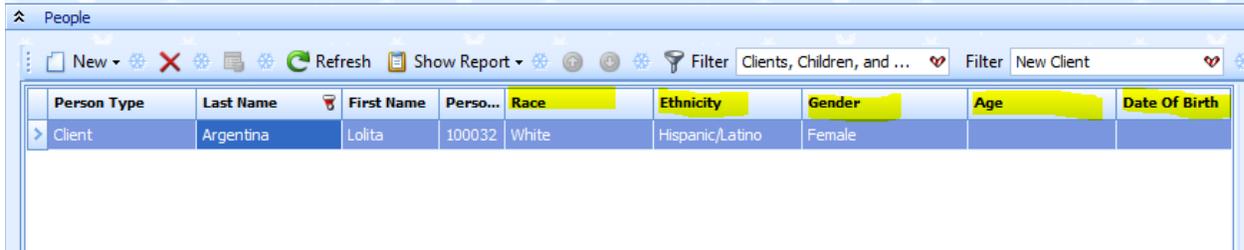# SAPCS STATE REPORT

Instructions to manually pull demographics for new data measures

Subsection 2.2

Subsection 2.2 "Demographics of New Victims"

Report for new victims only. If demographic information such as age, gender and/or ethnicity are unknown, categories for unknown have been provided and should be used so that the totals for each demographic subsection total the number of New Victims Served.

1. In Osnium, navigate to the StartupView tab and add the following columns to the People worksheet.

The path for each of the above highlighted columns when adding them to the worksheet through the Column Chooser is:
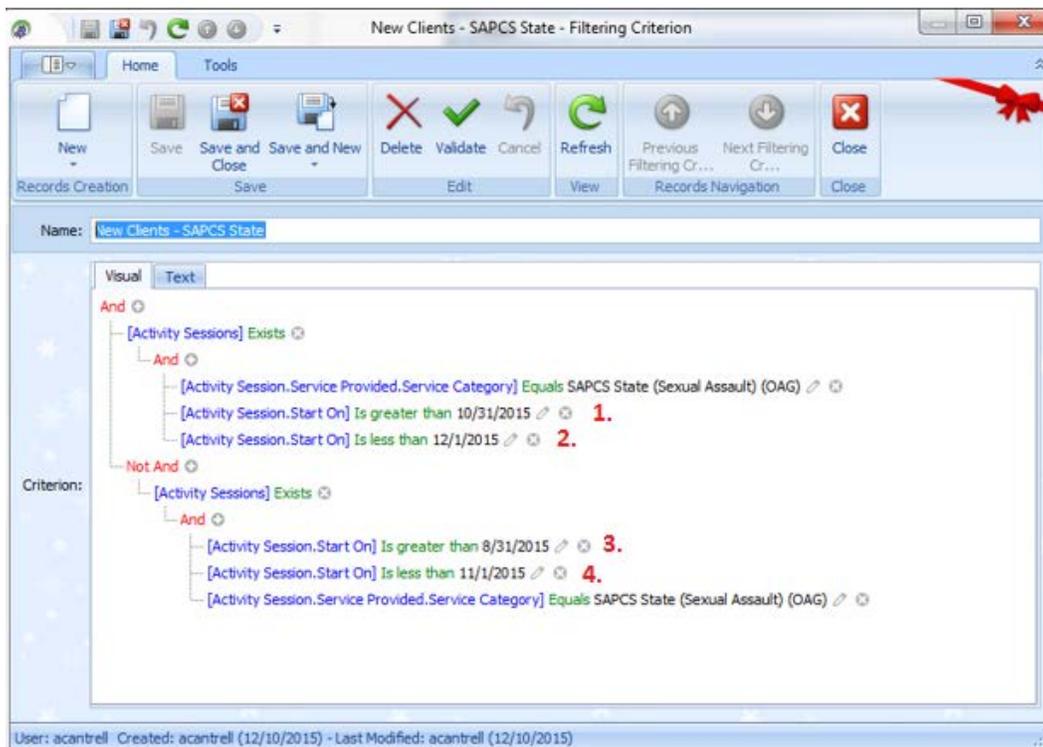
Person > Age

Person > Date of Birth

Person > Ethnicity

Person > Gender

Person > Race

2. Once those columns are added to your People worksheet, create the below FilterString to pull all New clients.

There are four dates that will be listed in this FilterString and can be changed depending on the month or quarter that you are reporting. For example, the dates above would pull all New clients for the month of November that received a SAPCS State service.

To determine which dates you should put in the FilterString, see the explanations below:

       1 – <u>day before</u> the beginning date the report. For example 10/31/2015 will indicate the string is selecting clients with services beginning 11/1/2015

       2 – <u>day after</u> the ending date of the report. For example 12/1/2015 indicates the string is selecting clients with services ending 11/31/2015

       3 – this is the <u>day before</u> the beginning of the grant (blackout date). In this example 8/31/2015 indicates 09/1/2015 grant start date

       4 – is the <u>beginning date</u> of the period you are selecting

3. **With the added columns and FilterString that will pull new clients, you can run the FilterString and export the list to Excel so that you can manipulate to determine the demographic counts for those new clients**

Subsection 2.4A-2.4C

Subsection 2.4A-2.4C "Demographics of all Victims Served by Telephone/Hotline"

If demographic information such as age, gender and/or ethnicity are unknown, categories for unknown have been provided and should be used so that the totals for each demographic subsection equal the number of Total Telephone Sexual Assault Services per month.

1. **In Osnium, navigate to the Services Worksheet tab and add the following columns to the Services Worksheet.**

The path for each of the above highlighted columns when adding them to the worksheet through the Column Chooser is:

Person Activity > Generic Person > **Age**

Person Activity > Generic Person > **Gender**

Person Activity > Generic Person > **Ethnicity**

Person Activity > Generic Person > **Race**

Person Activity > Activity Session > **Service Provided**

Person Activity > Activity Session > Service Provided > **Service Category**

2. **Once those columns are added to your Services Worksheet, filter the Service Category column to SAPCS State and filter the Service Provided to either Crisis Intervention (by Telephone) or Sexual Assault Hotline Call. Also, be sure to filter the Start On column to the dates for the date range you are reporting on. From that list, you will be able to determine the demographic information for the clients who received those particular services.**

For hotline calls pulled from the Osnium Hotline Report, indicate Unknown for those instances as Osnium does not collect demographic information for hotline calls.

Section 3A-3C

Subsection 3A-3C "Demographics of all Training and Outreach Participants"

If demographic information such as age, gender and/or ethnicity are unknown, categories for unknown have been provided and should be used so that the totals for each demographic subsection equal the total number of Participants per month.

Osnium does not currently collect this demographic information.

Section 4.2

Subsection 4.2 Demographics of New Victims Served

The demographics of new victims should reflect activities provided through all sources of funding (including SAPCS-State funds, other OAG funds such as OVAG, or other non-OAG funds). Enter the demographic information such as gender, age, and race/ethnicity. If the gender, age, or race/ethnicity is unknown please mark the corresponding box.

1. **In Osnium, navigate to the StartupView tab and add the following columns to the People worksheet.**

The path for each of the above highlighted columns when adding them to the worksheet through the Column Chooser is:

Person > Age

Person > Date of Birth

Person > Ethnicity

Person > Gender

Person > Race

2. **Once those columns are added to your People worksheet, create the below FilterString to pull all New clients.**

There are four dates that will be listed in this FilterString and can be changed depending on the month or quarter that you are reporting. For example, the dates above would pull all New clients for the month of November that received any funded service from your program

To determine which dates you should put in the FilterString, see the explanations below:

1 – <u>day before</u> the beginning date the report. For example 10/31/2015 will indicate the string is selecting clients with services beginning 11/1/2015

2 – <u>day after</u> the ending date of the report. For example 12/1/2015 indicates the string is selecting clients with services ending 11/31/2015

3 – this is the <u>day before</u> the beginning of the grant (blackout date). In this example 8/31/2015 indicates 09/1/2015 grant start date

4 – is the <u>beginning date</u> of the period you are selecting

3. **With the added columns and FilterString that will pull new clients, you can run the FilterString and export the list to Excel so that you can manipulate to determine the demographic counts for those new clients.**

OVAG REPORT

Instructions for pulling New Clients receiving OVAG Services & determining number of New Clients in each new age group.

Age of New Victims
Age 0-12
Age 13-17
Age 18-24
Age 25-59
Age 60 and Older
Age of Victim Unknown
Total Number of New Victims Age Group

1. **In Osnium, navigate to the StartupView tab and add the following column to the People worksheet.**

Person Type	Last Name	First Name	Perso...	Race	Ethnicity	Gender	Age	Date Of Birth
Client	Trumpet	Alana	100077	Black or African A...		Female	36	1/2/1979

The path for each of the above highlighted column when adding them to the worksheet through the Column Chooser is:

Person > Age

2. **Once those columns are added to your People worksheet, create the below FilterString to pull all New clients.**

New Clients - OVAG (OAG) - Filtering Criterion

Name: New Clients - OVAG (OAG)
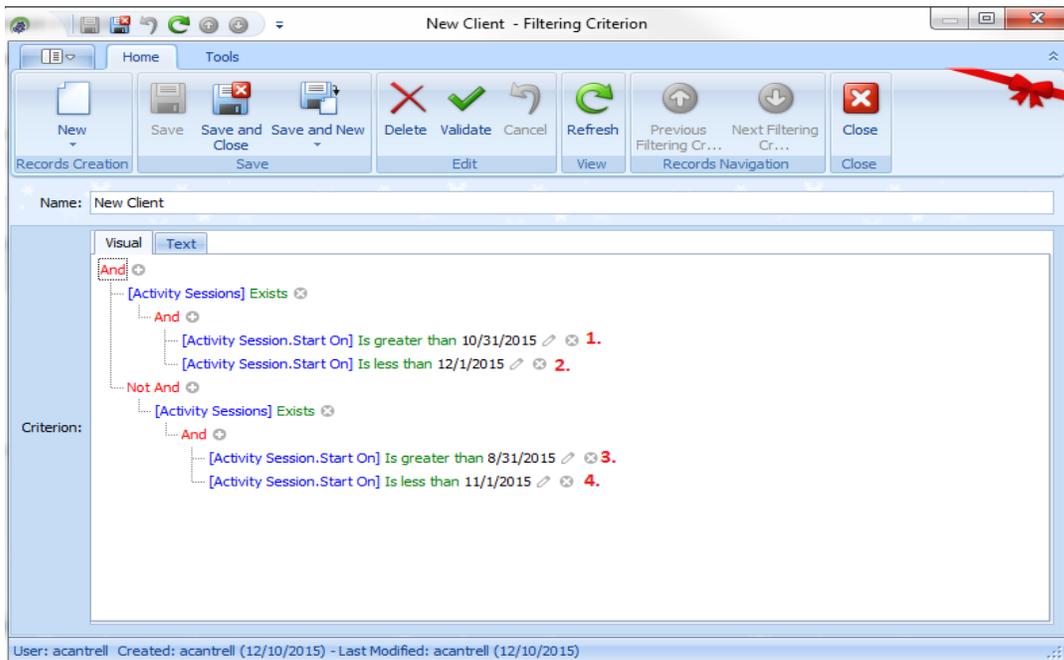
Criterion:

And
    [Activity Sessions] Exists
        And
            [Activity Session.Service Provided.Service Category] Equals OVAG (OAG)
            [Activity Session.Start On] Is greater than 10/31/2015 **1.**
            [Activity Session.Start On] Is less than 12/1/2015 **2.**
    Not And
        [Activity Sessions] Exists
            And
                [Activity Session.Start On] Is greater than 8/31/2015 **3.**
                [Activity Session.Start On] Is less than 11/1/2015 **4.**
                [Activity Session.Service Provided.Service Category] Equals OVAG (OAG)

There are four dates that will be listed in this FilterString and can be changed depending on the month or quarter that you are reporting. For example, the dates above would pull all New clients for the month of November that received an OVAG (OAG) service.

To determine which dates you should put in the FilterString, see the explanations below:

      1 – <u>day before</u> the beginning date the report. For example 10/31/2015 will indicate the string is selecting clients with services beginning 11/1/2015

      2 – <u>day after</u> the ending date of the report. For example 12/1/2015 indicates the string is selecting clients with services ending 11/31/2015

      3 – this is the <u>day before</u> the beginning of the grant (blackout date). In this example 8/31/2015 indicates 09/1/2015 grant start date

      4 – is the <u>beginning date</u> of the period you are selecting

3. **With the added column and FilterString that will pull new clients, you can run the FilterString and export the list to Excel so that you can manipulate to determine the demographic counts for each of the new age groups.**