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:

1. Codes that apply across service models and reporting tools (beginning on this page)
2. SDV Individual-Level Services guidance on collecting Client Demographics (p. 3)
3. SDV Individual-Level Services guidance on collecting certain information on Services (p. 18)
4. SDV Group Session Services Table File categories and codes (p. 19)
5. 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
6. FY20 SDV ARF (Activity Report Form file for SDV Outreach and Prevention Work not done under RPE funding) categories and codes (p. 22)
7. RPE ARF (Activity Report Form file for SV Outreach & Prevention work under the Rape Prevention and Education contracts) categories and codes (p.23)
8. Comprehensive RCC Incident Report File categories and codes (p.27)

# 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.

1. Alternative House
2. 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

1. Casa Myrna
2. Center for Hope & Healing, Inc.
3. 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

1. HarborCOV
2. HAWC
3. Health Imperatives, Inc.
4. High Point
5. Independence House, Inc 33 Jeanne Geiger Crisis Center

34 Jewish Family & Children's Service, Journey to Safety 35 L.U.K. Crisis Center, Inc.

1. Martha's Vineyard Community Services
2. Massachusetts Alliance of Portuguese Speakers (MAPS) 38 Metrowest Legal Services
3. New Bedford Women's Center
4. New England Learning Center for Women in Transition 41 New Hope
5. Northeast Legal Aid
6. 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

1. ServiceNet
2. Seven Hills Behavioral Health
3. South Coastal Counties Legal Services
4. South Middlesex Opportunity Council/Voices Against Violence
5. Southeast Family Services Inc - LOI South Shore Women's Resource Center 58 Spanish American Center
6. Spectrum Health Systems, Inc.
7. Stanley Street Treatment and Resources, Inc 61 The Network/La Red
8. Transition House, Inc. 69 Way Finders
9. Wayside Youth & Family Support Network
10. Western Massachusetts Training Consortium, Inc 65 Womanshelter/Companeras
11. YWCA of Central Massachusetts
12. YWCA of Northeastern Massachusetts (formerly Greater Lawrence) 68 YWCA of Western Massachusetts
13. Jane Doe Inc.
14. 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

1. Comprehensive RCC Services
2. Comprehensive RCC Federal SASP Grant
3. DV, Substance Misuse, &amp; Trauma Shelter 5 Emergency Shelter Services
4. Housing Stabilization Services
5. General Community-Based DV Services 8 SV/DV Inequities Victim Services

9 Supervised Visitation Services

# 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

1. July-December
2. July-March
3. 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

1. Child (under age 18) of a Survivor
2. 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

1. 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

1. Step-parent
2. 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

1. Amesbury
2. Amherst
3. Andover

104 Aquinnah (a.k.a., Gay Head) 10 Arlington

1. Ashburnham
2. Ashby
3. Ashfield
4. Ashland
5. Athol
6. Attleboro
7. Auburn
8. Avon
9. Ayer

353 Back Bay

1. Barnstable
2. Barre

353 Beacon Hill

1. Becket
2. Bedford
3. Belchertown
4. Bellingham
5. Belmont
6. Berkley
7. Berlin
8. Bernardston
9. Beverly
10. Billerica
11. Blackstone
12. Blandford
13. Bolton
14. Boston
15. Bourne
16. Boxborough
17. Boxford
18. Boylston
19. Braintree
20. Brewster
21. Bridgewater

352 Brighton

1. Brimfield
2. Brockton
3. Brookfield
4. Brookline
5. Buckland
6. Burlington
7. Cambridge
8. Canton
9. Carlisle
10. Carver

354 Central

53 Charlemont

355 Charlestown

1. Charlton
2. Chatham
3. Chelmsford
4. Chelsea
5. Cheshire
6. Chester
7. Chesterfield
8. Chicopee
9. Chilmark

356 Chinatown

1. Clarksburg
2. Clinton
3. Cohasset
4. Colrain
5. Concord
6. Conway
7. Cummington
8. Dalton
9. Danvers
10. Dartmouth
11. Dedham
12. Deerfield
13. Dennis
14. Dighton

357 Dorchester

1. Douglas
2. Dover
3. Dracut
4. Dudley
5. Dunstable
6. Duxbury

358 East Boston

1. East Bridgewater
2. East Brookfield
3. East Longmeadow
4. Eastham
5. Easthampton
6. Easton
7. Edgartown
8. Egremont
9. Erving
10. Essex
11. Everett
12. Fairhaven
13. Fall River
14. Falmouth

359 Fenway

1. Fitchburg
2. Florida
3. Foxborough
4. Framingham
5. Franklin
6. Freetown
7. Gardner
8. Gay Head (a.k.a., Aquinnah) 105 Georgetown
9. Gill
10. Gloucester
11. Goshen
12. Gosnold
13. Grafton
14. Granby
15. Granville
16. Great Barrington
17. Greenfield
18. Groton
19. Groveland
20. Hadley
21. Halifax
22. Hamilton
23. Hampden
24. Hancock
25. Hanover
26. Hanson
27. Hardwick
28. Harvard
29. Harwich
30. Hatfield
31. Haverhill
32. Hawley
33. Heath
34. Hingham
35. Hinsdale
36. Holbrook
37. Holden
38. Holland
39. Holliston
40. Holyoke
41. Hopedale
42. Hopkinton
43. Hubbardston
44. Hudson
45. Hull
46. Huntington

360 Hyde Park

20 Hyannis

144 Ipswich

361 Jamaica Plain

359 Kenmore

1. Kingston
2. Lakeville
3. Lancaster
4. Lanesborough
5. Lawrence
6. Lee
7. Leicester
8. Lenox
9. Leominster
10. Leverett
11. Lexington
12. Leyden
13. Lincoln
14. Littleton
15. Longmeadow
16. Lowell
17. Ludlow
18. Lunenburg
19. Lynn
20. Lynnfield
21. Malden
22. Manchester-by-the-Sea
23. Mansfield
24. Marblehead
25. Marion
26. Marlborough
27. Marshfield
28. Mashpee

362 Mattapan

1. Mattapoisett
2. Maynard
3. Medfield
4. Medford
5. Medway
6. Melrose
7. Mendon
8. Merrimac
9. Methuen
10. Middleborough
11. Middlefield
12. Middleton
13. Milford
14. Millbury
15. Millis
16. Millville
17. Milton

363 Mission Hill

1. Monroe
2. Monson
3. Montague
4. Monterey
5. Montgomery
6. Mount Washington
7. Nahant
8. Nantucket
9. Natick
10. Needham
11. New Ashford
12. New Bedford
13. New Braintree
14. New Marlborough
15. New Salem
16. Newbury
17. Newburyport
18. Newton
19. Norfolk
20. North Adams
21. North Andover
22. North Attleborough
23. North Brookfield

364 North End

1. North Reading
2. Northampton
3. Northborough
4. Northbridge
5. Northfield
6. Norton
7. Norwell
8. Norwood
9. Oak Bluffs
10. Oakham
11. Orange
12. Orleans
13. Otis
14. Oxford
15. Palmer
16. Paxton
17. Peabody
18. Pelham
19. Pembroke
20. Pepperell
21. Peru
22. Petersham
23. Phillipston
24. Pittsfield
25. Plainfield
26. Plainville
27. Plymouth
28. Plympton
29. Princeton
30. Provincetown
31. Quincy
32. Randolph
33. Raynham
34. Reading
35. Rehoboth
36. Revere
37. Richmond
38. Rochester
39. Rockland
40. Rockport

365 Roslindale

253 Rowe

254 Rowley

366 Roxbury

1. Royalston
2. Russell
3. Rutland
4. Salem
5. Salisbury
6. Sandisfield
7. Sandwich
8. Saugus
9. Savoy
10. Scituate
11. Seekonk
12. Sharon
13. Sheffield
14. Shelburne
15. Sherborn
16. Shirley
17. Shrewsbury
18. Shutesbury
19. Somerset
20. Somerville
21. South Hadley

367 South Boston

368 South End

1. Southampton
2. Southborough
3. Southbridge
4. Southwick
5. Spencer
6. Springfield
7. Sterling
8. Stockbridge
9. Stoneham
10. Stoughton
11. Stow
12. Sturbridge
13. Sudbury
14. Sunderland
15. Sutton
16. Swampscott
17. Swansea
18. Taunton
19. Templeton
20. Tewksbury
21. Tisbury
22. Tolland
23. Topsfield
24. Townsend
25. Truro
26. Tyngsborough
27. Tyringham
28. Upton
29. Uxbridge
30. Wakefield
31. Wales
32. Walpole
33. Waltham
34. Ware
35. Wareham
36. Warren
37. Warwick
38. Washington
39. Watertown
40. Wayland
41. Webster
42. Wellesley
43. Wellfleet
44. Wendell
45. Wenham
46. West Boylston
47. West Bridgewater
48. West Brookfield
49. West Newbury
50. West Springfield
51. West Stockbridge
52. West Tisbury

369 West End

370 West Roxbury

1. Westborough
2. Westfield
3. Westford
4. Westhampton
5. Westminster
6. Weston
7. Westport
8. Westwood
9. Weymouth
10. Whately
11. Whitman
12. Wilbraham
13. Williamsburg
14. Williamstown
15. Wilmington
16. Winchendon
17. Winchester
18. Windsor
19. Winthrop
20. Woburn
21. Worcester
22. Worthington
23. Wrentham
24. Yarmouth
25. Alabama
26. Alaska
27. Arizona
28. Arkansas
29. California
30. Colorado
31. Connecticut
32. Delaware
33. D.C.
34. Florida
35. Georgia
36. Hawaii
37. Idaho
38. Illinois
39. Indiana
40. Iowa
41. Kansas
42. Kentucky
43. Louisiana
44. Maine
45. Maryland
46. Massachusetts (town unknown) 422 Michigan
47. Minnesota
48. Mississippi
49. Missouri
50. Montana
51. Nebraska
52. Nevada
53. New Hampshire
54. New Jersey
55. New Mexico
56. New York
57. North Carolina
58. North Dakota
59. Ohio
60. Oklahoma
61. Oregon
62. Pennsylvania
63. Rhode Island
64. South Carolina
65. South Dakota
66. Tennessee
67. Texas
68. Utah
69. Vermont
70. Virginia
71. Washington
72. West Virginia
73. Wisconsin
74. Wyoming
75. 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

1. Ashby
2. Ashfield

21 Barre

1. Berkley
2. Berlin
3. Bernardston
4. Blandford
5. Bolton

38 Boxford

43 Brimfield

45 Brookfield

47 Buckland

51 Carlisle

1. Charlemont
2. Charlton

60 Chesterfield

1. Chilmark
2. Clarksburg

66 Colrain

1. Conway
2. Cummington

74 Deerfield

1. Dighton
2. Douglas

81 Dunstable

1. Edgartown
2. Egremont
3. 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

1. Monroe
2. Monson
3. Montague
4. Monterrey
5. Montgomery
6. Mount Washington

197 Nantucket

200 New Ashford

1. New Braintree
2. New Marlborough
3. New Salem

217 Northfield

1. Oak Bluffs
2. Oakham
3. Orange

228 Paxton

230 Pelham

234 Petersham

235 Phillipston

237 Plainfield

240 Plympton

241 Princeton

247 Rehoboth

250 Rochester

253 Rowe

1. Royalston
2. Russell
3. Rutland

260 Sandisfield

263 Savoy

1. Sheffield
2. Shelburne
3. Sherborn

272 Shutesbury

276 Southampton

282 Sterling

283 Stockbridge

289 Sunderland

296 Tisbury (including Vineyard Haven) 297 Tolland

300 Truro

302 Tyringham

306 Wales 311Warren 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

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

1. Lesbian
2. Gay
3. Bisexual
4. 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

1. African American
2. Albanian
3. American
4. Armenian
5. Asian Indian (from/family from India) 7 Brazilian
6. Cambodian/Khmer
7. Cape Verdean
8. Caribbean Islander
9. Chinese
10. Colombian
11. Cuban
12. Dominican
13. English
14. European (other than already in list) 17 Filipino
15. French
16. German
17. Greek
18. Guatemalan
19. Haitian
20. Honduran
21. Irish
22. Italian
23. Japanese
24. Jewish
25. Korean
26. Laotian
27. Mexican/Mexican American/Chicano
28. Middle Eastern
29. Native American/First Nation 33 Peruvian
30. Polish
31. Portuguese
32. Puerto Rican
33. Russian
34. Salvadoran
35. Scottish
36. Vietnamese

88 Other Ethnicity Not Named Above 99 Undisclosed/Unknown Ethnicity

Client 2nd Ethnicity and/or 3rd (or more) Ethnicity(ies) 0 No Additional Client Ethnicities to Report

99 Undisclosed/Unknown whether Client has Additional Ethnicities to Report 1 African

1. African American
2. Albanian
3. American
4. Armenian
5. Asian Indian (from/family from India) 7 Brazilian
6. Cambodian/Khmer
7. Cape Verdean
8. Caribbean Islander
9. Chinese
10. Colombian
11. Cuban
12. Dominican
13. English
14. European (other than already in list) 17 Filipino
15. French
16. German
17. Greek
18. Guatemalan
19. Haitian
20. Honduran
21. Irish
22. Italian
23. Japanese
24. Jewish
25. Korean
26. Laotian
27. Mexican/Mexican American/Chicano
28. Middle Eastern
29. Native American/First Nation 33 Peruvian
30. Polish
31. Portuguese
32. Puerto Rican
33. Russian
34. Salvadoran
35. Scottish
36. Vietnamese

88 Other Ethnicity Not Named Above

SDV Language Codes (*These codes apply across all SDV files* ***except*** *IPAEP*) 1 English

1. Spanish
2. Portuguese
3. American Sign Language (ASL)/Other Sign Language 5 Arabic

6 Cape Verdean Creole 7 Chinese (any dialect) 8 French

1. Haitian Creole
2. Hindi
3. Khmer
4. K'iche/Quiche
5. Korean
6. Nepali
7. Russian
8. Somali
9. 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

# 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

1. July-December
2. July-March
3. 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

1. No

# 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

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

Group Age codes 1 0-11

2 12-17

3 18-24

4 25-59

1. 60 & Older
2. 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

1. SV Survivor Group for Children/Youth
2. 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

# 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

1. Community Mobilization Activity
2. Conference Planning and Organizing
3. Culturally-Tailored Programming Planning 7 Distributing Flyers/Brochures/Posters
4. Health Fair or Festival Table(s)
5. Media (Television, Radio, Print, Billboards)
6. Social Media (Facebook, Twitter, Instagram, etc./Web Blog or Webpage) 11 One-on-one Community Engagement
7. DV/SV Policy Change Work
8. Provided DV/SV Prevention Education
9. 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

1. No

SDV Staff Role in This Activity/Event

1. Led/Ran/Facilitated/Organized Professional/Coalition Meeting 2 Educator/Trainer/Presenter
2. Attended Event as Active Participant
3. Provided Information or Outreach Materials

Audience Targeted for Outreach/Prevention Activity 1 Adults

1. Youth
2. 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

# SDV ACTIVITY REPORT FORM (ARF)

**FY20**

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

1. No

# 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*)

1. Delivery of Peer Leader Training (*Go to questions on p. 3*)
2. Delivery of Educational Group Sessions (*Go to questions on p. 3*)
3. TA/Consultation External Agency SA Prevention Policies (*Go to questions on p. 3*)
4. 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

1. Police
2. District Attorneys and legal assistance agencies 4 Hospitals / health centers

5 Area DTA offices 6 Area DCF offices

1. Area Children's Advocacy Centers
2. DPH-funded HIV/AIDS prevention and service providers 9 DPH-funded Family planning programs
3. DPH-funded RISE programs
4. DPH-funded substance abuse programs 12 Colleges/Universities
5. School systems
6. Youth agencies
7. Culturally-specific agencies
8. CHNA
9. All Outreach Categories Apply (BARCC)

Material Type codes 1 Billboard

1. Newspaper
2. Radio
3. Television
4. Brochure
5. Poster
6. Promotional items (pens, whistles, etc.) 8 Curricula
7. Website
8. 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)

1. 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)
2. 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)
2. 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)
2. 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)

# 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

1. Lawrence
2. North Shore RCC

Form ID

0 No Previously Unreported Incidents This Month

Month in which Incident Report was Made to the RCC (*See “1st 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

1. 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

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

1. Lesbian
2. Gay
3. Bisexual
4. Questioning/Not Sure
5. 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)

1. 12 Year Old
2. Adolescent (13-17)
3. 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

1. Other home/residence
2. Church/place of worship 6 Workplace
3. School/daycare/campus/dorm
4. Professional/personal service office 9 Hotel/Motel/Resort
5. Club/Bar/Party
6. 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

1. Up to 5 days
2. Up to 3 months
3. Up to 1 year
4. Over 1 year, but < 2 yrs.
5. 2 yrs. or more, but < 3 yrs.
6. 3 yrs. or more, but < 5 yrs.
7. 5 yrs. or more, but < 10 yrs.
8. 10 yrs or more, but < 20 yrs.
9. 20 yrs. or more
10. > 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)

1. 12 Year Old
2. Adolescent (13-17)
3. 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

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

1. Ex-spouse/ex-partner
2. Current date/boyfriend/girlfriend
3. Ex-date/ex-boyfriend/ex-girlfriend
4. Friend/roommate
5. Neighbor
6. Parent or step-parent
7. Legal guardian/foster parent 11 Parent’s partner
8. Other relative
9. Caretaker or babysitter 14 Work colleague/boss
10. Teacher/coach
11. Schoolmate/classmate/fellow student
12. Police/military personnel
13. Correctional facility staff/personnel 19 Jail or prison cellmate/fellow inmate 20 Religious leader
14. Professional relationship
15. Landlord
16. Pimp/John/Trafficker
17. 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