

CVSSD – MVI MASS VIOLENCE INCIDENT (MVI) FORM PROCESS

PURPOSE OF THE FORMS

1. Ensure collection of individual victim data to ensure continuity of services
2. Ensure collection of aggregate data for purpose of applying for federal grant funds under the Anti-Terrorism & Emergency Assistance Program (AEAP)

FORMS

1. STATISTIC FORM: Aggregate DAILY data for individual advocates
 - a. Total # victims served
 - b. Total # services provided
2. INTAKE FORM: Complete when working with injured victims or the NOK of deceased victims to aid in the continuity of services. Use your professional discretion for all others.
 - a. Information specific to individual victims
 - i. Contact information
 - ii. Personal barriers of service
 - iii. Services provided

PROCESS - Upon request of the jurisdictional DA, CVSSD MVI will handle response forms in the following manner:

1. STATISTICS
 - a. Forms will be provided daily to all advocates who are working with victims
 - b. Forms will be turned into the designated MVI Lead on a DAILY basis, as each advocate completes their day
 - c. MVI Lead will collect all forms and compile statistical information
2. INTAKE
 - a. Advocate will document individual victim information
 - b. Advocate will keep running 'needs' documented & staff needs with MVI Lead
 - c. Advocate will turn in Intake Form to MVI Lead when deployment has been completed for reassignment to new advocate (if needed).
 - i. Lead will provide these forms to the jurisdictional DA VAP Director
 - ii. DA VAP Director will use information at their discretion to support victims