


Massachusetts Department of Public Health, Division of Sexual and Domestic Violence Prevention and Services  
FY2019 & FY2020 Code Lists for Sexual and Domestic Violence (SDV) Services Reporting Tools

This document consists of the codes that, in many places, populate the services and client reporting fields in the Reporting Tools the Division of Sexual and Domestic Violence Prevention and Services (DSDVPS) provided to its vendors. NOT covered in this document are codes related to Intimate Partner Abuse Education Program (IPAEP) Services reporting.

In the case of Individual-level services, these are categories and codes for the optional standardized output tables. Your agency's codes for data entry may differ and you may collect more specific or detailed information for your own internal database. However, the codes below, where relevant, should be the ones outputted to your individual-level-data data files.

This document consists of eight sections:

- I. Codes that apply across service models and reporting tools (beginning on this page)
- II. SDV Individual-Level Services guidance on collecting Client Demographics (p. 3)
- III. SDV Individual-Level Services guidance on collecting certain information on Services (p. 18)
- IV. SDV Group Session Services Table File categories and codes (p. 19)
- V. FY19 SDV ARF (Activity Report Form file for SDV Outreach and Prevention Work not done under Comprehensive RCC funding) categories and codes (p. 21) – no longer in use in FY20
-  VI. **FY20 SDV ARF (Activity Report Form file for SDV Outreach and Prevention Work not done under RPE funding) categories and codes (p. 22)**
- VII. RPE ARF (Activity Report Form file for SV Outreach & Prevention work under the Rape Prevention and Education contracts) categories and codes (p.23)
- VIII. Comprehensive RCC Incident Report File categories and codes (p.27)

#### **I. CROSS SERVICE-MODEL AND CROSS REPORTING TOOL CODES**

SDV Survivor Services MDPH Program IDs *(These codes apply across all SDV files EXCEPT those specific to IPAEP)*

- 1 A Safe Place, Inc.
- 2 Alternative House
- 3 Asian Task Force Against Domestic Violence
- 4 Association of Haitian Women in Boston
- 5 Bay State Community Services
- 6 Behavioral Health Network, Inc.
- 7 Benevolent Fraternity of Unitarian Churches
- 8 Boston Area Rape Crisis Center
- 9 Boston Medical Center Corporation
- 10 Brookview House
- 11 Casa Myrna
- 12 Center for Hope & Healing, Inc.
- 13 Center for Women & Community, UMASS
- 14 Children's Services of Roxbury
- 15 Children's Charter, A Division of The Key Program, Inc.
- 16 Common Purpose, Inc.
- 17 Community Health Link
- 18 Community Legal Aid
- 19 DOVE
- 20 Eliot Community Human Services
- 21 Elizabeth Freeman Center, Inc
- 22 Elizabeth Stone House
- 23 Emerge
- 24 Family & Community Resources, Inc.
- 25 FINEX House
- 26 Gandara Mental Health Center
- 27 Greater Boston Legal Service

28 HarborCOV  
29 HAWC  
30 Health Imperatives, Inc.  
31 High Point  
32 Independence House, Inc  
33 Jeanne Geiger Crisis Center  
34 Jewish Family & Children's Service, Journey to Safety  
35 L.U.K. Crisis Center, Inc.  
36 Martha's Vineyard Community Services  
37 Massachusetts Alliance of Portuguese Speakers (MAPS)  
38 Metrowest Legal Services  
39 New Bedford Women's Center  
40 New England Learning Center for Women in Transition  
41 New Hope  
42 Northeast Legal Aid  
43 Office of Community Corrections  
44 On the Rise, Inc  
45 Pathways for Change  
46 REACH  
47 Refugee & Immigrant Assistance Center  
48 Respond, Inc.  
49 Riverside Community Care  
50 Safe Passage, Inc.  
51 Saheli, Support and Friendship for South Asian Women and Families  
52 Second Step  
53 ServiceNet  
54 Seven Hills Behavioral Health  
55 South Coastal Counties Legal Services  
56 South Middlesex Opportunity Council/Voices Against Violence  
57 Southeast Family Services Inc - LOI South Shore Women's Resource Center  
58 Spanish American Center  
59 Spectrum Health Systems, Inc.  
60 Stanley Street Treatment and Resources, Inc  
61 The Network/La Red  
62 Transition House, Inc.  
69 Way Finders  
63 Wayside Youth & Family Support Network  
64 Western Massachusetts Training Consortium, Inc  
65 Womanshelter/Companeras  
66 YWCA of Central Massachusetts  
67 YWCA of Northeastern Massachusetts (formerly Greater Lawrence)  
68 YWCA of Western Massachusetts  
70 Jane Doe Inc.  
71 Community Legal Services and Counseling

Contract Type codes (*These codes apply across all SDV files EXCEPT those specific to IPAEP*)

1 Children Exposed to DV Services  
2 Comprehensive RCC Services  
3 Comprehensive RCC Federal SASP Grant  
4 DV, Substance Misuse, & Trauma Shelter  
5 Emergency Shelter Services  
6 Housing Stabilization Services  
7 General Community-Based DV Services  
8 SV/DV Inequities Victim Services  
9 Supervised Visitation Services

## II. SDV INDIVIDUAL-LEVEL SERVICES FILES – Client Demographics

Program Name/Site ID (See SDV Survivor Services MDPH Program IDs starting on p. 1)

Report Number (for Quarterly **Aggregate Demographics and Services Report Tool Only**)

1 July-September

2 July-December

3 July-March

4 July-June

Month of Service codes

7 July

8 August

9 September

10 October

11 November

12 December

1 January

2 February

3 March

4 April

5 May

6 June

Client Type codes

1 Survivor

2 Child (under age 18) of a Survivor

3 Offending Parent (CEDV & SVS Only)

88 Other Relationship to a Survivor

Reason(s) for Seeking or Referral to Services (Adult IPV, Youth IPV, Child Exposed to DV, SV – Survivor is 12 or Older, Child Sexual Abuse (ages 0-11), Stalking)

1 Yes

0 No

Relationship of Offender to Survivor codes (Current or Former Intimate Partner, Other Family Member or Household Member, Dating Partner, Acquaintance, Stranger, Non-stranger (other than already listed), Undisclosed/Unknown Offender-Survivor Relationship)

1 Yes

0 No

Relationship of Offender to Child Exposed to DV codes

1 Parent/Legal Guardian

2 Step-parent

3 Parent's Partner

Client City/Town/State/Other Geography (**Except where otherwise noted, these place codes apply across all SDV contracts INCLUDING IPAEP, although IPAEPs only use the MA city-town codes**)

1 Abington

2 Acton

3 Acushnet

4 Adams

5 Agawam

6 Alford

352 Alston  
7 Amesbury  
8 Amherst  
9 Andover  
104 Aquinnah (a.k.a., Gay Head)  
10 Arlington  
11 Ashburnham  
12 Ashby  
13 Ashfield  
14 Ashland  
15 Athol  
16 Attleboro  
17 Auburn  
18 Avon  
19 Ayer  
353 Back Bay  
20 Barnstable  
21 Barre  
353 Beacon Hill  
22 Becket  
23 Bedford  
24 Belchertown  
25 Bellingham  
26 Belmont  
27 Berkley  
28 Berlin  
29 Bernardston  
30 Beverly  
31 Billerica  
32 Blackstone  
33 Blandford  
34 Bolton  
35 Boston  
36 Bourne  
37 Boxborough  
38 Boxford  
39 Boylston  
40 Braintree  
41 Brewster  
42 Bridgewater  
352 Brighton  
43 Brimfield  
44 Brockton  
45 Brookfield  
46 Brookline  
47 Buckland  
48 Burlington  
49 Cambridge  
50 Canton  
51 Carlisle  
52 Carver  
354 Central  
53 Charlemont  
355 Charlestown

54 Charlton  
55 Chatham  
56 Chelmsford  
57 Chelsea  
58 Cheshire  
59 Chester  
60 Chesterfield  
61 Chicopee  
62 Chilmark  
356 Chinatown  
63 Clarksburg  
64 Clinton  
65 Cohasset  
66 Colrain  
67 Concord  
68 Conway  
69 Cummington  
70 Dalton  
71 Danvers  
72 Dartmouth  
73 Dedham  
74 Deerfield  
75 Dennis  
76 Dighton  
357 Dorchester  
77 Douglas  
78 Dover  
79 Dracut  
80 Dudley  
81 Dunstable  
82 Duxbury  
358 East Boston  
83 East Bridgewater  
84 East Brookfield  
85 East Longmeadow  
86 Eastham  
87 Easthampton  
88 Easton  
89 Edgartown  
90 Egremont  
91 Erving  
92 Essex  
93 Everett  
94 Fairhaven  
95 Fall River  
96 Falmouth  
359 Fenway  
97 Fitchburg  
98 Florida  
99 Foxborough  
100 Framingham  
101 Franklin  
102 Freetown  
103 Gardner

104 Gay Head (a.k.a., Aquinnah)  
105 Georgetown  
106 Gill  
107 Gloucester  
108 Goshen  
109 Gosnold  
110 Grafton  
111 Granby  
112 Granville  
113 Great Barrington  
114 Greenfield  
115 Groton  
116 Groveland  
117 Hadley  
118 Halifax  
119 Hamilton  
120 Hampden  
121 Hancock  
122 Hanover  
123 Hanson  
124 Hardwick  
125 Harvard  
126 Harwich  
127 Hatfield  
128 Haverhill  
129 Hawley  
130 Heath  
131 Hingham  
132 Hinsdale  
133 Holbrook  
134 Holden  
135 Holland  
136 Holliston  
137 Holyoke  
138 Hopedale  
139 Hopkinton  
140 Hubbardston  
141 Hudson  
142 Hull  
143 Huntington  
360 Hyde Park  
20 Hyannis  
144 Ipswich  
361 Jamaica Plain  
359 Kenmore  
145 Kingston  
146 Lakeville  
147 Lancaster  
148 Lanesborough  
149 Lawrence  
150 Lee  
151 Leicester  
152 Lenox  
153 Leominster

154 Leverett  
155 Lexington  
156 Leyden  
157 Lincoln  
158 Littleton  
159 Longmeadow  
160 Lowell  
161 Ludlow  
162 Lunenburg  
163 Lynn  
164 Lynnfield  
165 Malden  
166 Manchester-by-the-Sea  
167 Mansfield  
168 Marblehead  
169 Marion  
170 Marlborough  
171 Marshfield  
172 Mashpee  
362 Mattapan  
173 Mattapoisett  
174 Maynard  
175 Medfield  
176 Medford  
177 Medway  
178 Melrose  
179 Mendon  
180 Merrimac  
181 Methuen  
182 Middleborough  
183 Middlefield  
184 Middleton  
185 Milford  
186 Millbury  
187 Millis  
188 Millville  
189 Milton  
363 Mission Hill  
190 Monroe  
191 Monson  
192 Montague  
193 Monterey  
194 Montgomery  
195 Mount Washington  
196 Nahant  
197 Nantucket  
198 Natick  
199 Needham  
200 New Ashford  
201 New Bedford  
202 New Braintree  
203 New Marlborough  
204 New Salem  
205 Newbury

206 Newburyport  
207 Newton  
208 Norfolk  
209 North Adams  
210 North Andover  
211 North Attleborough  
212 North Brookfield  
364 North End  
213 North Reading  
214 Northampton  
215 Northborough  
216 Northbridge  
217 Northfield  
218 Norton  
219 Norwell  
220 Norwood  
221 Oak Bluffs  
222 Oakham  
223 Orange  
224 Orleans  
225 Otis  
226 Oxford  
227 Palmer  
228 Paxton  
229 Peabody  
230 Pelham  
231 Pembroke  
232 Pepperell  
233 Peru  
234 Petersham  
235 Phillipston  
236 Pittsfield  
237 Plainfield  
238 Plainville  
239 Plymouth  
240 Plympton  
241 Princeton  
242 Provincetown  
243 Quincy  
244 Randolph  
245 Raynham  
246 Reading  
247 Rehoboth  
248 Revere  
249 Richmond  
250 Rochester  
251 Rockland  
252 Rockport  
365 Roslindale  
253 Rowe  
254 Rowley  
366 Roxbury  
255 Royalston  
256 Russell



257 Rutland  
258 Salem  
259 Salisbury  
260 Sandisfield  
261 Sandwich  
262 Saugus  
263 Savoy  
264 Scituate  
265 Seekonk  
266 Sharon  
267 Sheffield  
268 Shelburne  
269 Sherborn  
270 Shirley  
271 Shrewsbury  
272 Shutesbury  
273 Somerset  
274 Somerville  
275 South Hadley  
367 South Boston  
368 South End  
276 Southampton  
277 Southborough  
278 Southbridge  
279 Southwick  
280 Spencer  
281 Springfield  
282 Sterling  
283 Stockbridge  
284 Stoneham  
285 Stoughton  
286 Stow  
287 Sturbridge  
288 Sudbury  
289 Sunderland  
290 Sutton  
291 Swampscott  
292 Swansea  
293 Taunton  
294 Templeton  
295 Tewksbury  
296 Tisbury  
297 Tolland  
298 Topsfield  
299 Townsend  
300 Truro  
301 Tyngsborough  
302 Tyringham  
303 Upton  
304 Uxbridge  
305 Wakefield  
306 Wales  
307 Walpole  
308 Waltham

309 Ware  
310 Wareham  
311 Warren  
312 Warwick  
313 Washington  
314 Watertown  
315 Wayland  
316 Webster  
317 Wellesley  
318 Wellfleet  
319 Wendell  
320 Wenham  
321 West Boylston  
322 West Bridgewater  
323 West Brookfield  
324 West Newbury  
325 West Springfield  
326 West Stockbridge  
327 West Tisbury  
369 West End  
370 West Roxbury  
328 Westborough  
329 Westfield  
330 Westford  
331 Westhampton  
332 Westminster  
333 Weston  
334 Westport  
335 Westwood  
336 Weymouth  
337 Whately  
338 Whitman  
339 Wilbraham  
340 Williamsburg  
341 Williamstown  
342 Wilmington  
343 Winchendon  
344 Winchester  
345 Windsor  
346 Winthrop  
347 Woburn  
348 Worcester  
349 Worthington  
350 Wrentham  
351 Yarmouth  
400 Alabama  
401 Alaska  
402 Arizona  
403 Arkansas  
404 California  
405 Colorado  
406 Connecticut  
407 Delaware  
408 D.C.

409 Florida  
410 Georgia  
411 Hawaii  
412 Idaho  
413 Illinois  
414 Indiana  
415 Iowa  
416 Kansas  
417 Kentucky  
418 Louisiana  
419 Maine  
420 Maryland  
421 Massachusetts (town unknown)  
422 Michigan  
423 Minnesota  
424 Mississippi  
425 Missouri  
426 Montana  
427 Nebraska  
428 Nevada  
429 New Hampshire  
430 New Jersey  
431 New Mexico  
432 New York  
433 North Carolina  
434 North Dakota  
435 Ohio  
436 Oklahoma  
437 Oregon  
438 Pennsylvania  
439 Rhode Island  
440 South Carolina  
441 South Dakota  
442 Tennessee  
443 Texas  
444 Utah  
445 Vermont  
446 Virginia  
447 Washington  
448 West Virginia  
449 Wisconsin  
450 Wyoming  
451 U.S Territories  
777 Out of the Country  
000 Unknown/Undisclosed (*not allowed for Group Services Table or ARFs*)

List of MA Rural Towns (based on Rural Project NOFO from December 2017)

6 Alford  
104 Aquinnah (formerly Gay Head)  
11 Ashburnham  
12 Ashby  
13 Ashfield  
21 Barre  
27 Berkley

28 Berlin  
29 Bernardston  
33 Blandford  
34 Bolton  
38 Boxford  
43 Brimfield  
45 Brookfield  
47 Buckland  
51 Carlisle  
53 Charlemont  
54 Charlton  
60 Chesterfield  
62 Chilmark  
63 Clarksburg  
66 Colrain  
68 Conway  
69 Cummington  
74 Deerfield  
76 Dighton  
77 Douglas  
81 Dunstable  
89 Edgartown  
90 Egremont  
91 Erving  
106 Gill  
108 Goshen  
109 Gosnold  
112 Granville  
114 Greenfield  
124 Hardwick  
125 Harvard  
127 Hatfield  
129 Hawley  
130 Heath  
132 Hinsdale  
135 Holland  
140 Hubbardston  
143 Huntington  
148 Lanesborough  
154 Leverett  
156 Leyden  
173 Mattapoisett  
179 Mendon  
182 Middleborough  
183 Middlefield  
190 Monroe  
191 Monson  
192 Montague  
193 Monterrey  
194 Montgomery  
195 Mount Washington  
197 Nantucket  
200 New Ashford  
202 New Braintree

203 New Marlborough  
204 New Salem  
217 Northfield  
221 Oak Bluffs  
222 Oakham  
223 Orange  
228 Paxton  
230 Pelham  
234 Petersham  
235 Phillipston  
237 Plainfield  
240 Plympton  
241 Princeton  
247 Rehoboth  
250 Rochester  
253 Rowe  
255 Royalston  
256 Russell  
257 Rutland  
260 Sandisfield  
263 Savoy  
267 Sheffield  
268 Shelburne  
269 Sherborn  
272 Shutesbury  
276 Southampton  
282 Sterling  
283 Stockbridge  
289 Sunderland  
296 Tisbury (including Vineyard Haven)  
297 Tolland  
300 Truro  
302 Tyringham  
306 Wales  
311 Warren  
312 Warwick  
313 Washington  
318 Wellfleet  
319 Wendell  
324 West Newbury  
326 West Stockbridge  
327 West Tisbury  
331 Westhampton  
332 Westminster  
337 Whately  
340 Williamsburg  
345 Windsor  
349 Worthington

Client Gender codes

- 1 Female
- 2 Male
- 3 Transgender: Male-to-Female/Transgender Female/Transgender Woman
- 4 Transgender: Female-to-Male/Transgender Male/Transgender Man

- 5 Transgender: Undisclosed
- 6 Gender Non-Conforming/Gender Queer
- 7 Not Yet Identifying (due to age)
- 88 Other Gender Identity
- 99 Undisclosed/Unknown

Client Sexual Orientation codes

- 1 Heterosexual
- 2 Lesbian
- 3 Gay
- 4 Bisexual
- 5 Questioning/Undecided
- 88 Other Sexual Orientation
- 99 Undisclosed/Unknown

Client Identifies as Hispanic or Latina/o/x codes

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Race codes (Indicate “Yes” for all Race categories with which the client identifies or “No/Unknown” otherwise)

- 1 Yes
- 0 No/Unknown

Race categories are:

- *American Indian/Alaskan Native/First Nation* (applies to indigenous/first nation peoples of the Americas broadly – North America, Central America, South America, Caribbean Islands)
- *Asian*
- *Black* (Sub-Saharan African/African American)
- *First Nation Hawaiian or Other Pacific Islander*
- *White* (European ancestry, Middle Eastern ancestry, North African ancestry)
- *Other Race*
- *Unknown/Undisclosed Race*
- NOTE: “Multi-racial” should be calculated from yes answers to two or more of the above categories, NOT used as a category of data collection.

Ethnicity Codes for Ethnicity1 (ability to record at least three Ethnicities is recommended):

- 1 African
- 2 African American
- 3 Albanian
- 4 American
- 5 Armenian
- 6 Asian Indian (from/family from India)
- 7 Brazilian
- 8 Cambodian/Khmer
- 9 Cape Verdean
- 10 Caribbean Islander
- 11 Chinese
- 12 Colombian
- 13 Cuban
- 14 Dominican
- 15 English
- 16 European (other than already in list)
- 17 Filipino

- 18 French
- 19 German
- 20 Greek
- 21 Guatemalan
- 22 Haitian
- 23 Honduran
- 24 Irish
- 25 Italian
- 26 Japanese
- 27 Jewish
- 28 Korean
- 29 Laotian
- 30 Mexican/Mexican American/Chicano
- 31 Middle Eastern
- 32 Native American/First Nation
- 33 Peruvian
- 34 Polish
- 35 Portuguese
- 36 Puerto Rican
- 37 Russian
- 38 Salvadoran
- 39 Scottish
- 40 Vietnamese
- 88 Other Ethnicity Not Named Above
- 99 Undisclosed/Unknown Ethnicity

Client 2<sup>nd</sup> Ethnicity and/or 3<sup>rd</sup> (or more) Ethnicity(ies)

- 0 No Additional Client Ethnicities to Report
- 99 Undisclosed/Unknown whether Client has Additional Ethnicities to Report
- 1 African
- 2 African American
- 3 Albanian
- 4 American
- 5 Armenian
- 6 Asian Indian (from/family from India)
- 7 Brazilian
- 8 Cambodian/Khmer
- 9 Cape Verdean
- 10 Caribbean Islander
- 11 Chinese
- 12 Colombian
- 13 Cuban
- 14 Dominican
- 15 English
- 16 European (other than already in list)
- 17 Filipino
- 18 French
- 19 German
- 20 Greek
- 21 Guatemalan
- 22 Haitian
- 23 Honduran
- 24 Irish
- 25 Italian

- 26 Japanese
- 27 Jewish
- 28 Korean
- 29 Laotian
- 30 Mexican/Mexican American/Chicano
- 31 Middle Eastern
- 32 Native American/First Nation
- 33 Peruvian
- 34 Polish
- 35 Portuguese
- 36 Puerto Rican
- 37 Russian
- 38 Salvadoran
- 39 Scottish
- 40 Vietnamese
- 88 Other Ethnicity Not Named Above

SDV Language Codes (These codes apply across all SDV files **except** IPAEP)

- 1 English
- 2 Spanish
- 3 Portuguese
- 4 American Sign Language (ASL)/Other Sign Language
- 5 Arabic
- 6 Cape Verdean Creole
- 7 Chinese (any dialect)
- 8 French
- 9 Haitian Creole
- 10 Hindi
- 11 Khmer
- 12 K'iche/Quiche
- 13 Korean
- 14 Nepali
- 15 Russian
- 16 Somali
- 17 Vietnamese
- 88 Other Language
- 99 Unknown/Undisclosed (for Preferred Language field only)

Client Age Category codes (For individual-level services across all service models except IPAEP; Client's actual age should be recorded except when unknown. If unknown, then one of the following codes apply depending on the situation)

- 991 for clients known to be <18 years of age, but actual age unknown)
- 992 for clients known to be >= 18 years of age, but actual age unknown)
- 999 Undisclosed/Unknown Age (client's approximate age cannot be determined)

Client has Any Disability (These codes apply across all SDV files except IPAEP)

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Nature of Disability Category (indicate "Yes" for all that apply, otherwise use "No/Unknown"); (These codes apply across all SDV files except those specific to IPAEP)

- 1 Yes
- 0 No/Unknown



Disability Categories for individual-level services demographics include:

- Developmental/Intellectual/Acquired Brain Injury (ABI)
- Other Cognitive Disability
- D/deaf or Hard of Hearing
- Visual
- Mobility/Motor
- Mental Health/Psychiatric
- Substance Misuse
- Other Medical
- Other Disability
- Unknown/Undisclosed Disability

### III. SDV INDIVIDUAL-LEVEL SERVICES FILES – Client Services

Program Name/Site ID (See SDV Survivor Services MDPH Program IDs starting on p. 1)

Report Number (for Quarterly **Aggregate Demographics and Services Report Tool Only**)

1 July-September

2 July-December

3 July-March

4 July-June

Month of Service codes

7 July

8 August

9 September

10 October

11 November

12 December

1 January

2 February

3 March

4 April

5 May

6 June

Contract Type (See p. 2 of this document for Contract Type codes)

Child-Parent Reunification Advocacy Provided to the Client this Month?

1 Yes

0 No

Material Assistance Provided to the Survivor

1 Yes

0 No

Offending Parent Referred (newly or again) to IPAEP by My Agency or Program

1 Yes

0 No

Interpretation or Translation Services Provided to the Client

1 Yes


0 No

#### IV. GROUP SERVICES TABLE FILE

Program Name/Site ID (See *SDV Survivor Services MDPH Program IDs starting on p. 1*)

Group Session Month (See “*Month of Service*” on this page above) – FY19 codes, replaced for FY20

Group Session Quarter (FY20 codes):

- 
- 1 Quarter 1 (July-Sept.)
  - 2 Quarter 2 (Oct.-Dec.)
  - 3 Quarter 3 (Jan.-March)
  - 4 Quarter 4 (April-June)

DPH Contract Type (see p. 2 of this document for Contract Type codes)

Any Groups This Month?

- 1 Yes
- 2 No

Group City/Town Location (See *Client City/Town/State/Other Geography on pp. 3-11 for MA city and town codes. HOWEVER, NOTE: The Unknown/Undisclosed code does NOT apply to the Group Services Group City/Town Location field.*) – Removed for FY20

Group Gender codes

- 1 Female
- 2 Male
- 3 Transgender/Gender Non-Conforming/Other Gender
- 4 Mixed Gender

Group Age codes

- 1 0-11
- 2 12-17
- 3 18-24
- 4 25-59
- 5 60 & Older
- 6 Mixed Youth/Young Adult
- 7 Mixed Adult
- 8 Mixed All Ages

Group Language codes (See *SDV Language codes on p. 16, EXCEPT NOTE: Group language can NOT be Unknown/Undisclosed.*)

Group Type codes

- 1 Adult DV Survivor Group
- 2 Teen DV Survivor Group
- 3 Children Who Have Witnessed DV Group
- 4 Parenting Class for DV-Involved Parents
- 5 Parenting Support Group (parenting in DV context)
- 6 Adult SV Survivor Group
- 7 SV Survivor Group for Children/Youth
- 8 Combined Parent/Guardian & Child/Youth SV Survivor Group
- 9 SV Secondary Survivor Group
- 10 Combined Adult SV Survivor & Family/Sig. Other Group
- 11 Combined Adult DV-SV Survivor Group
- 12 Issues-Based DV or SV Group

Group Tailored to Address. . . (Indicate "Yes" for all that apply)

1 Yes

0 No

**V. FY19 SDV ACTIVITY REPORT FORM (ARF)**

Program Name/Site ID (See SDV Survivor Services MDPH Program IDs starting on p. 1)

DPH Contract Type (see p. 2 of this document for Contract Type codes)

Date of Activity or Event (Choose date from form's drop-down menu)

Activity Type Codes

77 N/A (No Activities to Report this Month)

1 Coalition-Building Meeting

2 Coalition/Council/Roundtable Meeting (Active Participation)

3 Community Forum/Discussion

4 Community Mobilization Activity

5 Conference Planning and Organizing

6 Culturally-Tailored Programming Planning

7 Distributing Flyers/Brochures/Posters

8 Health Fair or Festival Table(s)

9 Media (Television, Radio, Print, Billboards)

10 Social Media (Facebook, Twitter, Instagram, etc./Web Blog or Webpage)

11 One-on-one Community Engagement

12 DV/SV Policy Change Work

13 Provided DV/SV Prevention Education

14 Provided DV/SV Professional Training/Professional Education

15 DV/SV Systems Advocacy

88 Other DV/SV Outreach/Prevention Activity NOT Listed Above

Do You Have a DV and/or SV Community Mobilization, Policy Change, or Systems Advocacy Outcome to Report?

1 Yes

0 No

SDV Staff Role in This Activity/Event

1 Led/Ran/Facilitated/Organized Professional/Coalition Meeting

2 Educator/Trainer/Presenter

3 Attended Event as Active Participant

4 Provided Information or Outreach Materials

Audience Targeted for Outreach/Prevention Activity

1 Adults

2 Youth

3 Mixed Age

Topic(s) Covered by SDV Staff During this Activity or Event (check all that apply)

1 Yes (checked)

0 No (not checked)

Language(s) in which the Activity or Event was Provided (check all that apply)

1 Yes (checked)

0 No (not checked)

Do you wish to record brief comments about this activity?

1 Yes

2 No

VI. **FY20 SDV ACTIVITY REPORT FORM (ARF)**



Program Name/Site ID (See SDV Survivor Services MDPH Program IDs starting on p. 1)

Quarter (FY20 codes):

- 1 Quarter 1 (July-Sept.)
- 2 Quarter 2 (Oct.-Dec.)
- 3 Quarter 3 (Jan.-March)
- 4 Quarter 4 (April-June)

Question 2 (Activity Table): Please select if activities applied to this model (Indicate "Yes" for all that apply)

- 1 Yes
- 0 No

Question 3: Topics Addressed by Activities Described in Question 2 (Indicate "Yes" for all that apply)

- 1 Yes
- 0 No

Question 5: Language in which Activities were Provided (Indicate "Yes" for all that apply)

- 1 Yes
- 0 No

## VII. RPE ACTIVITY REPORT FORM (ARF) FILE

Program Name/Site ID (These are the new (as of FY18) codes for MA RCCs, JDI, and MDPH)

0 MDPH

1 A Safe Place, Inc

8 Boston Area Rape Crisis Center

12 Center for Hope & Healing, Inc.

13 Center for Women & Community, UMASS

21 Elizabeth Freeman Center, Inc.

30 Health Imperatives, Inc., A New Day

32 Independence House, Inc.

36 Martha's Vineyard Community Services CONNECT

39 New Bedford Women's Center

40 New England Learning Center for Women in Transition

41 New Hope

45 Pathways for Change

56 South Middlesex Opportunity Council, Voices Against Violence

63 Wayside Youth & Family Support Network

67 YWCA Northeastern Massachusetts

68 YWCA of Western Massachusetts

70 Jane Doe Inc.

### ARF Purpose

1 A Sexual Violence Prevention Activity, Event, or Multi-Session Strategy (Go to p. 2 of the form.)

2 Sexual Violence Prevention Policy Change Outcome(s) (Go to the questions immediately under Question 1 on p. 1 of the form.)

3 Sexual Violence-Related Norms Change Outcome(s) (Go to the questions immediately under Question 1 on p. 1 of the form.)

4 My RCC Did Not Conduct Any Sexual Violence Prevention Activities This Month (Give form a Form ID, select the first day of the month about which you are reporting from the Activity Date drop-down menu, and then save the file).

### Activities/Events Contributing to SV Prevention Policy Change or Norms Change Outcome (check all that apply)

1 Yes (checked)

0 No (unchecked)

### Do you wish to provide Comments question on p. 1

1 Yes

2 No

### Is this a Multi-Session Prevention Strategy?

1 Yes

2 No

### Activity Location1 through 4 codes

Same as *Client City/Town/State/Other Geography* codes on pp. 3-11 of this document, EXCEPT:

- Unknown code may NOT be used
- 888 = Entire Service Area
- Activity Location 3 and Activity Location 4 fields include 999 = N/A

### Do You Need to Enter Additional Activity Location? Codes

1 Yes (opens Activity Location 2 through Activity Location 4)

2 No

Activity Topics Covered (check all that apply)

1 Yes (checked)

0 No (unchecked)

Social Norm Change Indicator Used codes

1 Yes

2 No

Staff Providing the Activity/Event Have Had SV Prevention Training/Have Had Responding to Disclosures Training

1 Yes

2 No

Activity/Event Part of Another SAPSS Agency's Event?

1 Yes

2 No

Specify the Agency (JDI or MA RCC) codes (NOTE: These are the new (as of FY18) MA RCC and JDI codes.)

0 MDPH

1 A Safe Place, Inc

8 Boston Area Rape Crisis Center

12 Center for Hope & Healing, Inc.

13 Center for Women & Community, UMASS

21 Elizabeth Freeman Center, Inc.

30 Health Imperatives, Inc., A New Day

32 Independence House, Inc.

36 Martha's Vineyard Community Services CONNECT

39 New Bedford Women's Center

40 New England Learning Center for Women in Transition

41 New Hope

45 Pathways for Change

56 South Middlesex Opportunity Council, Voices Against Violence

63 Wayside Youth & Family Support Network

67 YWCA Northeastern Massachusetts

68 YWCA of Western Massachusetts

70 Jane Doe Inc.

Activity Strategy codes

1 Tabling/Street Outreach (*choose to answer Comments on p. 2 or not, then save the file*)

2 Awareness-Building Events (*choose to answer Comments on p. 2 or not, then save the file*)

3 Incident-Response Debriefing/Education (*choose to answer Comments on p. 2 or not, then save the file*)

4 Required Annual Outreach to Referral Sources (*answer fields that open under question 8*)

5 Intervention/Awareness-Focused Materials/Media/Web Content (*answer fields that open under question 8*)

6 Completion of NEW Primary Prevention-Focused Materials (*answer fields that open under question 8*)

7 Distribution of Primary-Prevent.-Focused Materials/Media/Web Content (*answer fields that open under question 8*)

8 Coalition Building Re: Sexual Violence Prevention (*Go to questions on p. 3*)

9 Community Mobilization Re: Sexual Violence Prevention (*Go to questions on p. 3*)

10 RCC Staff/Volunteer Pre-Service Training (*Go to questions on p. 3*)

11 RCC Staff/Vol. Prev/Capacity-Building Training (*Go to questions on p. 3*)

12 Delivery of Professional Training (*Go to questions on p. 3*)

13 Delivery of Peer Leader Training (*Go to questions on p. 3*)

14 Delivery of Educational Group Sessions (*Go to questions on p. 3*)

15 TA/Consultation External Agency SA Prevention Policies (*Go to questions on p. 3*)

16 Sex Offender Registry Board Community Ed Notification Panel (*Go to questions on p. 3*)

88 Other (Not Listed) Activity Strategy (*Complete Other, Specify field, Comments on p. 2 (or not), then save the file*)



Required Annual Outreach Target codes

- 1 Domestic violence programs
- 2 Police
- 3 District Attorneys and legal assistance agencies
- 4 Hospitals / health centers
- 5 Area DTA offices
- 6 Area DCF offices
- 7 Area Children's Advocacy Centers
- 8 DPH-funded HIV/AIDS prevention and service providers
- 9 DPH-funded Family planning programs
- 10 DPH-funded RISE programs
- 11 DPH-funded substance abuse programs
- 12 Colleges/Universities
- 13 School systems
- 14 Youth agencies
- 15 Culturally-specific agencies
- 16 CHNA
- 17 All Outreach Categories Apply (BARCC)

Material Type codes

- 1 Billboard
- 2 Newspaper
- 3 Radio
- 4 Television
- 5 Brochure
- 6 Poster
- 7 Promotional items (pens, whistles, etc.)
- 8 Curricula
- 9 Website
- 10 Social Media (e.g., Facebook, Twitter, Instagram, Tumblr, a blog, etc.)
- 88 Other Material Type

Language of Materials (See SDV Language codes on p. 16.)

EXCEPT: No Unknown/Undisclosed code

PLUS: 17 = Multiple Languages on the Same Materials

Do you wish to provide Comments question on p. 2

- 1 Yes
- 2 No

Evidence-Based/Evidence-Informed/Theory-Based Curricula Used for Prevention Strategy (check all that apply, EXCEPT that when N/A is checked, it is the only item checked)

- 1 Yes (checked)
- 0 No (unchecked)

Did you modify the curriculum?

- 1 Yes
- 2 No

Forms of Evaluation Used codes (check all that apply, EXCEPT that when "None" is checked, it is the only item checked)

- 1 Yes (checked)
- 0 No (unchecked)

Languages Used to Provide the Activity/Event (check all that apply)

1 Yes (checked)

0 No (unchecked)

Types of Professionals Present codes (If any professionals were present, check all categories that apply)

1 Yes (checked)

0 No (unchecked)

Types of Community Members Present codes (If any community members were present, check all categories that apply)

1 Yes (checked)

0 No (unchecked)

Audience/Participant Race-Ethnicity codes (check all that apply) NOTE: “Unknown/Undisclosed Race-Ethnicity” MAY be checked with other Race-Ethnicity categories because these categories characterize the group as a whole, not an individual.)

1 Yes (checked)

0 No (unchecked)

Audience/Participant Age Range/Age Category codes (check all that apply) NOTE: “Unknown/Undisclosed Age” MAY be checked with other Age categories because these categories characterize the group as a whole, not an individual.)

1 Yes (checked)

0 No (unchecked)

Audience/Participant Disability codes (check all that apply) (NOTE: “No Disability” and “Unknown/Undisclosed Disability” MAY be checked in addition to other Disability categories because these categories characterize the group as a whole, not an individual.)

1 Yes (checked)

0 No (unchecked)

Audience/Participant Gender codes (check all that apply) (NOTE: “Unknown/Undisclosed Gender” MAY be checked with other Gender categories because these categories characterize the group as a whole, not an individual.)

1 Yes (checked)

0 No (unchecked)

## VIII. COMPREHENSIVE RCC INCIDENT REPORT FILE

### DPH Program Name/Site ID (NOTE: New codes as of FY18!)

1 A Safe Place, Inc  
8 Boston Area Rape Crisis Center  
12 Center for Hope & Healing, Inc.  
13 Center for Women & Community, UMASS  
21 Elizabeth Freeman Center, Inc.  
30 Health Imperatives, Inc., A New Day  
32 Independence House, Inc.  
36 Martha's Vineyard Community Services CONNECT  
39 New Bedford Women's Center  
40 New England Learning Center for Women in Transition  
41 New Hope  
45 Pathways for Change  
56 South Middlesex Opportunity Council, Voices Against Violence  
63 Wayside Youth & Family Support Network  
67 YWCA Northeastern Massachusetts  
68 YWCA of Western Massachusetts  
70 Jane Doe Inc.

### RCC Office Where SV Report was Received (YWCA of North Eastern MA Only)

1 Haverhill  
2 Lawrence  
3 North Shore RCC

### Form ID

0 No Previously Unreported Incidents This Month

### Month in which Incident Report was Made to the RCC

(See "1<sup>st</sup> Month of Service this Fiscal Year" on p. 2)

### Time Interval during which Incident Report was Made to the RCC

1 9:00am-5:00pm  
2 5:01pm-Midnight  
3 12:01am-8:59am

### Report was Made In Person

0 Not Endorsed  
1 Yes

### Report was Made via Standard Telephone (cell or landline)

0 Not Endorsed  
1 Yes

### Report was Made via TTY, Video Relay, Telephone Relay, or Other Assistive Technology

0 Not Endorsed  
1 Yes

### Report was Made via E-Communication of Any Kind

0 Not Endorsed  
1 Yes

### Geographical Location of Person Making the Report

(See Client City/Town/State/Other Geography on pp. 3-11 for MA city and town codes)

Relationship of Person Making the Report to a SV Survivor

- 1 Survivor
- 2 Survivor's intimate partner
- 3 Survivor's family member
- 4 Survivor's friend
- 5 Professional
- 88 Other Relationship to the Survivor
- 99 Undisclosed/Unknown Relationship to the Survivor

Language in which RCC Staff Communicated with Person Making the SV Incident Report

*(See SDV Language codes on p. 16, EXCEPT NOTE: Language in which RCC Staff Communicated with Person Making the SV Incident Report can NOT be Unknown/Undisclosed.)*

This Was the First Known Report of the Incident to a MA RCC

- 1 Yes
- 2 No *(Delete the report from the file if this is the answer!)*
- 99 Unknown/Undisclosed

Survivor Gender

- 1 Female
- 2 Male
- 3 Transgender: Male-to-Female/Transgender Female/Transgender Woman
- 4 Transgender: Female-to-Male/Transgender Male/Transgender Man
- 5 Transgender: Undisclosed
- 6 Gender Non-Conforming/Gender Queer
- 7 Not Yet Identifying (i.e., due to age)
- 88 Other Gender Identity
- 99 Undisclosed/Unknown

Survivor Sexual Orientation

- 1 Heterosexual
- 2 Lesbian
- 3 Gay
- 4 Bisexual
- 5 Questioning/Not Sure
- 6 Not yet identifying (i.e., due to age)
- 88 Other Sexual Orientation
- 99 Undisclosed/Unknown

Age Category Into which Survivor's Age at Time of Incident (or at time of first assault in series) Falls

- 1 Young Child (0-6)
- 2 Child (7-11)
- 3 12 Year Old
- 4 Adolescent (13-17)
- 5 Young Adult (18-24)
- 6 Adult (25-59)
- 7 Elder adult (60+)
- 99 Unknown

Race codes (Indicate "Yes" for all Race categories that apply)

- 1 Yes
- 0 No

Survivor Disability Status

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Disability Category (indicate “Yes” for all that apply); (These codes apply across all SDV files EXCEPT those specific to IPAEP)

- 1 Yes
- 0 No

Type of Assault Category (indicate “Yes” for all that apply):

- 1 Yes
- 0 No

Incident is a Series of Assaults Against the Same Survivor Committed by the Same Perpetrator(s) Over Time

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Survivor Sought Medical Attention

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Physical Evidence/Rape Kit was Collected

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Survivor Suspects/Knows She/He Was Drugged by Someone as Part of the Incident

- 1 Yes
- 2 No
- 99 Unknown/Undisclosed

Geographical Location of the Assault

*(See Client City/Town/State/Other Geography on pp. 3-11 for MA city and town codes)*

Physical Location of the Assault

- 1 Survivor's home
- 2 Residential institution/hospital/shelter/group home
- 3 Correctional facility
- 4 Other home/residence
- 5 Church/place of worship
- 6 Workplace
- 7 School/daycare/campus/dorm
- 8 Professional/personal service office
- 9 Hotel/Motel/Resort
- 10 Club/Bar/Party
- 11 Other Public Building/Commercial Property
- 12 Outdoors/vehicle
- 88 Other
- 99 Undisclosed/Unknown

Incident Report Recipient Category (indicate "Yes" for all that apply EXCEPT if report was made to your RCC only and never to any other person or entity. This is the only response option that is mutually exclusive with the other response option categories.):

- 1 Yes
- 0 No

Time Elapsed between Incident (or Most Recent in a Series) and the Report of It to the RCC

- 1 Less than 24 hours
- 2 Up to 5 days
- 3 Up to 3 months
- 4 Up to 1 year
- 5 Over 1 year, but < 2 yrs.
- 6 2 yrs. or more, but < 3 yrs.
- 7 3 yrs. or more, but < 5 yrs.
- 8 5 yrs. or more, but < 10 yrs.
- 9 10 yrs or more, but < 20 yrs.
- 10 20 yrs. or more
- 11 > 1 yr., but length of time > 1 yr. is unknown
- 99 Undisclosed/Unknown how much time has elapsed

Age Category into which Survivor's Age at the Time of the Report of the Incident to the RCC Falls

- 1 Young Child (0-6)
- 2 Child (7-11)
- 3 12 Year Old
- 4 Adolescent (13-17)
- 5 Young Adult (18-24)
- 6 Adult (25-59)
- 7 Elder adult (60+)
- 99 Unknown

The Number of Offenders Involved Is Known to the Staff of the RCC

- 1 Yes
- 2 No, but DO know it was > 1
- 99 Undisclosed / Unknown how many offenders were involved

Gender of Offender(s) (Offender Characteristics Combo #s 1 through 4, or Only Offender)

- 1 Female
- 2 Male
- 3 Transgender: Male-to-Female/Transgender Female/Transgender Woman
- 4 Transgender: Female-to-Male/Transgender Male/Transgender Man
- 5 Transgender: Undisclosed
- 6 Gender Non-Conforming/Gender Queer
- 88 Other Gender Identity
- 99 Undisclosed/Unknown

Relationship of Offender(s) to the Survivor (Offender Characteristics Combo #s 1 through 5, or Only Offender)

- 1 Stranger
- 2 Person known for <24hours
- 3 Spouse/partner
- 4 Ex-spouse/ex-partner
- 5 Current date/boyfriend/girlfriend
- 6 Ex-date/ex-boyfriend/ex-girlfriend
- 7 Friend/roommate
- 8 Neighbor

- 9 Parent or step-parent
- 10 Legal guardian/foster parent
- 11 Parent's partner
- 12 Other relative
- 13 Caretaker or babysitter
- 14 Work colleague/boss
- 15 Teacher/coach
- 16 Schoolmate/classmate/fellow student
- 17 Police/military personnel
- 18 Correctional facility staff/personnel
- 19 Jail or prison cellmate/fellow inmate
- 20 Religious leader
- 21 Professional relationship
- 22 Landlord
- 23 Pimp/John/Trafficker
- 24 Acquaintance (other than as listed above)
- 88 Other Offender-Survivor Relationship
- 99 Undisclosed/Unknown

Total Number of Offenders of This Gender & Offender-Survivor Relationship Combination (Combo #s 1 through 5, or Only Offender; enter the actual number up to 20, then use code 21 if more than 20)

21 > 20

99 Unknown/Undisclosed How Many Offenders of this Gender & Relationship Were Involved