All REQUIRED and NUMBER fields must be entered
- Not Reported – means the victim didn’t report it
- Not Tracked – means the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested --- inferring that the service is offered
- Zero – means zero
  For types of victimizations, services, etc. that are not offered by the subgrantee, enter zero.

Demographics
#1 Total number of individuals served. Do not count anonymous contacts here.
#2 Anonymous contacts are entered here.
#3 Quarter 1 (Oct-Dec) = same as #1; Quarters 2, 3, 4 = likely less than #1
#4A Total same as #3
#4B Total same as #3
  Other requires explanation
#4C Total same as #3
#5A Each victimization type can be no more than #1
  The total must be at least the number in #1, plus any multiple victimization types in #5B.
  Hate crime requires explanation
  Other requires number(s) and description(s)
#5B An individual may be counted more than once if they have more than one victimization type. Count multiple victimization types for the reporting period in 5B. If data is reported in 5B, then the response in 5A will be greater than Q1.
#5C Each classification must be less than or equal to #1
  Other requires explanation

Direct Services
6 Count only new and count an individual only once in an October-September reporting period
7 Check each box for which any service was provided in the reporting period
8A The number of individuals receiving this service (1st line in the category) cannot be > #1
  The sum of A1-A4 must be greater than or equal to the # in the first line
8B The number of individuals receiving this service (1st line in the category) cannot be > #1
  The sum of B1-B10 must be greater than or equal to the # in the first line
  B3: If services are reported in B3, services cannot be reported in E9
8C The number of individuals receiving this service (1st line in the category) cannot be > #1
  The sum of C1-C7 must be greater than or equal to the # in the first line
  C1: Include follow-up advocacy services
  C4: Report professional counseling services; follow-up support should be reported in C1
  C7: Only include financial assistance paid with VOCA or VOCA match funds
8D The number of individuals receiving this service (1st line in the category) cannot be > #1
  The sum of D1-D3 must be greater than or equal to the # in the first line
  D1: Do not report referrals to shelter or housing; include these in A3 or A4, as appropriate
  D1: Report services as bed nights for all individuals reported on 1st line receiving shelter services
8E The number of individuals receiving this service (1st field in the category) cannot be > #1
  The sum of E1-E11 must be greater than or equal to the # in the first field
  E9: If services are reported in E9, services cannot be reported in B3
  E11: Only report services provided by an attorney