

Osnium Texas Instruction Guide: VOCA Spreadsheet Report

Due to the complex nature of the VOCA report and updates to the Osnium system, TCFV has worked to build a one-click VOCA report. This follows the federal subgrantee reporting requirements. While it does not pull all information needed, TCFV hopes this will reduce the time needed to report to VOCA. *Please review all data for accuracy before submitting.* If there is a conflict between the report and federal reporting requirements, defer to federal standards and alert TCFV at datatx@tcfv.org.

Update to the Model File

The VOCA Report requires that if you report anonymous hotline calls in Q2, that your victimization count be equal to, or more than the number of clients reported in Q1 and Q2 of the report. To achieve this, we have added two new fields to the hotline module.

1) The anonymous check box. If you select this check box, you are signifying you'd like the call to be pulled into Q2 as an anonymous contact. They will also be counted then under the services list as a client who received a hotline/counseling service. It may be helpful to work with your hotline staff to understand when to click this anonymous check box to pull into the VOCA report. For example, what type of support was provided to the anonymous caller that warrants reporting to the VOCA report?

2) The victimization dropdown list. Since anonymous contacts need to have a victimization, we have added the general victimization types to a dropdown field. The list of victimizations include:

- Domestic Violence
- Adult Sexual Assault
- Child Sexual Abuse/Assault
- Human Trafficking
- Stalking
- Unknown



Individual Calls

Call End Date: 10/7/2022 11:52 AM

Anonymous Caller Accepted to Shelter

Caller Name (if available):

Victimization Type: Child Sexual Abuse/Assault

Phone Number:

Associated Client:

This short list was chosen because a hotline is meant to be a safe, confidential resource for survivors where demographic information should not be needed. Also, VOCA only requires you to report victimizations that you provide services for. To accurately report hotline calls to VOCA while respecting survivor's anonymity, the list is kept short. We do not suggest you add to this list. Only these options will pull into the report. Unknown is allowable if they do not share their victimization. This will be included in the "Other" victimization category on the report. I know this does not solve all the issues, but it is a step in the right direction while TCFV works towards a more complete solution.

If you would like to utilize this new field on your hotline module, it will require you update your model file. You can find instructions on how to do this in Appendix A below. **If you have major customizations to your layout or have had to have updates manually applied to your layout in the past, please reach out to Osnium Support at support@osnium.com to get this field added to your hotline module.**

Importing the Report

This new VOCA report is a *Spreadsheet Report*, which is in a different format than our other flex reports. Save the report file to your desktop or somewhere easily accessible. Navigate to your Report Dashboard and scroll down to the Spreadsheet Report table. Click Import/Export Reports > Import Report. Find your file. You will then see it in the table below.

Name	Version Date	Description
ESG Monthly Performance Report (2)	10/18/2021	Updated: October 18, 2021 - U
TCFV - TH Report (2)	4/23/2019	Updated: 4/23/2019 - Changed Fi
VOCA Report (3)	12/21/2021	Updated: December 21, 2021

Viewing Results in a Spreadsheet Report

A benefit of the spreadsheet report is that you can easily view what clients are pulling into the counts within the report. To do this, highlight the VOCA report, and click Show Report Designer.

When you are running within the report designer, make

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sure to not change any formulas or save anything when you close out. This is a back end look at the report, so you want to be careful not to make any changes. If you think you've messed it up, reach out to TCFV or Osnium to get a corrected version.

The parameters are on the right side. You only need to fill out the global parameters and additional parameter of Staff Member if applicable. Once you run the report, pick the count you are looking to review. Right click > View Results. Sometimes you must do this twice.

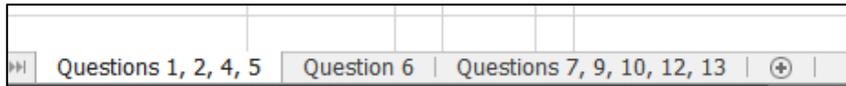
1. TOTAL number of individuals served during the reporting period		3	
2. TOTAL number of anonymous contacts received during the reporting period		61	
3. Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period.		3	
5. Demographics (for NEW individuals identified in question 3)			
Category	Population	Number of Individ	
A. Race/Ethnicity	American Indian/Alaska Native	0	
	Asian	1	

A pop up will show you which clients are being counted in that field. See the example of my three clients pulling into Q1:

The screenshot shows a report designer interface. On the left, a data table is visible with columns 'F' and 'G'. A pop-up window titled 'Person - TCFV - 08/30/2021' is open, displaying a list of clients. The table in the pop-up has the following data:

Person Type	Client ID	First Name	Last Name	Gender	Date Of Birth	County
Household Me...	100153	Dude	Pendergast	Male	11/1/2015	Clay
Client	100162	August	Smith	Female	1/1/1976	Caldwell
Client	100128	Tony	Tiger	Refused	4/8/1985	Baylor

When you are in Report Designer mode, navigate the tabs at the bottom to see all questions and data in the report.



Victimization Results

The only place where viewing results will not give you a clear picture of clients is when reviewing victimization. This is because of how we identify primary victimization versus secondary victimization.

A client will be reported under the victimization record marked as their “Current/Main Victimization” on their Client or Household Member Screen.

The screenshot shows a victimization record screen. At the top, there are filters for 'Victimization Type: Dual Domestic Violence/Sexual Assault', 'Youth IPV Status', and 'Assault Location'. Below these, there is a section for 'Other Victimization Types' with a table listing various types:

Funding...	Name
VOCA	Teen Dating Victimization
VOCA	Stalking/Harassment

At the bottom, there is a section for 'VOCA Secondary Victims' with a table listing names:

Last Name	First Name
Bluebell	Ben

All victimizations listed under that victimization record will be reported to VOCA- both the “Victimization Type” and any VOCA victimization under “Other Victimization Type”. Note that if you choose *Domestic Violence* as the “Victimization Type” and put in *VOCA- Domestic Violence* in “Other Victimization Type”, this will count as two victimizations in the report. Please avoid entering the same victimizations in “Victimization Type” and “Other Victimization Type”

If a secondary victim is listed under the victimization record, as highlighted above, **and they also received a service during the reporting period**, they will be reported under all victimizations listed in the record of the primary victim. However, the secondary victim’s name will not show up if you “view results” in the report designer.

Victimizations will also be counted from the hotline screen. You will want to make sure that Victimizations are equal to or greater than the number report in Q1: Clients Served and Q2: Anonymous Clients. You can decipher between if a victimization is being counted from clients or hotline calls with the boxes to the right of the main victimization categories.

		Victimization	Call
Adult Physical Assault (includes Aggravated and Simple Assault)	2		
Adult Sexual Assault	2	2	0
Adults Sexually Abused/Assaulted as Children	2		

See Victimization Results Section below for more clarification.

Reading the Report

As you can see, the VOCA spreadsheet report looks very similar to the actual VOCA Report! Because of this, you don’t have as many parameters to filter, and not all dropdown values within fields will pull over into this report as they might with a flex report. *Review all data for accuracy before submitting.*

When reading the report, keep in mind this about how information is pulling in:

- **Q1:** Only Clients and Household Members with a VOCA service entered during the reporting period will be present and counted.
- **Q2:** Shows the number of calls you entered within the hotline module with the “anonymous caller” check box selected.
- **Q5 Demographics Fields:** Only **new** Clients and Household Members with a VOCA service during the reporting period will be present.
 - **Race:** VOCA does not differentiate between race and ethnicity. If a client identifies as a race and ethnicity, like White and Hispanic, they will be reported in the “Multiple Races” category. If a client identifies mainly as Hispanic/Latinx, you can choose “Other” as the race in Osnum and Hispanic/Latino in ethnicity. They will then be reported in the Hispanic category of the VOCA report.
- **Q6 Victimations:** *New and old* Clients and Household Members with a VOCA service during the reporting period will be present.
 - This is pulling in the “Main Victimization” record of a Client or Household Member who received services during the reporting period.
 - If a Client or Household Member is entered as a “Secondary Victim” and receives services during the reporting period, they will be counted under the Primary Victim’s victimizations.

- A Client or Household Member can have more than one Victimization type, so the report will count them under the “Victimization Type” as well as “Other Victimization Types” selected in a victimization record.
 - If Sexual Assault (SA) is selected, the report will map to either Adult Sexual Assault or Child Sexual Abuse/Assault depending on their age at victimization.
 - If Dual DV/SA is chosen as their victimization type, they will be counted once in both DV and SA for the VOCA report. SA will be mapped to either Adult Sexual Assault or Child Sexual Abuse/Assault depending on their age at victimization.
 - If “Human Trafficking” is chosen as the clients Victimization Type, this is reported as “Human Trafficking- Sex”.
- This also includes victimizations entered for anonymous hotline calls.
- This number should be equal to or more than the number of clients in Q1 and Q2.
- **Q6B: Multiple Victimations:** Some programs decide to include detail victimization type in “Other Victimations” multi-select that includes the main victimization identified in Victimization Category. This means that Q6B will be over-counting your victimizations. If you duplicate in Victimization Category and Other Victimization, keep this in mind and count multiple victimizations separately from the report. The report should be completely accurate in all other aspects of the report.
- **Q6A Special Classifications:**
 - This information is reported from the main Client or Household Member screen. Below is a list of where the information is pulling from:

Osnum Field	VOCA Special Classification
Client/HH Member Demographics	
Limited English Proficiency (LEP) check box	Victims with Limited English Proficiency
Discussed Asylee, Immigration, Refugee Info check box	Immigrants/Refugees/Asylum Seeker
Experiencing Homelessness check box	Homeless
Self-Identified LGBTQ check box	LGBTQ
Veteran Status Dropdown Field	Veterans
Disability Multi-select Options	
Blind/Visually Impaired	Other
Deaf/Hard of Hearing	Deaf/Hard of Hearing
Cognitive	Victims with Disabilities: Cognitive/Physical/Mental
Intellectual	Victims with Disabilities: Cognitive/Physical/Mental
Physical	Victims with Disabilities: Cognitive/Physical/Mental

Mental	Victims with Disabilities: Cognitive/Physical/Mental
Has Service Animal	N/A

- **Q9 Services**
- Services are pulled in from the CJD: VOCA Funding Stream only. TX CJD VOCA/VAWA Funding Stream does not pull into the report.
 - **Q9C2 Hotline/Counseling Services:**
 - 1 service will be counted for each anonymous contact counted from the hotline module.
 - You can also enter a hotline/counseling service on the services tab.
 - **Q9D Shelter and Housing Services:**
 - Emergency shelter nights will be reported only if the client has an emergency shelter stay entered on the stays tab *and* another VOCA service entered during the reporting period. This was the cleanest way to pull it. If your program would like to include other emergency shelter nights, please feel free to calculate it differently.
 - Transitional Housing is also a count of nights provided by pulling VOCA-transitional housing nights reported in the stays tab.
- **Q10 Unmet Needs:** This is pulling in any partially/not served clients on the partially/not served module. You can find this data entry point by navigating to the Menu > Lists > Partially/Not Served.
- **Q11 & 12 Surveys:** Survey information is not reported on in the VOCA spreadsheet report.

Appendix A



TCFV: Model File Instructions



Importing the New Model File

To import the new model file, you will need to log in to the database with an account that has administrative privileges

1. Download the model file attached to the email. Save the file to your desktop.
2. Log in to the database with the Administrator account, or any account that has administrative rights in the database.
3. Click the **Tools** button in the top left corner of the software.
4. Click the **Edit Model** button.
5. Click **Import Model File**.
6. Navigate to your desktop and double click the file.
7. When the model file has been imported, you will be asked if you would like to distribute the model file to the other users now. Click **Yes**.
8. In the new window that pops up, titled Applied Model Difs, click **Select All**.
9. Click **OK**.
10. Once the model file has been distributed to all the other users a confirmation window will pop up. Click **OK**.
11. You, as well as any other users that are currently logged in, can exit out of the database, then log back in and you should now have the updated layout.