- Part-time employee (less than 35 hours per week)
- Unknown

34. What is the highest level of education attained by this employee?

- Less than a high school degree
- High school or equivalent degree
- Some college
- College degree
- Some post graduate
- Graduate degree (e.g., M.A., M.S., J.D.)
- Unknown

35. Still thinking about the most recent direct service person who was hired, approximately what proportion of time did that employee spend performing each of the following job functions in the past year? *Estimates are acceptable. Enter '0' if the employee did not serve the listed function.*

Job Function	% of direct service employee's time
<input type="checkbox"/> Unknown → Skip to #36	
Administrative or supervisory functions (including staff or volunteer management, budget and grant management, report writing/paperwork, etc.)	_____ %
Direct service functions (including assistance-related activities and any contact with victims, whether face-to-face, telephone, or on-line chat)	_____ %
Education/outreach functions (including community activities/events/presentations, community awareness, trainings, etc.)	_____ %

Job Function	% of direct service employee's time
Fundraising and grant writing.....	_____ %
Other functions (specify) _____	_____ %
TOTAL	100%

36. What is the current salary of this direct service person?

- <\$30,000 per year
- \$30,000-\$49,999 per year
- \$50,000-79,999 per year
- \$80,000-\$99,999 per year
- \$100,000-\$149,999 per year
- Greater than \$150,000 per year
- Unknown

37. Does this direct service person receive or was he/she offered health insurance benefits?

- Yes
- No
- Unknown

38. Does this employee receive or were they offered any of the following additional benefits?

Benefit type	Yes	No	Unknown
Ten days or more paid sick leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten days or more paid vacation days? ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension/retirement contribution?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid family and medical leave?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness days, wellness time off, or other wellness benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

39. Still thinking about the last direct service person you hired, did you require this employee to have a minimum number of hours of pre-service training?

- Yes
- No → Skip to #40
- Unknown → Skip to #40

39a. How many total hours of pre-service training did this employee receive?

_____ hours

40. Was this employee required to complete a specified number of hours of training within the first calendar year of service at this [organization/program]?

- Yes
- No → Skip to #41
- Unknown → Skip to #41

40a. How many hours of training were required in the first year of service?

_____ hours

41. Is this employee required to have a minimum number of hours of ongoing professional development during each calendar year of service at this [organization/program]?

- Yes
- No → Skip to #4
- Unknown → Skip to #432

41a. How many hours of professional development are required each year?

_____ hours

All Active Volunteers/Interns

42. How many active volunteers or interns currently work at your [organization/program]? [IF A PROGRAM WITHIN A LARGER ORGANIZATION: Please answer these questions thinking about staff currently working with your victim services program only.] Enter '0' if there are none.

_____ Active volunteers/interns

43. Thinking of the [fill-in number] active volunteers or interns that currently work at your organization, how many are in each of the following job types? Count each person only once. If a person fills more than one position, assign him/her to the position to which they devote the most time.

Job type	Active volunteers/Interns
Executive/Managerial Positions (e.g., Director, CFO, program director, medical director, education and/or outreach coordinator, etc.; Do not include volunteer board members in your counts)	_____
Attorneys Providing Direct Services (either on staff or on retainer)	_____
Other Direct Service Positions (e.g., counselor, advocate, facilitator/ trainer, etc.)	_____
Administrative Positions (e.g., IT, bookkeeping, secretarial, facilities, other support, etc.)	_____
Other (Describe:) _____	_____

44. In the past year, what percent of all direct service activities were performed by active volunteers/interns as opposed to paid employees?

Job Function	% of work performed by volunteers/interns	% of work performed by paid employees	TOTAL
Direct service activities (including assistance-related activities and any contact with victims, whether face-to-face, telephone, or on-line chat)	_____%	_____%	__100__%

Thank you for completing this survey. If you have any additional comments, please use the textbox below.

Attachment 3:
Round 1 Cognitive Testing Report

Introduction

From the outset, we considered the participation and buy-in from the VSP community to be essential to the success of this project. First, with such a diverse group of organizations that make up the VSP community, we needed the input of victim service and technical experts with first-hand, detailed knowledge of the field to weigh in on issues critical to the project.

Therefore, the team employed several strategies to engage the larger VSP community. Throughout the project, and in particular during the recruitment phase of the cognitive interview, we regularly engaged the VSP community through presentations at conferences – for example presentations at the annual VOCA conferences, NCVS conferences, and the American Criminology Society Conference. These presentations would describe the purpose of the survey, our survey approach, and a current timeline for carrying out the survey. Two project webpages were also created -- one hosted on the BJS website and one on RAND's website. Individuals interested in the survey were directed to those pages (which were linked to each other) to receive updates about the project status, learn more about the survey work, or email the project team with questions or concerns. Further, NCVS team members then contacted a wide-ranging representation of the community to participate in the cognitive interviews.

Cognitive testing

Cognitive interviewing is a method used prior to fielding a survey to improve survey items by interviewing respondents about their thought processes when answering each of the survey items. Because the VSP field is so diverse in terms of type and structure, it was important to conduct cognitive testing to learn how well questions would perform when submitted to VSPs, and to assess respondents' level of comprehension and their ability to provide accurate answers.

Method

Three study staff members (two RAND staff and 1 staff person from NCVS) were trained in cognitive interviewing by the RAND, Corp. in early October 2017. The NCVS staff person served as the outreach and recruitment lead and began this effort in mid-October; due to the holidays and conference days in the months of November and December, data collection for the cognitive testing was not completed until mid-December of 2017. In total, 32 VSPs were recruited across the two broad VSP types targeted by our survey: primary providers (e.g., domestic violence shelters, rape crisis centers, homicide survivor groups, etc.); and secondary providers (e.g., prosecutor-based providers, hospital-based providers, campus providers, etc.). Two additional providers were interviewed to replace two earlier respondents who subsequently became employees of NCVS, for a total of 30 VSP's (see Appendix A).

VSP participants were contacted either in person (at conferences) or via phone/email in order to gain their cooperation for participation. Once agreed, they were provided with an appointment time for a total of 1 hour commitment and emailed a copy of the survey protocol. Interviewees were informed that they did not have to complete the survey, only review it and that they would be asked questions regarding how they would go about answering the questions. An instruction sheet was included for this purpose (see Appendices B and C). Interviews were conducted using the cognitive testing script (see Appendix D), testing protocol with question prompts and were audio-recorded. Audio recordings were reviewed and summarized by interviewee on a spreadsheet (see Appendix D) in order to make suggested changes to the protocol based on feedback from the cognitive interviews.

Discussion

Most of the feedback from the cognitive interviews resulted in minor edits to wording of questions or tweaks to particular response items. Of particular importance for this report, during this round of cognitive testing, many cognitive interview participants reported that they would be likely to participate; however, many respondents would complete the survey only with assistance from additional staff or by reviewing reports. Survey length was estimated at taking 30-45 minutes; many respondents felt that was still too long but that would be mitigated by the importance of the survey, and as long as they received outcomes information. The survey protocol had been reviewed by BJS and RAND and formatted for ease in administration; Nevertheless, Interviewees had some general comments regarding the protocol:

- Still found some typos and other formatting issues that were corrected.
- Most interviewees said they would likely be the person indicated in the org to complete the survey, but most would have to ask another staff member to assist – particularly with regards to Human Resource questions. Further, some found it difficult to ascertain whether they would be answering on behalf of their specific program or for the whole organization.
- Most stated they could easily pull up records to assist with recording responses but if not, they would be comfortable with guesstimates. However, referencing records was thought to be a time burden that would lengthen the survey.
- Felt it was best to provide definitions of any terms where we would want to make sure language use is consistent, i.e. unique. (But overall meanings were understood and interpreted the same way across orgs).
- Concerns were expressed about the length of the survey (many respondents felt it was too long) and questions about who (within the organization) would receive the survey; whether multiple people within the same organization would receive it, and if the survey would allow individuals to start and stop as needed.
- Folks liked that it was a survey with very little write-in comments.
- Request for the online survey to have a “progress bar” to indicate how much is left to do/is done and would like to be able to stop/start as needed (and pick up where they left off with an automatic “save” function).
- Some said they appreciated the opportunity to stop and think about their program and most felt they would want to complete the survey.
- Would also be more likely to complete it if they knew they would get some feedback or learn about outcome(s).
- Heard the comment, “that’s a good question!” multiple times.

The full commentary and all suggestions made by respondents were noted on the questionnaire and these have been edited in track changes.

NATIONAL SURVEY OF VICTIM SERVICE PROVIDERS

FINAL COGNITIVE TESTING REPORT AND SUMMARY OF RECOMMENDATIONS TO NSVSP INSTRUMENT

JULY 12, 2018

Introduction

To inform the development of the National Survey of Victim Service Providers, Westat cognitively tested the draft instrument with nine representatives from programs and organizations that provide services to victims of crime between June 8 and June 26, 2018. The purpose of the testing was to obtain feedback on the questionnaire to ensure the questions are appropriate and reasonable to ask of different types of organizations that provide services to victims of crime.

While the draft instrument had previously been cognitively tested by the RAND Corp. in late 2017, the NSVSP expert panel that met at Westat on April 23, 2018 made many substantial comments on the instrument. These recommendations were extensive enough that another round of cognitive testing was merited once the instrument had been updated to reflect their suggestions.

Methods

Westat recruited the cognitive interview participants from a list of victim service providers (VSPs) provided by the Bureau of Justice Statistics (BJS) and members of the NSVSP expert panel. The list of potential participants reflected representatives from government agencies (including district attorney offices, police departments, departments of corrections, and other state and local government offices designed to support victims), non-profit and faith based organizations, hospitals, campus organizations, and tribal organizations. Potential interview participants were sent an email explaining the nature and sponsorship of the study, how Westat had obtained their contact information, and the cognitive testing process. The email provided contact information for a project team member who monitored emails and calls from interested participants. A second recruitment email was sent to non-respondents one week after the initial email.

Interested participants were asked to identify a convenient date and time for the one hour debriefing interview, and were emailed an informed consent document, a cover letter, and a copy of the questionnaire to print out and complete prior to the interview. They were encouraged to record how long it took them to complete the questionnaire, and to jot notes in the margins of any questions that were difficult to answer or where they would like to provide feedback. Participants were not asked to return their completed questionnaire, but to have it with them when the Westat researcher called to debrief on their experiences completing it. The Westat recruiter confirmed the interview one day prior to the scheduled meeting, and, as needed, reached out by phone, text, or email on the day of the call to confirm participation.

The debriefing interviews were conducted over the telephone and lasted one hour. Participants did not receive an incentive for participation. At the start of the interview, the interviewer reviewed the informed consent document with the participant. The informed consent included a description of the study, potential risks of participating, steps taken to protect anonymity, and how the interview information would be used by the study. The interviewer informed participants of Westat and/or BJS staff listening to the phone call. Participants were asked to give their verbal consent to participate and for their permission to record the interview. All participants agreed to participate and to have their interviews recorded.

All of the cognitive interviews were conducted by an experienced Westat interviewer. The interviewer used a structured interview guide that had been approved by BJS. The debriefing questions focused on the wording and phrases used in the questionnaire, item interpretation, ease or burden of response, and response options that may be missing from individual questions. The participants' actual answers to the questions were not the focus of interest.

Participation

A total of nine interviews were completed, with details shown in Table 1 below.

Table 1. Description of Cognitive Testing Participants

Respondent Number	Type of Victim Service Provider
1	Campus Organization
2	Government Agency – Police Department
3	Non-profit Organization – Community-based organization
4	Government Agency – District Attorney’s Office
5	Government Agency – District Attorney’s Office
6	Tribal Organization
7	Non-profit Organization – National advocacy organization
8	Government Agency – State Department of Corrections ¹
8	Hospital-based Organization

About This Report

This report contains the results of this cognitive testing effort through an annotated version of the tested instrument. Results are presented by summarizing key findings across all respondents for each tested item, along with recommendations based on those findings. We also have included results and recommendations for any other items that were mentioned by respondents as confusing or burdensome.

¹ Note this respondent served victims where the offender had been incarcerated rather than serving victims who were currently incarcerated.

National Survey of Victim Service Providers (NSVSP)

Background and Purpose

The Bureau of Justice Statistics, in collaboration with the Office for Victims of Crime (OVC), recently administered the National Census of Victim Service Providers (NCVSP). The NCVSP was designed to gather groundbreaking information to define and describe the diverse field of victim service providers (VSPs). If your organization completed the census, we would like to thank you again for your participation in that important and pioneering effort.

The NCVSP resulted in a national roster of victim service providers which was used to select a sample of victim service providers for this follow up, a more detailed **National Survey of Victim Service Providers (NSVSP)**. The NSVSP is designed to gain a deeper understanding of how VSPs are structured and resourced to provide services to victims, and will gather detailed information about VSPs and the victims they serve, including the number and characteristics of victims served, the types of crimes victims experienced, details about types of services provided, and staffing characteristics and levels. The data will be used to better understand the type and scope of victim services nationwide.

Frequently Asked Questions

Why were we chosen to take this survey?

Your organization was selected for the NSVSP because you are providing victim services either as the primary function of your agency or through dedicated staff or programs. Your participation is important because the data you provide will represent other organizations providing similar types of services. If your organization or a program within your organization does not provide services to victims of crime or abuse, you will be able to report this near the beginning of this survey.

Who should complete this survey and what information is requested?

This survey is best completed by one or more persons with knowledge about the available services for victims of crime, the number and characteristics of victims served, and staffing for victim services within your organization. Some organizations have specific programs or staff dedicated to working with victims of crime or abuse. In these instances, the survey is best completed by someone with direct knowledge of these programs or activities.

Why is this survey important?

Since the NSVSP is not a census of all VSPs, your program or organization will represent other VSPs just like yours. Thus the responses you give on this survey not only represent your own VSP but will be speaking for similar VSPs as well. Ensuring that all types of VSPs are represented in this survey effort is very important.

Confidentiality Assurances

The information you provide will be used to generate aggregate statistics on the provision of victim services. Your organization will not be identified in any statistical reports produced by the Bureau of Justice Statistics and no information identifying your organization by name will be made publicly available.

Burden Statement

On average, it will take 30-45 minutes to complete this survey, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This study is voluntary; you may discontinue participation at any time and decline to answer any questions.

Send comments regarding any 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. Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

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

Summary

Respondents spent a range of 15 minutes to 2.75 hours completing the instrument, and 5 of the 9 respondents said it took 30 to 45 minutes. A few respondents mentioned it took longer because they had interruptions while trying to complete it. Several respondents suggested that it would have been preferable to send a list of the data points that would be needed for the questionnaire so that they could request or pull these data points in advance of starting the survey. (And also to indicate that you can pause the survey and come back to it if you need to pull numbers.) Many completed the questionnaire themselves, but some needed to get help from their IT staff or their victim service advocates directly in order to pull the counts of unique victims. A few respondents wanted to know if the survey would be mandatory (in which case they might spend more time filling it out) and inquired about how often it would be administered. Others noted that the types of information requested were similar to other federal reporting requirements like VOCA and PMT, which eased the burden somewhat. In some cases, the NSVSP item was slightly different from those requirements, such as ages of victims, which increased the burden.

Respondents did not tend to have comments on the language introducing the survey, frequently asked questions, etc. One respondent pointed out how much she appreciated the background and purpose section to justify why the information was being collected. She shared that this is really the key to getting respondents to take the time to fill it out, and suggested giving some examples of how the data are going to be used so that respondents are more vested in participating.

Some suggested that it would help to add a definition for unique victims in the “Important Definitions” section. One respondent from a corrections agency suggested that the definition of victim may need to be tweaked for the post-conviction environment (victims are only those for whom there was a conviction).

One respondent was asked for their feedback on the idea of asking about “maturity”, or when the program or organization came into existence. She commented that many programs came into existence in the late 1970’s, suggesting this might not be a very useful question, but then realized that a large number of nonprofit organizations have come into being more recently. She also noted that it could be confusing to answer if a program had shifted from being part of a DA’s office, for example, to becoming its own entity.

Recommendations

Include a summary of the types of numbers that will be requested in the NSVSP in the mailed pre-notification letter, the FAQs, and/or the initial email invitation so that the respondent knows what types of data they are being asked to pull and what resources might be needed to accomplish the task.

Add a new item asking about the maturity of the organization to the Your Organization section.

Since the amount of time spent on the survey varied greatly, change the burden statement to “On average, it will take 45 minutes to complete this survey.” In addition, to reduce burden and be sure most can complete the survey in 45 minutes, consider limiting the number of items that require VSPs to look up data.

YOUR ORGANIZATION

(NOTE FOR PRE-TEST RESPONDENTS: S1 WILL BE PRE-FILLED AND DOES NOT NEED TO BE FILLED OUT)

S1 Please complete the following pieces of information for your organization.

Agency Name:
Address:
Address:
City, State, ZIP:
Main business phone number:
Agency email address:
Agency web site:

S1a Please provide your information as the point of contact for this organization. *This information will be used only if we have follow-up questions and will not be shared outside of this research study.*

Title:
Name:
Telephone Number:
Email:

S2. Has your organization or any programs or staff within your organization provided 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.*

- Yes (→Skip to A1)
- No

S2a. To help us update our records, does your organization plan to provide services to victims of crime or abuse in the future?

- Yes – YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.
- No – YOU ARE NOW FINISHED WITH THE SURVEY. THANK YOU FOR YOUR PARTICIPATION.

Summary

One respondent suggested that we might not want to terminate those who yes to S2a. They may only provide services sporadically, but they have a valid victim services program that might merit being included in the study.

Recommendation

No change to this item. If an organization only provides services sporadically, it would be difficult for them to answer the items in this survey. May want to soften the skip out language to enforce that the VSP will remain a part of BJS' VSP universe.

(NOTE FOR PRE-TEST RESPONDENTS: A1 MAY BE PRE-FILLED AND RESPONDENTS WILL BE ASKED TO CONFIRM.)

A1. Which of the following best describes your organization? Select one response.

- Tribal government or other tribal organization or entity
- Campus organization or other educational institution (public or private)
- Hospital, medical, or emergency facility (public or private)
- Government agency
- Nonprofit or faith-based entity (501c3 status)
- For profit entity
- 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)

Summary

A respondent from a tribal organization recommended enhancing the terms used in the first response option to "Tribal governments, Alaskan Native Villages, or other tribal organizations (urban or reservation-based)." The respondent from the

corrections environment suggested adding a category for “post-conviction” so that BJS can analyze the data specifically for this type of environment. She also suggested it might help to break down the government category into federal, state, local.

Recommendation

Revise the Tribal response category to say “Tribal government or other organization or entity serving tribal, Native American, or Alaskan Native populations”

A2. 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 G1)
- Victim services or programming are one component of the larger organization (e.g., a hospital, university, community center, law enforcement agency or prosecutors’ office)

Summary

All respondents answered this question correctly, and those who answered with the second response option thought the examples were helpful. One respondent from a corrections organization suggested adding “corrections” to the list of examples.

Recommendations

Add “corrections” to the list of examples.

A2a. Does your organization have a specific program(s) or staff that are dedicated to working with crime victims?

- Yes – GO TO A2B
- No – PLEASE STOP HERE AND DO NOT COMPLETE THE REST OF THIS QUESTIONNAIRE

A2b. Please list the program name(s). *If there is no program name, please list the staff position title(s) that are dedicated to working with crime victims.*

Summary

All respondents thought it was important to include the option of answering with staff position titles if there is no program name, though notably, one respondent indicated that sometimes her staff are serving both victims and other roles. She was unsure about the use of the term “dedicated” to describe them. One respondent actually wrote in the names of the staff who are dedicated to working with victims, rather than their titles. One respondent listed the staff titles rather than the program name, even though she had a program name. She noted that in post-conviction work, there may be only one person doing this type of work part-time vs. a whole team of multiple people. She was inclined to add the titles in order to provide more information.

One respondent wrote in both “law enforcement agency” and “victim services unit” for A2b because her program is part of a larger law enforcement organization. Despite this, she still answered the survey from the standpoint of the victim services unit, not the overall organization.

Recommendations

Asking for staff titles is complex and could be challenging for some respondents. It may also lead to respondents typing in staff names, not just their titles. After discussion with BJS, it was decided that we would remove the note asking for staff titles and add “if applicable” to the end of the question. Then provide an open-ended text box where respondents can type in the program name. Allow up to 5 program names.

G1. Does your [organization/program] operate/report data on calendar year or fiscal year?

- Calendar year (→Skip to question 1)
- Fiscal year
- Both

G1.1 What is the date of the beginning of the fiscal year for your [organization/program]?

____/____
MM/DD

For the remainder of the survey, unless indicated otherwise, provide your answers based on the most recent 12 months of data – calendar year or fiscal year, depending on how this [organization/program] operates, as answered in Question G1.

Summary

Two respondents indicated that they are funded by several grants, each with a different reporting period. They decided to just pick one and go with it, but felt this was missing an instruction for what to do about this type of situation.

Recommendations

Leave the item as is. Respondents will select a timeframe that is the easiest for them.

VICTIMS SERVED

[IF YOU ANSWERED A1 TO INDICATE VICTIM SERVICES ARE ONE COMPONENT, BUT NOT PRIMARY FOCUS OF YOUR ORGANIZATION: Throughout this survey, please think about the component of your organization that serves victims of crime and abuse and about the victims who received services during the past <[calendar/fiscal]> year. If your organization served crime victims through a specific program, think about that program when answering the questions.]

1. Did your [organization/program] operate a hotline, helpline, or chat line at any time during the past [calendar/fiscal] year?

- Yes
- No (→Skip to question 2)

1a. [IF YES IN #1] How many contacts did you receive through the hotline, helpline, or chat line during the past [calendar/fiscal] year? Estimates are acceptable.

Number of contacts _____ Mark here if this is an estimate.

Summary

Only one respondent indicated having a hotline or helpline, and this respondent suggested that we might add some reference here to a “text line.” She indicated that her response to 1a reflected the number of contacts, rather than the number of unique individuals, which is in line with what the question was asking. None of the other respondents operate a hotline or helpline, though one respondent who does provide services by phone said no to the item because it was not a hotline or helpline. One respondent who does not operate a hotline or helpline suggested being clearer about what a “contact” includes – for example, does it mean how many calls they received, or how many calls they responded to? One respondent was unclear about whether this was also including outbound 24-hour calls regarding notification of case status updates (with a contracted help line that might even be in a different state). The word “operate” is what made her think about this.

2. Did your [organization/program] provide services through mail or email (including notifications) during the past [calendar/fiscal] year?

- Yes
- No (→Skip to question 3)

2a. [IF YES IN #2] How many unique victims received services through mail or email (including notifications) during the past [calendar/fiscal] year? *Estimates are acceptable.*

Number of unique victims _____ Mark here if this is an estimate.

Summary

This type of service was infrequently used by the respondents, but several noted that mail and email can be used as part of ongoing services to clients. One respondent answered yes to this item because they provide resource packets to all of the eligible victims referred to their organization, even if those victims were not enrolled in their program. Several may have erroneously answered no to question 2, misinterpreting that it was asking about clients who ONLY received services through mail and email, rather than thinking about those who received mail or email as any part of their services. These respondents were thinking that the term “unique victims” meant they EITHER got counted in Q3 or Q2, but not both. One respondent said that it was at this item of the survey that she really started to worry that the questionnaire was going to be more difficult to complete than she had expected. One respondent from a corrections agency recommended adding “how many unique victims (convicted or adjudicated cases, or not).” She also noted that it might be better to ask how many mailings or e-mails were sent out, rather than how many victims received them, since much of their mail is returned.

3. Did your [organization/program] provide any in-person direct services during the past [calendar/fiscal] year (regardless of whether you also provided services to them in another mode)?

- Yes
- No (→Skip to note before question 4)

3a. [IF YES IN #3] How many unique victims received in-person direct services from your [organization/program] during the past [calendar/fiscal] year? *Estimates are acceptable.*

Number of unique victims _____ Mark here if this is an estimate.

Summary

Generally, respondents understood what was meant by “in-person direct services.” However, a few respondents had challenges providing the count of unique victims. Three said their systems do not track unique victims very well, so they would have to conduct additional steps in order to produce the number, like going to each advocate to tally them up, reprogramming their system, or running multiple programs to derive the number. The respondent from the corrections agency also noted that they offer services to staff who have been assaulted, which adds another wrinkle about whether staff should be included as victims. She did include staff as victims. One respondent was uncertain if she should only include new clients served in 2017 or clients enrolled in previous years that are still receiving services. She reported the number of new cases in 2017 but admitted that they could be 2016 cases that were still open.

One respondent was confused by the parenthetical note “(regardless of whether you also provided services to them in another mode)”. She was unsure what was meant by “mode.”

4. Across all modes, how many total unique victims were served by your [organization/program] during the past [calendar/fiscal] year?

- Mark here if unique victims were not tracked → Skip to 8.

Total number of unique victims _____ Mark here if this is an estimate.

Summary

One respondent may have misinterpreted what was meant by the term “served.” She thought that this question was asking about the number who had been referred to the organization (whether or not they actually come in), but Q3 was asking about those who are actually coming in for the service.

Several other respondents noted that this was asking for information that was comparable to what they need to report elsewhere, like PMT reports, so were able to easily come up with the number.

The corrections environment respondent thought “across all modes” included any victim services. As such, it was a more difficult number to compile across each of those services that they provided. Another respondent was confused by “across all modes” because their program only provides in-person direct services. She recommended rewording the item so the modes are specified, e.g., “How many total victims including mail, email, and in-person were served?”

Recommendations

Keep the order of the items as they are but remove question 4. For VSPs that only provide one type of service, this item collects duplicative information and may be confusing for respondents.

Revise item 2 so it emphasizes “notifications services.”

Revise item 3 so it is similar to the item used in the NCVSP.

5. Does your [organization/program] collect any demographic information from the victims you can uniquely identify?

- Yes
- No (→Skip to question 7)

Summary

One respondent noted that demographics are collected for in-person, but harder to do for texting or hotline.

Recommendations

Make this a sub-item to question 3. Revise the wording so it is clear that we are asking only about victims who received direct services.

VICTIM CHARACTERISTICS

Thinking about these unique victims of crime or abuse served by your organization, please complete the following tables on the demographic characteristics of these victims. Estimates are acceptable. Enter “0” if you did not serve any victims in a particular category.

Summary

Respondents tended to have access to some, but not all of this information. The respondent from the corrections environment said that they do not track any of this information for the vast majority of their victims (who are served by phone). Another respondent commented that their program tracks English fluency, not proficiency, so she did not answer item 6i. In many cases, respondents indicated that a variable like race/ethnicity was not formally tracked, but rather observed by the advocate. If the victim did not disclose the information, it was not formally tracked. Another respondent noted that all of their demographic information comes from the police crime reports, and noted that police are typically not very accurate with their reporting. She said she had low confidence in the numbers. Only one participant suggested that percentages would be easier to report than numbers – she calculated rough percentages in her head and applied them to the total number of unique victims.

One respondent indicated that her numbers for this series were sometimes adding up to the total number of victims served, and sometimes were adding to the number of victims that had been referred to them.

Recommendations

Keep this series as asking for numbers, not percentages. Maintain the “estimate” option, and the option to indicate that the information is not tracked. Do not add an instruction to make sure that the numbers add to the total number of unique victims, as this will add burden, and respondents generally understood that it should be adding up to this total.

6a. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by race and ethnicity.

Race/Ethnicity	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If race and ethnicity were not tracked, or were not tracked at the individual level → Skip to 6b.		
American Indian or Alaska Native	_____	<input type="checkbox"/>
Asian, Native Hawaiian or other Pacific Islander, non-Hispanic	_____	<input type="checkbox"/>
Black or African American, non-Hispanic.....	_____	<input type="checkbox"/>
Hispanic or Latino	_____	<input type="checkbox"/>
White, non-Hispanic	_____	<input type="checkbox"/>
Two or more races (excluding Hispanic/Latino).....	_____	<input type="checkbox"/>
Other.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6b. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by gender:

Gender	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If gender was not tracked, or was not tracked at the individual level → Skip to 6c.		
Female	_____	<input type="checkbox"/>
Male.....	_____	<input type="checkbox"/>
Transgender	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6c. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by sexual orientation:

Sexual Orientation	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If sexual orientation was not tracked, or was not tracked at the individual level → Skip to 6d.		
Straight	_____	<input type="checkbox"/>
Gay, Lesbian, Bisexual, Queer	_____	<input type="checkbox"/>
Other.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6d. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by age category:

Age	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If age was not tracked, or was not tracked at the individual level → Skip to 6e.		
0-12.....	_____	<input type="checkbox"/>
13-17.....	_____	<input type="checkbox"/>
18-24.....	_____	<input type="checkbox"/>
26-39	_____	<input type="checkbox"/>
40-69.....	_____	<input type="checkbox"/>
60+.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

Summary

Three respondents noted that the categories do not match to federal and state reporting, which is the way they maintain the information in their systems. One respondent indicated they track 0-18, 18-30, 31-50, 51-64, and over 64. Another respondent mentioned that they track elder abuse, which starts at age 65, not 60. Another noted that these categories are different from how they report for VOCA.

Recommendations

Align the age categories with the VOCA performance measures, with the exception of breaking out the 25-59 category into 25-39 and 40-59.

6e. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by presence of a disability (including cognitive, developmental, intellectual, mental, physical, sensory or some combination of these):

Disability	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If disability status was not tracked, or was not tracked at the individual level → Skip to 6f.		
Victims with a disability	_____	<input type="checkbox"/>
Victims with no disability	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6f. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by Veteran status:

Veteran status	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If Veteran status was not tracked, or was not tracked at the individual level → Skip to 6g.		
Veterans.....	_____	<input type="checkbox"/>
Non-Veterans.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6g. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by justice status:

Justice status	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If justice status was not tracked, or was not tracked at the individual level → Skip to 6h.		
Currently incarcerated	_____	<input type="checkbox"/>
Justice-involved, but not currently incarcerated.....	_____	<input type="checkbox"/>
Not justice-involved	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

Summary

Many respondents were unfamiliar with the term “justice-involved.” Several were confused about whether this was referring to the status of the victim’s case and whether it was moving through the justice system, or whether the victim him/herself was also an offender in another case. One respondent said they don’t capture this information, rather they track whether the case was moved forward to prosecution. Two respondents said they don’t actually want to know this information because it might color the way they provide services to the person. The corrections respondent understood the terminology of “justice-involved”, but did not understand “justice status.”

Recommendations

Move this item to the end of the series. Revise it to ask about the number of victims who were incarcerated when they received services.

6h. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by English proficiency:

English proficiency	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If English proficiency was not tracked, or was not tracked at the individual level → Skip to 6j.		
English-proficient.....	_____	<input type="checkbox"/>
Limited English proficiency	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

6i. Describe the victims your [organization/program] served during the last [calendar/fiscal] year by tribal status:

Tribal status	Number of victims	Mark here if this is an estimate
<input type="checkbox"/> If tribal status was not tracked, or was not tracked at the individual level → Skip to 6.		
Indigenous/tribal victims	_____	<input type="checkbox"/>
Not indigenous/tribal victims.....	_____	<input type="checkbox"/>
Unknown/not specified	_____	<input type="checkbox"/>

Summary

The respondent from the tribal organization recommends changing this label from “tribal status” to “tribal identity” to be more clear. He noted you have to be at least 50% Native American to enroll in the tribe. Some people are Native American but don’t qualify for enrollment in a tribe. They still say they are Native American.

Recommendations

Change the label from “tribal status” to “tribal identity”.

7. Thinking about victims of crime or abuse served by your [organization/program] during the last [calendar/fiscal] year, what were the type(s) of victimization for which each unique victim received services?

Do not count an individual more than once for the same victimization type. Include any victimization types for which your organization provided services regardless of whether it was the presenting type or a secondary type. Please enter ‘0’ if no victims sought services for that victimization type.

Type of victimization for which victims received services	Number of victims served	Mark here if this is an estimate
<input type="checkbox"/> If victimization type was not tracked → Skip to 8.		
Adults molested as children	_____	<input type="checkbox"/>
Child sexual abuse/sexual assault.....	_____	<input type="checkbox"/>
Rape/sexual assault (<i>other than sexual victimizations against children</i>)	_____	<input type="checkbox"/>
Stalking (<i>including cyber stalking</i>)	_____	<input type="checkbox"/>
Child witness of violence	_____	<input type="checkbox"/>
Child physical abuse/neglect	_____	<input type="checkbox"/>
Elder physical abuse/neglect	_____	<input type="checkbox"/>
Domestic violence or partner/dating violence	_____	<input type="checkbox"/>
Assault, physical (<i>including aggravated assault, shootings, stabbings, but not including domestic/dating violence</i>)	_____	<input type="checkbox"/>
Robbery	_____	<input type="checkbox"/>
Human trafficking (<i>labor</i>)	_____	<input type="checkbox"/>
Human trafficking (<i>sex</i>)	_____	<input type="checkbox"/>
Kidnapping	_____	<input type="checkbox"/>
Homicide or murder (<i>for surviving friends and family</i>)	_____	<input type="checkbox"/>

Type of victimization for which victims received services	Number of victims served	Mark here if this is an estimate
Victim witness intimidation	_____	<input type="checkbox"/>
DUI/DWI crashes	_____	<input type="checkbox"/>
Identity theft	_____	<input type="checkbox"/>
Financial fraud or exploitation (<i>other than identity theft</i>)	_____	<input type="checkbox"/>
Motor vehicle theft	_____	<input type="checkbox"/>
Burglary	_____	<input type="checkbox"/>
Other property crimes	_____	<input type="checkbox"/>
Hate crimes	_____	<input type="checkbox"/>
Mass violence	_____	<input type="checkbox"/>
Child marriage or forced marriage.....	_____	<input type="checkbox"/>
Honor related violence (<i>physical violence/threats/ retaliation in the name of family honor, female genital mutilation</i>)	_____	<input type="checkbox"/>
Other violent crimes	_____	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>

Summary

Note that while the original tested version by RAND was in alphabetical order, the version that was cognitively tested was in the order presented in the NCVSP.

Most respondents are only keeping track of the primary type of victimization in their systems. A few said they do keep track of secondary victimization, but that it is much harder to extract from their systems. In some cases, they may have a category for polyvictimization but do not clarify what the types of victimization are. In one case, a respondent chose not to report the secondary type because she didn't want it to seem that she was inflating her count of victims. One respondent completely misunderstood the question, saying that the presenting victimization was the victim him/herself, and the secondary was others in the household who may have been secondarily victimized. Regardless of whether they understood the term "presenting," respondents tended to use the term "primary" to talk about how they keep track of these numbers in their systems. None had any difficulty understanding the instruction about not counting an individual more than once for the same victimization type. The corrections environment respondent could not answer this question. She was only aware of the crimes for which the inmates were convicted which wasn't necessarily the crime for which the victim was seeking services.

Several respondents commented on individual categories within the list, with several indicating that some of the categories on the list are not statutory crimes and therefore they don't keep track of them in their systems.

- Child witness of violence: One respondent said this would be captured as a secondary victim of domestic violence or child abuse.
- Domestic violence and/or partner/dating violence: One respondent indicated that in her state, it is referred to as "family violence" not "domestic violence." She shared that it can be hard to tease out what is domestic or partner violence from within that category. She also had difficulty with some of the categories because they are tied to domestic violence so she wasn't sure whether to count them in their own category or in domestic violence.
- Assault, physical (*including aggravated assault, shootings, stabbings, but not including domestic/dating violence*): One respondent thinks shootings and stabbings should be separated out.
- Victim witness intimidation, hate crimes, child marriage or forced marriage: Respondents indicated these are not statutory crimes and in systems where the highest level of offense is recorded, these would be missed.
- Other: Respondents suggested adding categories for shooting survivors, arson, violation of restraining orders, child pornography, bullying/cyber bullying (even though it is not a crime).

Recommendations

Change the presenting/secondary instruction to "An individual MAY be counted in more than one victimization type." Since this aligns with VOCA reporting, it will reduce burden on the respondents.

To address the issue of polyvictimization, add a follow-up question asking for the number of victims who presented with more than one type of victimization.

Add a response option for "Bullying/Cyberbullying."

Replace "domestic violence" with "family violence" wherever used in the item.

In further discussions with BJS and other stakeholders about the need for national data on victims of human trafficking, the research team also decided to add a section examining sex trafficking counts for VSPs that indicated here that they served more than 5 victims of sex trafficking.

SERVICES FOR VICTIMS

The questions in this section pertain to the types of services this [organization/program] provided to victims of crime or abuse in the past [calendar/fiscal] year.

8. Please indicate whether your [organization/program] **provided** each of the following direct services for victims of crime or abuse during the past [calendar/fiscal] year.

Type of Direct Service Provided	Yes	No
INFORMATION AND REFERRALS		
<i>Service or victimization-related</i>		
Online, phone, or program referral		
General information about crime and victimization, prevention, or risk reduction		
<i>Justice-related information</i>		
Notification of legal rights		
Notification of case events or proceedings		
Case status update (investigation, etc., not tied to court proceeding)		
Notification of offender release/status change		
Assistance with reentry and/or terms and conditions of probation for victims with a criminal history		
Assistance with expungement of criminal record for victims with a criminal history		
LEGAL AND VICTIMS' RIGHTS ASSISTANCE		
Legal/victim rights implementation or enforcement assistance		
Civil legal services (including with family law issues such as custody, visitation, or support)		
Court accompaniment – civil court		
Court accompaniment – criminal court		
Victim/witness preparation		
Law enforcement interview accompaniment /advocacy		
Victim impact statement assistance		
Crime victim compensation legal assistance (including filing and appealing claims)		
Immigration Assistance (including Continued Presence, U and T visas, etc.)		
Services for refugees or asylum seekers		
FINANCIAL AND MATERIAL ASSISTANCE SERVICES		
<i>Compensation/Monetary</i>		
Assistance in filing for victim compensation		
Restitution claim assistance		
Restitution collection assistance		
Emergency financial assistance (includes emergency loans, petty cash, payment for or assistance in procuring items such as food, clothing, etc.)		
<i>Material or Financial Advocacy/Support</i>		
Emergency, transitional, or relocation housing (shelter, hotel, safe house, etc.)		
Long-term/stable housing		
Rental assistance		
Assistance meeting other basic needs (e.g., clothing, food, etc.)		
Intervention with employer, creditor, landlord, or academic institution		
Employment or educational counseling/Job training		
Transportation assistance		
Child care assistance		
Public benefits assistance (TANF/Welfare, housing, social services, etc.)		
Assistance with return of personal property/effects		

Type of Direct Service Provided	Yes	No
Assistance with obtaining or replacing documents (e.g., birth certificate, Driver's license, SSN card, identification card)		
EMOTIONAL SUPPORT AND SAFETY		
<i>Safety</i>		
Conflict resolution, mediation, negotiation		
Crime/Violence de-escalation support (e.g., calming the victim, family members, or witnesses down on scene or during intervention, preventing retaliation)		
Immediate or emergency safety planning		
Long term safety planning		
Conduct or coordinate risk assessments		
Crisis intervention		
<i>Treatment or support services</i>		
Hotline, helpline, or crisis line intervention or counseling		
Support groups		
Peer, family, or group counseling		
Individual counseling, including mental health assessment		
Therapy other than counseling (e.g. traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)		
Social/recreational activities for victims/witnesses		
Substance abuse services (assessment, prevention or treatment)		
MEDICAL AND PHYSICAL HEALTH ASSISTANCE		
<i>Medical/hospital/clinic treatment</i>		
Conduct or coordinate forensic exams or collection of evidence		
Conduct HIV/STI testing		
<i>Health advocacy services</i>		
Victim advocacy/accompaniment to medical forensic exam		
Victim advocacy in navigating the health care system		
OTHER SERVICES		
Case management		
On-scene coordinated response (e.g., community crisis response; helping assist at the crime scene)		
Supervised child visitation/safe exchange		
Language services (including interpretation and translation services)		
Services for deaf and hard of hearing		
Culturally or ethnically specific services (not including language services)		
Education classes for survivors regarding victimization dynamics		
Forensic interviews		
Restorative justice/victim offender dialogue		

Summary

Most respondents did not have difficulties answering this question. Three respondents wondered whether this was asking about whether their program actually provides the service, or whether they also refer to others to provide the service. (However the question does clearly state that it is asking about direct services provided.)

- Justice related information: One respondent thought these categories were confusing because they don't really provide these services. They will go to court and provide support for clients to complete sentencing documents, help them with a protective order, or to help get kids ready for court. These are not reflected here or in VOCA checklist.
- Assistance with expungement: The corrections environment respondent suggested adding "Support for victims in exoneration cases".
- Court accompaniment: The corrections environment respondent suggested adding "Parole board" to each of these types of accompaniment.
- Educational services: One respondent commented that their program works primarily with youth so they do a lot of advocacy with the education system. She felt this was not captured in the list of services.
- Culturally or ethnically specific services: Respondents had a wide range of interpretations of this item, thinking about international students, immigrants and refugees, non-English speaking populations, LGBTQ or deaf and hard of hearing services, human trafficking in Asian massage parlors, tribal ceremonies, spiritual needs of victims, and court advocacy services for ethnic populations.

Recommendations

Modify question and add "by Your Organization or Program" to the title and "Yes" response option to emphasize that we are asking for services they provide directly, not referrals.

Add "Parole board accompaniment/parole board related services" under Legal and Victims' Rights Assistance.

Broaden the "Employment or educational counseling/Job training" category so it encompasses more educational services.

IF YOU MARKED YES TO MORE THAN FIVE ITEMS IN #8, CONTINUE TO #9. OTHERWISE, GO TO #10.

9. What were the top five most common types of direct victim services your [organization/program] provided in the past [calendar/fiscal] year, in terms of the number of victims who were served? Choose 5: (NOTE TO PRE-TEST RESPONDENTS: This will display a drop down list of all items marked as "yes" in question 8.)

Response #1

Response #2

Response #3

Response #4

Response #5

Summary

Almost all of the respondents thought this was easy to answer, though some did not necessarily have 5 responses to provide.

One respondent was unsure if she should rank the services in order of number of victims served. She said it was easy to pick the top 5 services but difficult to rank them in order from 1 to 5.

Recommendation

Remove "top" from the item to prevent respondents from thinking they need to rank the services.

10. Does your [organization/program] have a documented referral list?

- Yes
- No (→ Skip to 11)

Summary

Respondents generally understood what the question was asking, but one respondent was confused because they do not maintain one central list, rather they have many separate lists depending on the type of crime or service needed. The tribal organization said they do not maintain a list. However, he misinterpreted this to be asking about whether they keep a list of the victims to whom they referred out to other organizations, rather than a list of the organizations they refer to. He should have said yes to the question because they do refer victims to other programs, but instead answered no. Another respondent initially misinterpreted this item to mean a list of victims who were referred to their program. However, after reading question 13, she said it was clear that this series of items was asking about organizations that they refer victims to.

Recommendation

No changes to this item.

10a. If yes, is the referral list updated at least one time per year?

- Yes
- No

10b. In the past year, has your [organization's/program's] referral list:

- Decreased
- Stayed about the same
- Increased
- Don't know

11. Does your [organization/program] have a practice of vetting the agencies where you refer victims?

- Yes
- No
- Don't know

Summary

One respondent did not know what was meant by "vetting," wondering if this could be based on word of mouth experience vs. actually training the agency on how to work with their victims.

Recommendation

No changes to this item.

12. Does your [organization/program] have a practice of evaluating the success of referrals?

- Yes
- No
- Don't know

13. In the past year, how many different entities did your [organization/program] have an active working relationship with in order to provide victims with services?

Number of entities _____

Mark here if this is an estimate.

Summary

There was some confusion about whether this was asking about both formal and informal relationships, as well as those that may have MOUs or collaborative documents. However, generally respondents were thinking about the organizations they work with most frequently and said it was easy to answer.

Recommendation

No changes to this item. Allow the respondents to decide what to include as an “active working relationship.”

14. Please indicate whether staff in your [organization/program] go offsite to provide services in any of the following locations.

Service	Yes	No
On site of the victimization		
In victims’ homes		
In a school/college/university building		
In a public space such as a coffee shop or library		
In police departments		
In hospitals or community-based health clinics		
In courthouses or in court-related settings (e.g., DA office, public defender’s office)		
In prisons or jails		
a. If no, does your organization offer online, phone, or texting services to victims in prison or jail?		

Summary

Respondents did not have difficulties understanding the response options. When asked where they would mark campus health clinics, they said it would go under university building, rather than hospital/community-based health clinic.

Two respondents recommended adding juvenile detention centers/facilities. They consider these locations separate from prisons or jails.

Recommendation

Add juvenile facilities to “In prisons or jails”

15. In the past year, what percent of victims received ongoing services for each of the following time periods?

Estimates are acceptable.

If this information is not tracked or is not available → Skip to 16.

Less than 1 month	_____ %
1 to 2 months	_____ %
3 to 6 months	_____ %
More than 6 months	_____ %
	100

Summary

One respondent felt that the item wording was confusing and she had to read it multiple times to understand what it was asking. She suggested rewording the item to ““How long are victims receiving your services or actively receiving your services?”” However, once she understood what the item was asking, she said it was easy to come up with her answers.

Recommendation

No changes to this item.

16. Are staff and/or volunteers available 24 hours a day to respond to victims in crisis?

- Yes
- No

17. What 3 types of organizations did your [organization/program] receive the most referrals from in the past [calendar/fiscal] year? (Mark up to three responses.)

- Child protection
- Corrections (i.e., probation, parole, or correctional facility staff)
- Court
- Law enforcement agency (e.g., FBI, police or sheriff's department)
- Prosecutor's office
- Legal services agency
- Educational institution/organization
- Faith-based organization
- Healthcare provider
- Mental healthcare provider
- State victim service agency
- Community-based victim service provider/organization
- TANF/Welfare/Public benefits agencies
- Other, specify _____

Summary

One respondent recommended adding "self-referrals" to the list because their victims often self-initiate contact.

The respondent from a hospital-based program felt that this item wasn't applicable to their program because all of their referrals come from the emergency department or other areas within the hospital. She did not select "Healthcare provider" because she considers that as a primary care physician or family doctor, not a hospital.

Recommendation

Add hospital to "Healthcare provider."

18. Are there any services that your clients need that are difficult to obtain in your community?

- Yes
- No (→ Skip to 19)

Summary

Respondents understood that this question was asking about services that are difficult to access, do not exist, or are not available for the populations that most need the services. The corrections environment respondent was unsure what was meant by "community," which could have meant the community of victims and not necessarily the geographic community in which she works.

Recommendation

Change "community" to "local area" to ground it in a geographic region. Also aligns with the NCVS.

18a. What are the top 3 services that your clients need that are difficult to obtain in your community? Choose up to 3 answers: (NOTE FOR PRE-TEST RESPONDENTS: In the web survey, this will be a drop down list that is the same list that appears in question 8. The Westat interviewer will explain the approach during the interview so we can gather your feedback.)

Service #1

Service #2

Service #3

Summary

Most liked the idea of displaying the entire list, rather than just the headings, which they thought would not be specific enough. While many liked the idea of an open-ended response, they also acknowledged that it would be difficult to analyze.

Recommendation

Use the full list from question 8 with the section headings listed.
Change “community” to “local area.”

18b. What were the top 3 reasons that victims seeking services were not served by your [organization/program] in the past year? Mark up to 3 responses.

- Program reached capacity
- Services were inappropriate for the victim
- Victims’ situation or the crime type did not meet statutory requirements
- Victims’ service needs did not fall within the organization’s/program’s mission
- Victim could not attend services, e.g., due to transportation needs, childcare needs, or some other need
- Other (specify _____)

Summary

One respondent thought this question was hard because they do both advocacy and victim compensation – they have different reasons why victims were not served for each type of work so it was harder to answer. Another thought there should be a not applicable option because they are able to serve everyone who seeks services. One respondent suggested adding a category to reflect that victims are unaware of the VSP or are unsure how to access the VSP. Finally, one respondent thought this item was difficult to answer because her program has eligibility requirements that prevent victims from being served. She thought it could fall under “Victims’ service needs did not fall within the organization’s/program’s mission” but felt it was different enough that it was not captured.

Recommendation

Move the item so it appears before question 18.
Ask for the primary reason instead of the top 3.

19. Does your [organization/program] measure client outcomes or the impact of your service?

- Yes
- No (→ Skip to 20)

19a. Which of the following approaches do you use to measure client outcomes or the impact of your service?

Mark all that apply.

- Pre/post assessments of clients
- Client satisfaction survey
- Client exit survey
- External program evaluation
- Follow-up surveys or interviews of clients (e.g., 3 months after services)
- Other _____

20. Please indicate whether your electronic case management system (CMS) includes any of the following features. Mark all that apply.

- Does not apply, we do not track individual case data or do not have an electronic system → Skip to 21.
- Ability to output the data needed for grant reporting
- Double-entry recognition (such as entering the victim’s name, or crime type, or something in more than one place)
- Ability to export data to Excel or other spreadsheet program
- Compatibility with at least some other organizational software (e.g., accounting software, Project management software, and/or outlook or other email/calendar system)
- Ability to enter or review CMS data from a smart phone or other mobile device

HUMAN RESOURCES

21. How many staff currently work at your [organization/program]? [IF A PROGRAM WITHIN A LARGER ORGANIZATION: Please answer these questions thinking about staff currently working with your victim services program only.] Count each person only once. If a person fills more than one position, assign him/her to the position to which they devote the most time. Enter ‘0’ if there are no staff in that position.

Job classification	Full-Time staff/contractual workers (35 hour or more/week)	Part-Time Staff/contractual workers (Less than 35 hours/week)	Active Volunteers
Executive/Managerial Positions (e.g., Director, CFO, program director, medical director, education and/or outreach coordinator, etc.; Do not include volunteer board members in your counts).....	_____	_____	_____
Administrative Positions (e.g., IT, bookkeeping, secretarial, facilities, other support, etc.).....	_____	_____	_____
Direct Service Positions (e.g., counselor, advocate, facilitator/trainer, etc.).....	_____	_____	_____
Attorneys (either on staff or on retainer)	_____	_____	_____

Job classification	Full-Time staff/contractual workers (35 hour or more/week)	Part-Time Staff/contractual workers (Less than 35 hours/week)	Active Volunteers
Other (Describe) _____	_____	_____	_____
Total	_____	_____	_____

Summary

Four respondents were unsure how to report interns, which may be paid or unpaid.

One respondent was also unsure of where she should report their program’s research team and family liaison. They provide a direct service, but it is not in the same way that our other direct service staff are performing.

Recommendation

Modify “Volunteers” category to include interns. Make the same change to Q48.

BJS requested that we add “providing direct services” to “Attorneys (either on staff or on retainer)” to emphasize that we are only asking about attorneys who provide direct services to victims.

Move this category above “Other direct service positions”.

Add the “paid” to the Full-Time and Part-Time columns to emphasize that this is only asking for paid staff. Make the same change to Q22, Q23, and Q24.

Direct Service Positions

For the next three items, consider only paid direct service positions within your [organization/program]. Do not include volunteers.

22. How many direct service staff (e.g., counselor, advocate, attorney, etc.) worked at your [organization/program] at the beginning of the past <[calendar/fiscal] year>? Count each person only once. Enter ‘0’ if there were no staff in that position. Include contractual workers in your counts.

Full-time staff (35 hours or more/week)..... _____
 Part-time staff (Less than 35 hours/week)..... _____

23. How many direct service positions were vacated in the past <[calendar/fiscal] year> at your [organization/program]? Count each person only once. Enter ‘0’ if there were no staff vacated from that position. Include contractual workers in your counts.

Full-time staff (35 hours or more/week)..... _____
 Part-time staff (Less than 35 hours/week)..... _____

24. How many direct service positions were filled at your [organization/program] in the past <[calendar/fiscal] year>? Count each person only once. Enter ‘0’ if there are no new staff in that position. Include contractual workers in your counts.

Full-time staff (35 hours or more/week)..... _____
 Part-time staff (Less than 35 hours/week)..... _____

Recommendation

Add “paid” to the Full-Time and Part-Time response options to mirror the change made in Q21.

Highest Executive or Management Position

[NOTE TO PRE-TEST RESPONDENTS: IF VICTIM SERVICES ARE PROVIDED THROUGH A PROGRAM WITHIN YOUR LARGER ORGANIZATION AND THERE IS ONLY ONE DEDICATED STAFF PERSON, SKIP TO QUESTION 35.]

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, please think about the person in the highest executive or management position at your [organization/program] (e.g., director of your [organization/program]) when answering Questions 25 through 34. *Remember all information you provide will be used to generate aggregate statistics, and your organization’s name will not be linked to the information you provide.*

Summary

The respondent from a hospital-based organization was answered “Unknown” to items 26, 27, and 32. She answered these items about their program director but commented that this could be taken a couple different ways because they have their own program, but they are housed within a research center and then within the hospital.

Recommendation

Add a “Not applicable” option for organizations that do not have a clear manager or highest executive. Suggested wording:

- Mark here if your organization/program does not have a highest executive or manager -> Skip to 35

25. What is the current position title of the highest executive or manager in your [organization/program]?

26. What month and year did this person begin working at your [organization/program]?

Month _____ Year _____

- Unknown

27. How many years of relevant job experience does this person currently have (including experience gained through your [organization/program] and through previous employment)?

- Unknown

28. What is the highest level of education attained by this person?

- Less than a high school degree
- High school or equivalent degree
- Some college
- College degree
- Some post graduate
- Graduate degree (e.g., M.A., M.S., J.D., Ph.D.)

Unknown

29. What is the age of this person?

- Less than 18
- 18-24
- 25-39
- 40-59
- 60+
- Unknown

30. Is this person employed full time (i.e., 35 hours or more per week) or part time (i.e., less than 35 hours per week) at this [organization/program]?

- Full time
- Part time

31. Still thinking about the person in the highest executive or management position, approximately what proportion of time did that person spend performing each of the following job functions? *Estimates are acceptable. Enter '0' if the employee did not serve the listed function.*

Job Function	% of Executive's time
<input type="checkbox"/> Unknown → Skip to 32.	
Administrative functions (including budget and grant management, report writing/paperwork, etc.).....	_____ %
Supervisory functions (including staff or volunteer management, staff or volunteer training and development, program coordination, trouble-shooting, etc.)	_____ %
Direct service functions (including assistance-related activities and any contact with victims, whether face-to-face, telephone, or on-line chat)	_____ %
Policy and legislative advocacy	_____ %
Education/outreach functions (including community activities/events/presentations, community awareness, trainings, etc.)	_____ %
Fundraising and grant writing	_____ %
Research/program evaluation.....	_____ %
Other functions (<i>specify</i>) _____	_____ %
TOTAL.....	100%

32. What is the current salary of this person?

- <\$30,000 per year
- \$30,000-\$49,999 per year
- \$50,000-79,999 per year
- \$80,000-\$99,999 per year
- \$100,000-\$149,999 per year
- Greater than \$150,000 per year
- Unknown

33. Does this employee receive or were they offered health insurance benefits?

- Yes
- No (→ Skip to 34)

33a. Do these health benefits include any of the following: Mark all that apply.

- Mental health benefits
- Dental benefits
- Vision benefits

34. Does this employee receive or were they offered any of the following additional benefits?

Benefit type	Yes	No	Unknown
Ten days or more paid sick leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten days or more paid vacation days ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension/retirement contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family and medical leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness days, wellness time off, or other wellness benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary

All respondents understood the concept of wellness days, even if they do not use that terminology.

Recommendation

No changes to this item.

Most Recent Direct Service Position Hire

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, please think about the person most recently hired for a direct service position at your [organization/program] when answering Questions 35 through 46. *This person must be a paid employee (full time or part time). Remember all information*

you provide will be used to generate aggregate statistics, and your organizations name will not be linked to the information you provide.

35. What is the current position title of the person most recently hired into a direct service position?

36. What month and year did this employee begin working at your [organization/program]?

Month _____ Year _____

Unknown

37. How many years of relevant job experience does this employee currently have (including experience gained through your [organization/program] and through previous employment)?

_____ Years

Unknown

38. Is this person a full-time or a part-time employee?

- Full-time employee (35 hours per week or more)
- Part-time employee (less than 35 hours per week)
- Unknown

39. What is the highest level of education attained by this employee?

- Less than a high school degree
- High school or equivalent degree
- Some college
- College degree
- Some post graduate
- Graduate degree (e.g., M.A., M.S., J.D.)
- Unknown

40. Still thinking about the most recent direct service person who was hired, approximately what proportion of time did that employee spend performing each of the following job functions in 2017? *Estimates are acceptable. Enter '0' if the employee did not serve the listed function.*

Job Function	% of selected direct service employee's time
--------------	--

Unknown → Skip to 41.

Direct service activities (including assistance-related activities and any contact with victims, whether face-to-face, telephone, or on-line chat) _____%

Job Function	% of selected direct service employee's time
Administrative functions (including budget and grant management, report writing/paperwork, etc.).....	_____ %
Supervisory functions (including staff or volunteer management, staff or volunteer training and development, program coordination, etc.)	_____ %
Education and/or outreach functions (including community activities, community awareness, etc.).....	_____ %
Fundraising and grant writing.....	_____ %
Research/program evaluation.....	_____ %
Other functions (<i>specify</i>).....	_____ %
TOTAL	100%

Summary

One respondent was confused about who to answer about because their most recent hire was in 2018. That person was promoted from non-direct service to direct service. She did end up answering for that person even though they were not there in 2017.

Recommendation

Remove the reference to a specific year.

41. What is the current salary of this direct service person?

- <\$30,000 per year
- \$30,000-\$49,999 per year
- \$50,000-79,999 per year
- \$80,000-\$99,999 per year
- \$100,000-\$149,999 per year
- Greater than \$150,000 per year
- Unknown

Summary

One respondent suggested also collecting the base salary for an entry level advocate position.

Recommendation

No changes to this item.

42. Does this direct service person receive or was he/she offered health insurance benefits?

- Yes
- No (→Skip to 43)

42a. Do these health benefits include any of the following: *Mark all that apply.*

- Mental health benefits
- Dental benefits
- Vision benefits

43. Does this employee receive or were they offered any of the following additional benefits?

Benefit type	Yes	No	Unknown
Ten days or more paid sick leave?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten days or more paid vacation days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension/retirement contribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family and medical leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness days, wellness time off, or other wellness benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

44. Still thinking about the last direct service person you hired, did you require this employee to have a minimum number of hours of pre-service training?

- Yes
- No (→ Skip to 45)
- Unknown (→ Skip to 45)

44a. How many total hours of pre-service training did this employee receive?

_____ hours

Summary

One respondent was unsure if “pre-service training” meant hours earned from an in-house orientation or hours earned before the employee was hired or started the job. Their program requires new staff to attend an orientation but it’s not necessarily a certain number of hours. She decided to answer no to this item because most of the staff training and orientation happens after the person is hired.

Recommendation

No changes to this item.

45. Was this employee required to complete a specified number of hours of training within the first calendar year of service at this [organization/program]?

- Yes
- No (→ Skip to 46)
- Unknown (→ Skip to 46)

45a. How many hours of training were required in the first year of service?

_____ hours

46. Is this employee required to have a minimum number of hours of ongoing professional development during each calendar year of service at this [organization/program]?

- Yes
- No (→ Skip to 47)
- Unknown (→ Skip to 47)

46a. How many hours of professional development are required each year?

_____ hours

All Direct Service Positions

(PRE-TEST NOTE: IF THERE ARE 5 OR FEWER FULL AND PART TIME DIRECT SERVICE STAFF, RESPONDENTS WILL SKIP THIS SECTION)

Thinking about your organization’s specific program(s) or staff dedicated to working with crime victims, please think about all paid direct service positions at your organization when answering Questions 47a through 47c. *These persons must be paid employees (full time or part time). Remember all information you provide will be used to generate aggregate statistics, and your organization’s name will not be linked to the information you provide.*

47a. Describe your organization’s direct service staff by race and ethnicity.

Race/Ethnicity	Number of direct service staff
<input type="checkbox"/> If staff race and ethnicity are not tracked → Skip to 47b.	
American Indian or Alaska Native, non-Hispanic	_____
Asian, Native Hawaiian or other Pacific Islander, non-Hispanic	_____
Black or African American, non-Hispanic.....	_____
Hispanic or Latino	_____
White, non-Hispanic	_____
Two or more races (excluding Hispanic/Latino).....	_____
Other.....	_____
Unknown/not specified	_____

47b. Describe your organization’s direct service staff by gender:

Gender	Number of direct service staff
<input type="checkbox"/> If staff gender is not tracked → Skip to 47c.	
Female	_____
Male.....	_____
Transgender	_____
Unknown/not specified	_____

47c. Describe your organization’s direct service staff by age category:

Age	Number of direct service staff
<input type="checkbox"/> If staff age is not tracked → Skip to 48.	
18-24.....	_____
25-39	_____
40-59.....	_____
60+	_____
Unknown/not specified	_____

Summary

One respondent was “put off” by the request for this information. She did not know this information and did not want to ask it. However, from a research perspective she understands they are important. She would prefer to answer these in percentages rather than numbers.

Two respondents were unsure why age was being asked, and thought it would be easier to answer this in terms of percentages.

Otherwise, respondents generally understood why this information would be helpful to collect.

Recommendations

No changes to these items.

All Active Volunteers/Interns

48. Thinking about the job functions performed by your [organization’s/program’s] work force, for each function, what proportion of the work was carried out by active volunteers (as opposed to paid employees)? *Estimates are acceptable. Enter ‘0’ if the function was not performed by volunteers and 100% if the function was only performed by volunteers.*

Job Function	% of work performed by volunteers
Administrative functions (including budget and grant management, report writing/paperwork, general office work, etc.)	_____ %
Direct service activities (including assistance-related activities and any contact with victims, whether face-to-face, telephone, or on-line chat)	_____ %
Supervisory functions (including staff or volunteer management, staff or volunteer training and development, program coordination, etc.)	_____ %
Outreach functions (including community activities/events/presentations, community awareness, etc.)	_____ %
Fundraising and/or grant writing	_____ %
Research and program evaluation.....	_____ %
Other functions (<i>specify</i>) _____	_____ %

Recommendation

Add the “interns” so this item mirrors the changes made in Q21.

Thank you for completing this survey.

NSVSP Frequently Asked Questions

Below is a list of frequently asked questions. If you have additional questions or received more than one invitation, contact Westat by telephone [insert #] or email [insert email].

What is the NSVSP?

The National Survey of Victim Service Providers or NSVSP is a national survey, funded by the U.S Department of Justice's Bureau of Justice Statistics (BJS) and the Office for Victims of Crime (OVC), to gain a deeper understanding of how victim service providers (VSPs) are structured and resourced to provide services to victims. The survey will gather detailed information about VSPs and the victims they serve, including the number and characteristics of victims served, the types of crimes that victims experienced, details about types of services provided, and staffing characteristics and levels. The data will be used to better understand the type and scope of victim services nationwide and identify the resource needs of VSPs. Read more at <https://www.bjs.gov/index.cfm?ty=tp&tid=98>.

Who should complete the NSVSP?

This survey is best completed by one or more persons with knowledge about the available services for victims of crime, the number and characteristics of victims served, and staffing for victim services within your organization. Some organizations have specific programs or staff dedicated to working with victims of crime or abuse. In these instances, the survey is best completed by someone with direct knowledge of these programs or activities. **If this invitation should be directed to someone else at your organization, please go to <<insert url>> and enter your organization code <<code>> to update our records.**

How is this survey different from the 2017 National Census of Victim Service Providers (NCVSP)?

The 2017 National Census of Victim Service Providers (NCVSP) was designed to gather groundbreaking information to define and describe the diverse field of VSPs. More than 80% of VSPs across the nation participated in the NCVSP, and provided the most comprehensive data about the victim service field ever collected. If your organization completed the Census, we thank you again for your participation in that important and pioneering effort. BJS is working to analyze data from the NCVSP, and findings will be provided to the VSP field and the public once available. While the NCVSP resulted in the first national roster of VSPs and will provide basic information about the field, it was unable to obtain the more detailed information about how VSPs are structured and resourced to serve victims that is needed for making policy and funding decisions, tracking growth and changes in the field over time, and addressing the resource needs of VSPs. The NSVSP is designed to provide this more detailed information.

Why is the NSVSP important and how will the results be used?

Increasingly, data collection and analysis is being prioritized as a way to better understand the scope and responses to violence and crime in America. The NSVSP provides a critical opportunity to address the existing knowledge gaps and enhance the victim services field by providing more reliable data that can help identify ways in which VSPs need support for providing services to victims, and inform resource limitations and allocation of resources. The collection of this detailed information on the NSVSP will assist funders and policymakers in better understanding the work and needs of VSPs, and provide important information for practitioners about the different ways VSPs are structured, organized, and resourced to carry out their mission. The results from the survey will be presented in statistical reports as totals and percentages. Your organization will not be identifiable in the findings or data files. .

Why were we selected to take this survey?

Your organization was selected for the NSVSP because you are providing victim services either as the primary function of your agency or through dedicated staff or programs. Since the NSVSP is not a census of all VSPs, your program or organization will represent other VSPs that share similar characteristics. Thus, the responses you give on this survey not only represent your own VSP but will ensure that the data reflect the diversity of the field. Ensuring that all types of VSPs are represented in this survey effort is very important.

If your organization or a program within your organization does not provide services to victims of crime or abuse, you will be able to report this at the beginning of the survey.

How long will it take to complete this survey?

The survey takes 45 minutes, on average, to complete.

What information is requested?

This survey asks about topics such as organization characteristics, characteristics of victims served, including the types of victimization experienced, services for victims, and staffing characteristics. For some of the questions, particularly those asking to report counts of individuals, it may be helpful or necessary to refer to your data or case management system.

Attachment 5b



<DATE>>
<<SUID>>

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

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

We are writing to let you know that the Bureau of Justice Statistics (BJS) and the Office for Victims of Crime (OVC) are working jointly with Westat to conduct the **National Survey of Victim Service Providers (NSVSP)**, the more detailed follow-up survey to the National Census of Victim Service Providers (NCVSP). First, thank you to all the agencies that participated in the recent NCVSP. Your participation was critical to the success of the project. More than 80% of victim service providers (VSPs) across the nation participated, paving the way for the NSVSP, and providing the most comprehensive data about the victim service field ever collected.

The overall goal of the NSVSP is to provide a national picture of how VSPs are structured to provide services to victims of crime and abuse, collecting information on available services, victims served, gaps in services, and human resources questions critical to the field. The collection of this detailed information will assist funders and policymakers in better understanding the work and needs of VSPs, and serve as a resource for practitioners and other key stakeholders in identifying ways in which VSPs need support for carrying out the functions important to your mission.

Your participation is extremely important to the success of this study. In a few weeks, you will receive an email that includes access information to the secure online NSVSP survey. **Please see the back of this letter** for a list of the types of information we are asking VSPs about in the NSVSP, and examples of the organizations that support the NSVSP.

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

Sincerely,

Jeffrey H. Anderson
Director, Bureau of Justice Statistics

Turnover for more information →

Attachment 5b

Enclosed is a list of frequently asked questions. If you have additional questions or received more than one survey invitation, contact Westat by telephone [insert #] or email [insert email]. If this invitation should be directed to someone else at your organization, please go to <<insert url>> and enter your organization code <<code>> to update our records.

[LOGOS OF THE ORGANIZATIONS SUPPORTING THIS WORK (still finalizing the list, but likely to include:)]

- OVC
- OVW
- NCVC

To help you prepare for the NSVSP, a list of the types of information the survey will ask you about is provided below. If your organization or program doesn't collect or track some of this information, or doesn't provide certain types of services, you will be able to note that in the survey.

Near the beginning of the survey you will be asked to indicate whether your organization or program operates on a fiscal year, calendar year, or both. The survey then asks questions about the most recent 12 months of data based on the fiscal or calendar year.

- Number of victims served
- Number of unique victims served by demographic characteristics:
 - Race/ethnicity
 - Sex
 - Age
 - English proficiency
 - Tribal identity
 - Number of victims incarcerated at the time they received services
- Number of victims served by type of victimization experienced
- Types of victim services provided
- Number of full-time paid staff, part-time paid staff, and volunteers/interns working different types of positions.
- Descriptive information about the highest executive or management position:
 - E.g., position title, job tenure, prior experience, highest education level, salary and types of benefits, number of professional development hours
- Descriptive information about most recently hired direct service staff
 - E.g., position title, job tenure, prior experience, highest education level, salary and types of benefits, number of professional development hours

Attachment 5c
NSVSP Invitation email

Subject Line: Invitation to Participate in NSVSP



Dear <<CONTACT NAME>>:

You recently received a letter regarding the National Survey of Victim Service Providers (NSVSP) from the Directors of the Bureau of Justice Statistics and the Office for Victims of Crime (see attached letter).

The NSVSP is a nationwide data collection effort designed to address major gaps in knowledge about the victim service provider (VSP) field, including characteristics of victims served, types of services provided, and VSP human resources. Your agency was selected to represent not just itself but also other agencies that share similar characteristics and ensure that the information collected accurately reflects the diversity of the VSP field. The NSVSP will assist funders and policymakers in better understanding the work and needs of VSPs and provide important information for practitioners about the different ways VSPs are structured, organized, and resourced to carry out their mission.

The survey takes 45 minutes on average to complete. The backside of the attached letter includes a list of specific types of data collected on the NSVSP. We understand that victim service providers such as yourself have many reporting burdens and urgent daily tasks. We respectfully ask that you complete the NSVSP within one month of receiving this email. The time that you spend telling us about your program or organization will result in data that will improve understanding, capacity, and support of your critical field.

Here is the information you will need to access and complete the survey:

Survey URL: {URL}

Access code: {PIN}

If you would like additional information about this project, please see the attached Frequently Asked Questions or visit the project website at <http://www.bjs.gov/content/ncvsp.cfm>. If you need technical assistance please contact us by telephone [1-xxx-xxx-xxxx] or e-mail [nsvsp@westat.com].

Thank you very much for your participation in this important and pioneering effort to learn more about victim service providers!

Attachment 5d
NSVSP nonresponse email #1

Subject Line: Reminder! Your responses to NSVSP are needed



Dear <<CONTACT NAME>>:

You recently received an email from me and a letter from the Directors of the Bureau of Justice Statistics and the Office for Victims of Crime regarding the National Survey of Victim Service Providers (NSVSP). Our records show that you have not accessed the survey.

If this is the first you have heard of the survey, please refer to the attached materials for detailed information on the purpose of the survey, its sponsorship, and its importance.

Your participation is extremely important to the success of this study. Your participation is critical for the NSVSP to accurately reflect the broad field of victim service providers. Although this study is voluntary, we need and appreciate your cooperation to make the results comprehensive, accurate, and timely. We thank you for your time and your continued support in this important project.

Here is the information you will need to access and complete the survey:

Survey URL: {URL}

Access code: {PIN}

If you would like additional information about this project, please visit the project website at <http://www.bjs.gov/content/ncvsp.cfm>. If you need technical assistance please contact us by telephone [1-xxx-xxx-xxxx] or e-mail [nsvsp@westat.com].

Thank you very much for your participation in this important and pioneering effort to learn more about victim service providers and support this field!

Attachment 5e
NSVSP nonresponse email #2

Subject Line: Reminder: please complete the NSVSP



Dear <<CONTACT NAME>>:

We recently sent you a reminder regarding the National Survey of Victim Service Providers (NSVSP), but our records show that you have not accessed the survey.

If this is the first you have heard of the survey, please refer to the attached materials for information on the purpose of the survey, its sponsorship, and its importance.

Your agency was selected for this survey to represent not just itself but also other agencies that share similar characteristics. We need to hear from all types of entities that offer support or services to victims of crime or abuse to accurately reflect this broad and diverse field. Although this study is voluntary, we need and appreciate your cooperation to make the results comprehensive, accurate, and timely. We thank you for your time and your continued support in this important project.

Here is the information you will need to access and complete the survey:

Survey URL: {URL}

Access code: {PIN}

If you would like additional information about this project, please visit the project website at <http://www.bjs.gov/content/ncvsp.cfm>. If you need technical assistance please contact us by telephone [1-xxx-xxx-xxxx] or e-mail [nsvsp@westat.com].

Thank you very much for your participation in this important and pioneering effort to learn more about victim service providers and support this field!

Attachment 5f
Final thank you email

Subject Line: Thank you for your participation!



Dear <<CONTACT NAME>>:

We have received your completed survey and wanted to thank you for your time and your support in this important project.

Your responses provide critical information on victim assistance and help us fill gaps in knowledge about victim service provision in the U.S. and the capacity of VSPs to reach, respond to, and meet the needs of victims.

As this work is the first of its kind, if you have any additional comments or feedback for us, please feel free to contact us by telephone at [1-xxx-xxx-xxxx] or by e-mail at [nsvsp@westat.com].

Attachment 5g
Follow-up Phone Prompting Script

Hello. May I speak with _____

This is [NAME] calling from Westat, a research firm. We are calling on behalf of the U.S. Department of Justice for a very important study of victim service providers.

We recently sent you an invitation to complete the National Survey of Victim Service Providers, also known as the NSVSP. The NSVSP will provide 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.

Just to make sure I'm speaking with the correct person, your name is [RESPONDENT NAME]. Is that correct?

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

• 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 information for your organization or program?

IF IT IS NOT THEN UPDATE OUR RECORDS

This survey is best completed by one or more persons with knowledge about the available services for victims of crime, the number and characteristics of victims served, and staffing for victim services within your organization. Some organizations have specific programs or staff dedicated to working with victims of crime or abuse. In these instances, the survey is best completed by someone with direct knowledge of these programs or activities. Are you the best person to complete this survey?

- Yes → proceed and confirm agency is still serving victims
- No → Collect name and contact number for the most knowledgeable person. If available, try complete survey with the new respondent. If new respondent is not available make an appointment to call back

CONFIRM THE AGENCY/PROGRAM IS STILL SERVING VICTIMS

Has your organization or any programs or staff within your organization provided 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.

- Yes → proceed in explaining the study
- No → Go to A2a

A2a. To help us update our records, does your organization plan to provide services to victims of crime or abuse in the future?

- Yes – I appreciate your time, we will update our records.
- No –I appreciate your time, we will update our records.

PROCEED TO EXPLAIN THE SURVEY:

• IF THEY DID RECEIVE THE INVITATION – EXPLAIN THE SURVEY

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 survey of victim serving organizations and agencies.

The survey is a nationwide data collection effort to address major gaps in knowledge about the availability and use of services to support victims of crime or abuse. This survey asks about topics such as organization characteristics, characteristics of victims served, including the types of victimization experienced, services for victims, and staffing characteristics.

The survey is voluntary and confidential and takes about 45 minutes to complete. Findings from the survey will be reported as totals and your organization will not be identifiable in the data.

Your participation is extremely important to the success of this study. Representation from all types of programs and agencies that offer support or services to crime and abuse victims is critical for the NSVSP to accurately reflect the broad field of victim service providers.

You may skip any question that you do not want to answer, or stop the interview at any time, but we would really appreciate your answering all the questions you can.

Do you agree to participate in the study?

[OPTION 1] IF AGREES TO COMPLETING A SURVEY:

There are 2 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, or we can complete the survey over the phone. How would you prefer to complete the survey?

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

[OPTION B] 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 TO COMPLETE THE SURVEY.

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

[OPTION D] IF A 'MAYBE': TRY TO ADDRESS ANY OF THEIR CONCERNS (CONSULT ATTACHED 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 VERSION.

FIRST, ASK THEM IF THEY HAVE SPECIFIC CONCERNS ABOUT THE STUDY OR HAVE 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:

I am happy to answer any questions you have about the survey and its importance for learning about victim service providers in the US and the people they serve. 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. The project website is at <<URL>>

[IF NEEDED EXPLAIN VALUE OF SURVEY: The collection of this detailed information on the NSVSP will assist funders and policymakers in better understanding the work and needs of VSPs, and serve as a resource for practitioners and other key stakeholders in identifying ways in which VSPs need support for carrying out the functions important to your mission.]

[OPTION 2] 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? _____

Controlled substance	Drug code	Schedule
Trimeperidine	9646	I
1-Methyl-4-phenyl-4-propionoxypiperidine	9661	I
Tilidine	9750	I
Para-Fluorofentanyl	9812	I
3-Methylfentanyl	9813	I
Alpha-methylfentanyl	9814	I
Acetyl-alpha-methylfentanyl	9815	I
Beta-hydroxyfentanyl	9830	I
Beta-hydroxy-3-methylfentanyl	9831	I
Alpha-methylthiofentanyl	9832	I
3-Methylthiofentanyl	9833	I
Thiofentanyl	9835	I
Methamphetamine	1105	II
Methylphenidate	1724	II
Amobarbital	2125	II
Pentobarbital	2270	II
Secobarbital	2315	II
Glutethimide	2550	II
Nabilone	7379	II
1-Phenylcyclohexylamine	7460	II
Phencyclidine	7471	II
Phenylacetone	8501	II
1-Piperidinocyclohexanecarbonitrile	8603	II
Alphaprodine	9010	II
Dihydrocodeine	9120	II
Ecgonine	9180	II
Ethylmorphine	9190	II
Levomethorphan	9210	II
Levorphanol	9220	II
Meperidine	9230	II
Dextropropoxyphene, bulk (non-dosage forms)	9273	II
Levo-alphaacetylmethadol	9648	II
Noroxymorphone	9668	II
Racemethorphan	9732	II
Alfentanil	9737	II
Remifentanil	9739	II
Sufentanil	9740	II
Carfentanil	9743	II
Tapentadol	9780	II

The company plans to import small quantities of the listed controlled substances for the manufacture of analytical reference standards and distribution to their research and forensic customers.

Dated: July 10, 2018.

John J. Martin,

Assistant Administrator.

[FR Doc. 2018-15139 Filed 7-13-18; 8:45 am]

BILLING CODE 4410-09-P

DEPARTMENT OF JUSTICE

[OMB Number 1121-NEW]

Agency Information Collection Activities; Proposed eCollection eComments Requested; Approval of a New Collection; Comments Requested: National Survey of Victim Service Providers (NSVSP)

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 September 14, 2018.

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 Barbara Oudekerk, Statistician, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531 (email: Barbara.a.oudekerk@usdoj.gov; telephone: 202-616-3904).

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:* National Survey of Victim Service Providers

(3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:* The form number for the collection is NSVSP-1 (note, there will be no hard copy of the NSVSP instrument, the survey will be completed online or over the phone). 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:* A sample of agencies serving crime victims as their primary function or through dedicated staff or programs will be asked to respond. The National Survey of Victim Service Providers will gather data on the number of victims served by type of crime, victim characteristics, types of services provided, criminal justice and community relationships, service gaps, and VSP staff size, turnover, and characteristics. BJS plans to publish information from the NSVSP in reports and reference it when responding to queries from the U.S. Congress, Executive Office of the President, the U.S. Supreme Court, partner federal agencies (e.g., Office for Victims of Crime), state officials, international organizations, researchers, students, the media, and others interested in criminal justice statistics.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* A total of 8,067 victim service providers will be asked to respond to the survey. An estimated 5% of entities will no longer be in business or no longer serving victims. For ineligible respondents the survey will take less than 5 minutes to complete. Among active victim service providers, the expected response rate is 70%. For these 5,365 active victim service providers that decide to participate, it will take an average of 45 minutes to complete the survey.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 4,058 total burden hours associated with this collection.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution

Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: July 10, 2018.

Melody Braswell,

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

[FR Doc. 2018-15056 Filed 7-13-18; 8:45 am]

BILLING CODE 4410-18-P

LEGAL SERVICES CORPORATION

Sunshine Act Meeting

DATE AND TIME: The Legal Services Corporation's Board of Directors and its six committees will meet July 25-26, 2018. On Wednesday, July 25, the first meeting will commence at 3:00 p.m., Mountain Daylight Time (MDT), with the meetings thereafter commencing promptly upon adjournment of the immediately preceding meeting. On Thursday, July 26, the first meeting will commence at 9:00 a.m., (MDT), with the next meeting commencing promptly upon adjournment of the immediately preceding meeting. The closed session meeting of the Board of Directors will commence promptly upon adjournment of the open session of the Board of Directors meeting.

LOCATION: The Grove Hotel, 245 South Capitol Blvd., Boise, Idaho 83702.

PUBLIC OBSERVATION: Unless otherwise noted herein, the Board and all committee meetings will be open to public observation. Members of the public who are unable to attend in person but wish to listen to the public proceedings may do so by following the telephone call-in directions provided below.

Call-In Directions for Open Sessions

- Call toll-free number: 1-866-451-4981;
- When prompted, enter the following numeric pass code: 5907707348
- Once connected to the call, your telephone line will be *automatically* "MUTED".
- To participate in the meeting during public comment press #6 to "UNMUTE" your telephone line, once you have concluded your comments please press *6 to "MUTE" your line.

Members of the public are asked to keep their telephones muted to eliminate background noises. To avoid disrupting the meeting, please refrain from placing the call on hold if doing so will trigger recorded music or other sound. From time to time, the presiding Chair may solicit comments from the public.

MEETING SCHEDULE

	Time*
Wednesday, July 25, 2018: 1. Governance and Performance Review Committee. 2. Operations & Regulations Committee. 3. Audit Committee. 4. Institutional Advancement Committee. 5. Communications Subcommittee Committee.	3:00 p.m.
Thursday, July 26, 2018 1. Finance Committee ... 2. Delivery of Legal Services Committee. 3. Board of Directors.	9:00 a.m.

Status of Meeting: Open, except as noted below.

Board of Directors—Open, except that, upon a vote of the Board of Directors, a portion of the meeting may be closed to the public to hear briefings by management and LSC's Inspector General, and to consider and act on the General Counsel's report on potential and pending litigation involving LSC, and on a list of prospective funders.**

Audit Committee—Open, except that the meeting may be closed to the public to hear a briefing on the Office of Compliance and Enforcement's active enforcement matters.**

Institutional Advancement Committee—Open, except that, upon a vote of the Board of Directors, the meeting may be closed to the public to consider and act on recommendation of new Leaders Council invitees and to receive a briefing on the development activities.**

A verbatim written transcript will be made of the closed session of the Board, Institutional Advancement Committee, and Audit Committee meetings. The transcript of any portions of the closed sessions falling within the relevant provisions of the Government in the Sunshine Act, 5 U.S.C. 552b(c)(6) and (10), will not be available for public inspection.

A copy of the General Counsel's Certification that, in his opinion, the closing is authorized by law will be available upon request.

* Please note that all times in this notice are in Mountain Daylight Time.

** Any portion of the closed session consisting solely of briefings does not fall within the Sunshine Act's definition of the term "meeting" and, therefore, the requirements of the Sunshine Act do not apply to such portion of the closed session. 5 U.S.C. 552b(a)(2) and (b). See also 45 CFR 1622.2 & 1622.3.

Controlled substance	Drug code	Schedule
Marihuana	7360	I
Tetrahydrocannabinols	7370	I
Mescaline	7381	I
4-Bromo-2,5-dimethoxyamphetamine	7391	I
4-Bromo-2,5-dimethoxyphenethylamine	7392	I
4-Methyl-2,5-dimethoxyamphetamine	7395	I
2,5-Dimethoxyamphetamine	7396	I
3,4-Methylenedioxyamphetamine	7400	I
N-Hydroxy-3,4-methylenedioxyamphetamine	7402	I
3,4-Methylenedioxy-N-ethylamphetamine	7404	I
3,4-Methylenedioxymethamphetamine	7405	I
4-Methoxyamphetamine	7411	I
Bufotenine	7433	I
Diethyltryptamine	7434	I
Dimethyltryptamine	7435	I
Psilocyn	7438	I
1-[1-(2-Thienyl)cyclohexyl]piperidine	7470	I
N-Benzylpiperazine	7493	I
MDPV (3,4-Methylenedioxypropylvalerone)	7535	I
Heroin	9200	I
Normorphine	9313	I
Etonitazene	9624	I
Amobarbital	2125	II
Secobarbital	2315	II
Glutethimide	2550	II
Nabilone	7379	II
Phencyclidine	7471	II
Diphenoxylate	9170	II
Ecgonine	9180	II
Ethylmorphine	9190	II
Levorphanol	9220	II
Meperidine	9230	II
Thebaine	9333	II
Opium, powdered	9639	II
Levo-alphaacetylmethadol	9648	II

The company plans to import the listed controlled substances for sale to research facilities for drug testing and analysis. In reference to drug codes 7360 and 7370, the company plans to import a synthetic cannabidiol and a synthetic tetrahydrocannabinol. No other activities for these drug codes are authorized for this registration.

Dated: November 16, 2018.

John J. Martin,

Assistant Administrator.

[FR Doc. 2018-25867 Filed 11-26-18; 8:45 am]

BILLING CODE 4410-09-P

DEPARTMENT OF JUSTICE

[OMB Number 1121-NEW]

Agency Information Collection Activities; Proposed eCollection eComments Requested; Approval of a New Collection; Comments Requested: National Survey of Victim Service Providers (NSVSP)

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 Volume 83, Number 136, page 32908, July 16, 2018, allowing for a 60 day comment period.

DATES: Comments are encouraged and will be accepted for 30 days until December 27, 2018.

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 Barbara Oudekerk, Statistician, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531 (email: Barbara.a.oudekerk@usdoj.gov; telephone: 202-616-3904).

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 Survey of Victim Service Providers (NSVSP).

(3) *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* The form number for the collection is NSVSP-1. 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:* A sample of agencies serving crime victims as their primary function or through dedicated staff or programs will be asked to respond. The National Survey of Victim Service Providers will gather data on the number of victims served by type of crime, victim characteristics, types of services provided, service gaps, and VSP staff size, turnover, and characteristics. BJS plans to publish information from the NSVSP in reports and reference it when responding to queries from the U.S. Congress, Executive Office of the President, the U.S. Supreme Court, partner federal agencies (e.g., Office for Victims of Crime), state officials, international organizations, researchers, students, the media, and others interested in criminal justice statistics.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* A total of 7,237 victim service providers will be asked to respond to the survey. An estimated 15% of entities will no longer be in business or no longer serving victims. For ineligible respondents the survey will take less than 5 minutes to complete. Among active victim service providers, the expected response rate is 70%. For these 4,306 active victim service providers that decide to participate, it will take an average of 45 minutes to complete the survey.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 3,321 total burden hours associated with this collection.

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

Dated: November 21, 2018.

Melody Braswell,

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

[FR Doc. 2018-25767 Filed 11-26-18; 8:45 am]

BILLING CODE 4410-18-P

NATIONAL SCIENCE FOUNDATION

Notice of Permit Applications Received Under the Antarctic Conservation Act of 1978

AGENCY: National Science Foundation.
ACTION: Notice of permit applications received.

SUMMARY: The National Science Foundation (NSF) is required to publish a notice of permit applications received to conduct activities regulated under the Antarctic Conservation Act of 1978. NSF has published regulations under the Antarctic Conservation Act in the Code of Federal Regulations. This is the required notice of permit applications received.

DATES: Interested parties are invited to submit written data, comments, or views with respect to this permit application by December 27, 2018. This application may be inspected by interested parties at the Permit Office, address below.

ADDRESSES: Comments should be addressed to Permit Office, Office of Polar Programs, National Science Foundation, 2415 Eisenhower Avenue, Alexandria, Virginia 22314.

FOR FURTHER INFORMATION CONTACT: Nature McGinn, ACA Permit Officer, at the above address, 703-292-8030, or ACAPermits@nsf.gov.

SUPPLEMENTARY INFORMATION: The National Science Foundation, as directed by the Antarctic Conservation Act of 1978 (Pub. L. 95-541, 45 CFR 671), as amended by the Antarctic Science, Tourism and Conservation Act of 1996, has developed regulations for the establishment of a permit system for various activities in Antarctica and designation of certain animals and certain geographic areas a requiring special protection. The regulations establish such a permit system to designate Antarctic Specially Protected Areas.

Application Details

1. Applicant

Permit Application: 2019-015

Robin West, Director of Expedition Operations, Onboard Revenue, Seabourn Quest, Seabourn Cruise Line Ltd., 450 Third Ave. W, Seattle, WA 98119.

Activity for Which Permit Is Requested: Waste Management. The applicant proposes to operate a small, battery-operated remotely piloted aircraft system (RPAS) consisting, in part, of a quadcopter equipped with a camera to collect commercial and

educational footage of the Antarctic, as well as for ice reconnaissance. The quadcopter would not be flown over concentrations of birds or mammals, or over Antarctic Specially Protected Areas. The RPAS would only be operated by pilots with extensive experience (≤ 20 hours), who are pre-approved by the Expedition Leader. Several Measures would be taken to prevent against loss of the quadcopter including a highly visible paint color; only operating when the wind is less than 25 knots; operating for only 15 minutes at a time to preserve battery life; having prop guards on propeller tips; using a flotation device if operated over water; a "fail-safe and auto go home" feature in the case of a loss of control link or low battery; having an observer on the lookout for wildlife, people, and other hazards; and ensuring that the separation between the operator and quadcopter does not exceed an operational range of 500 meters. The applicant is seeking a Waste Permit to cover any accidental releases that may result from operating the RPAS.

Location: Antarctic Peninsula Region.

Dates of Permitted Activities: November 29, 2018–March 31, 2019.

Suzanne H. Plimpton,

Reports Clearance Officer, National Science Foundation.

[FR Doc. 2018-25742 Filed 11-26-18; 8:45 am]

BILLING CODE 7555-01-P

NATIONAL TRANSPORTATION SAFETY BOARD

Sunshine Act Meeting

AGENDA

TIME AND DATE: 9:30 a.m., Tuesday, December 11, 2018.

PLACE: NTSB Conference Center, 429 L'Enfant Plaza SW, Washington, DC 20594.

STATUS: The one item is open to the public.

MATTERS TO BE CONSIDERED: 58698 Marine Accident Report: Fire On Board US Small Passenger Vessel *Island Lady*, Pithlachascotee River Near Port Richey, Florida, January 14, 2018.

News Media Contact: Telephone: (202) 314-6100.

The press and public may enter the NTSB Conference Center one hour prior to the meeting for set up and seating.

Individuals requesting specific accommodations should contact Rochelle McCallister at (202) 314-6305 or by email at Rochelle.McCallister@ntsb.gov by Wednesday, December 5, 2018.