Making Change in B.C.

How to change your W.I.S.H.™ Statistical Formulas to be able to report to M.P.S.S.G. in British Columbia.

[Revised July 2021 – added Victim Services section(s)]

© 2021. Grasp Software Corporation. All rights reserved.

This document is published by Grasp Software Corporation for the sole benefit of agencies licensed to use **W.I.S.H.™** (Women In Safe Housing®) Software. It is intended to provide guidance on how you could set up coding in **W.I.S.H.™** to collect the statistics asked by M.P.S.S.G. in the province of B.C., and dovetails with the set of demonstration data provided for that province in version 2021.01f of the software. The update provided in July 2021 includes the CBVS data which was added to the software release **after** version 2021.02c.

The demo data is intended to provide a guide for how you can set up your WISH if you answer to this funder in BC.

It was written in June 2021. An update was provided in July 2021 to add the coding for CBVS as well as to correct incorrect details in Appendix A.

Direct any questions or comments in writing to support@grasp.ca

Table of Contents

Making Change in B.C. 1

Changes 8

Archiving Formulas 9

Stopping The Violence 10

Creating a New Section Header 10

Creating New Formulas 11

Adding New Codes to W.I.S.H. 13

Existing Registered Program Codes 13

Existing Time Log Codes 14

New Time Log Codes 14

Tracking Age and Gender 15

SQL Query 17

Form Changes 18

Creating New Formulas 20

Deleting Old Formulas 20

Other Considerations 21

Closing Files 21

Gender and Date of Birth 21

Intake “Pre-screen” 21

P.E.A.C.E. (formerly Children Who Witness Abuse) 22

Creating a New Section Header 22

Creating New Formulas 23

Adding New Codes to W.I.S.H. 25

Existing Registered Program Codes 25

Existing Time Log Codes 25

New Time Log Codes 26

Tracking Age and Gender 27

SQL Query 29

Form Changes 30
Creating New Formulas 32
Deleting Old Formulas 32
Other Considerations 33
Closing Files 33
Gender and Date of Birth 33
Intake “Pre-screen” 33
Outreach Services Program 34
Creating a New Section Header 34
Creating New Formulas 35
Registered Program Codes 37
Time Log Codes 37
Call Type Code 39
Group Code 39
Forms 40
SQL Query 42
Formulas 43
Multicultural Outreach Services Program 44
Formula Section Header Code 44
Creating New Formulas 44
Registered Program Codes 46
Time Log Codes 46
Call Type Code 47
Group Code 47
Forms 47
SQL Query 49
Formulas 50
Community Based Victim Services Program 51
Creating a New Section Header 51
Creating New Formulas 52
Registered Program Codes 54

Time Log Codes **54**
Call Type Code **56**
Group Code **56**
Forms **57**
SQL Query **60**
Formulas **60**
Appendix A: STV Statistical Formulas Created 62
Appendix B: PEACE Statistical Formulas Created 66
Appendix C: ORS Statistical Formulas created. 69
Appendix D: Multicultural Outreach Statistical Formulas Created 72
Appendix E: Community Based Victim Services Statistical Formulas Created 75
Appendix F: Codes by Type/Program 79
Registered Program Codes **79**
STV 79
PEACE 79
OR 79
Multicultural OR 79
CBVS 79
Call Type Codes **80**
STV 80
PEACE 80
OR 80
Multicultural OR 80
CBVS 80
Time Log Codes **81**
STV 81
PEACE 81
OR 82

Multicultural OR 82
CBVS 82
Group Codes 83
STV 83
PEACE 83
OR 83
Multicultural OR 83
Forms Created 84
STV 84
PEACE 84
OR 84
Multicultural Outreach 84
CBVS 84
Attachments: Sample Forms from Demo 85

Changes

[updated July 2021]

In June 2021, we were informed of changes made by Ministry of Public Safety and Solicitor General (MPSSG) in British Columbia. In general, MPSSG funds 5 programs that are often represented and reported on through **W.I.S.H.™ (Women In Safe Housing®**).

- Stopping The Violence
- P.E.A.C.E. (formerly known as Children Who Witness Abuse)
- Outreach Counselling
- Multicultural Outreach Counselling
- Community Based Victim Services (added after build 2021.02c)

In the active demo of the **W.I.S.H.™** software, historically, we included both the "Stopping The Violence" and the "P.E.A.C.E." program as examples of how you could set up these programs in **W.I.S.H.™**. The Community Based Victim Services, Outreach Counselling and Multicultural Outreach Counselling never made it into our demo, but many of you have already set that up in **W.I.S.H.™**. All of these now exist in the BC Demonstration set of data after build 2021.02c.

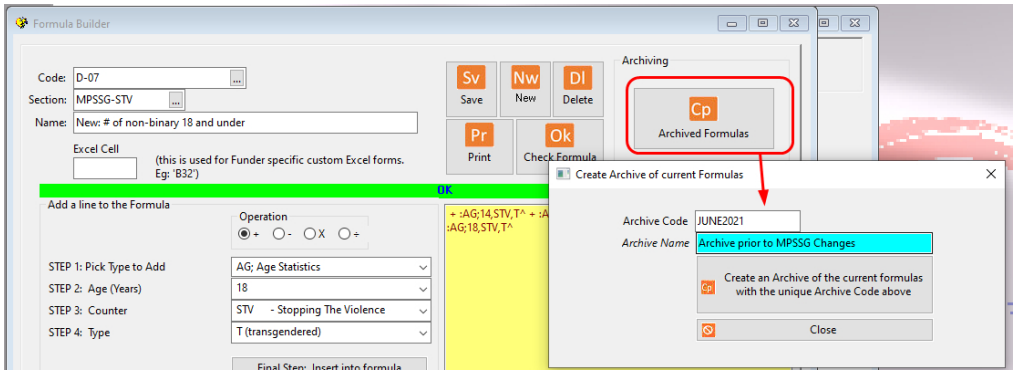
From time to time, funders (such as MPSSG) may change what they ask you to report in exchange for funding these programs at your agency, and this is what occurred sometime around June 2021. As usual, we are never given any forewarning or even looped in, and often find out simply because one of our **W.I.S.H.™** users reaches out with a list of the changes and a conversation that may start like this: "Have you seen the changes…." Anyway, we thank very much the people who reach out to us and share the details of these changes. Doing so makes it easier for us to serve you in the use of our product, and in turn this comes back to all of those who use **W.I.S.H.™**.

Archiving Formulas

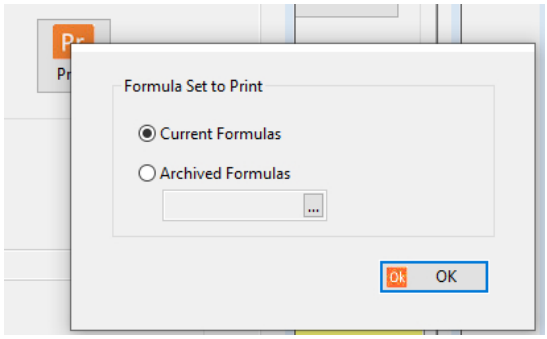
Before you decide to make any formula changes (especially broad changes like the ones required to be compliant with the new stats requested by MPSSG, you should ALWAYS create an "Archive" of your existing Formulas. Archives are useful for two reasons:

- You can print past statistics based on historical archived formulas, and
- If you make an error, or want to refer back to the way something used to be calculated, that information survives and exists in the Archived Formulas.

It is easy to create an Archive of existing formulas. From the **Formula Builder** screen, click on the ***Archived Formulas*** button and fill out the pop up screen to create a unique Archive Code and Description. Then click on the ***"Create an Archive …"*** button.



That's it. Your Archive has been created. Now, whenever you print stats by formulas, you can always select to print using Archived formulas over the default of Current formulas.



Stopping The Violence

As with these 4 funded programs, the changes that were shared with us in June 2021 showed a significant shift in what sort of detail was now being requested. The data for each program, including Stopping The Violence, is now grouped into 8 groups:

A. Caseload Information

B. Community Coordination

C. Community Engagement

D. New Client Information

E. Referral Information

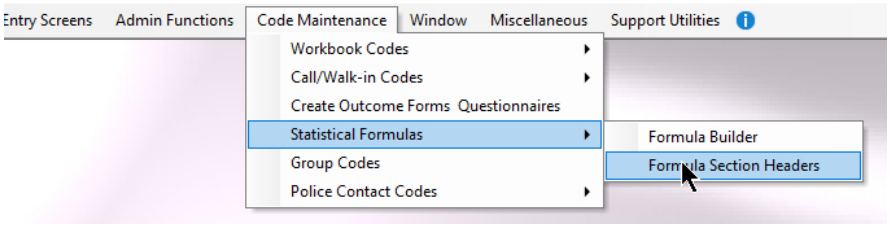
F. Services Provided

G. Staffing Information

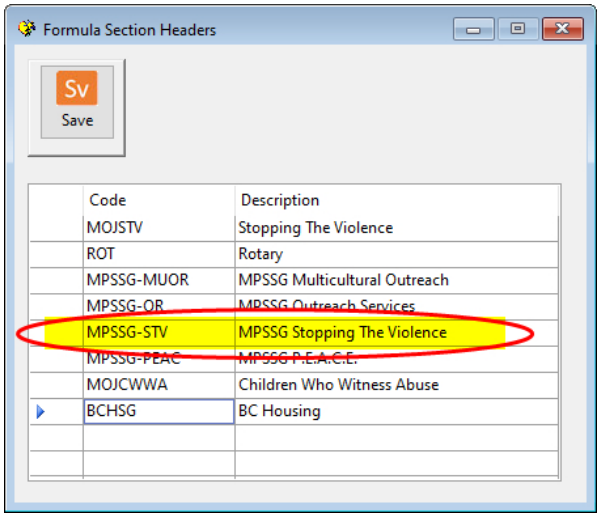
H. Training Information

Creating a New Section Header

All in all, the new format is nicely organized and easy to follow. To track this in the B.C. demo in **W.I.S.H.™**, I decided to create a new ***Formula Section Header***

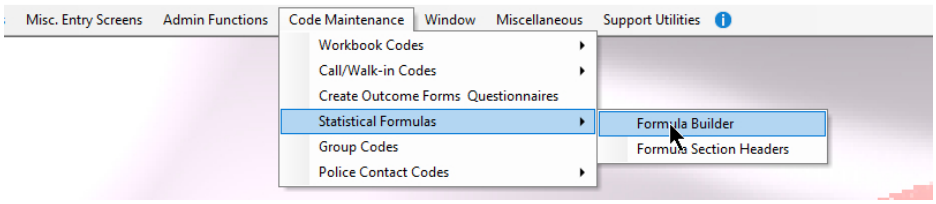


In that screen, I created a new Formula Section Header: **MPSSG-STV**.



Creating New Formulas

I also chose to organize the 8 groupings into similar groupings in the Formula Builder. (A through H). So In the Formula Builder:



I ended up creating the following list of blank Formulas (by the way, if you like this I have a utility that will import them all rather than you having to type them all in… get in touch with me if you want me to import these codes):

Section	Code	Name/Description
MPSSG-STV	**A-01**	Caseload Info: # of new clients
MPSSG-STV	**A-02**	Caseload Info: # of contacts made with clients
MPSSG-STV	**A-03**	Caseload Info: Active caseload
MPSSG-STV	**A-04**	Caseload Info: Kms travelled to provide services to clients
MPSSG-STV	**A-05**	Caseload Info: # of individuals on waitlist
MPSSG-STV	**A-06**	Caseload Info: Aver days clients served this mth on W-List
MPSSG-STV	**B-01**	Comm. Coord: Hrs in VAWIR Committee work
MPSSG-STV	**B-02**	Comm. Coord: Hrs spent on SART
MPSSG-STV	**B-03**	Comm. Coord: Hrs spent on ICAT
MPSSG-STV	**B-04**	Comm. Coord: Hrs spent on comm. coord. activities

MPSSG-STV **B-05** Comm. Coord.: Kms travelled for Comm. Coord. this month
MPSSG-STV **B-06** Comm. Coord: Anything else to highlight this mth.

MPSSG-STV **C-01** Comm. Engagemt: Hrs spent attending events
MPSSG-STV **C-02** Comm. Engagemt: Hrs spent providing info/pres/comm ed.
MPSSG-STV **C-03** Comm. Engagemt: Hrs spen on other comm. engagemt activities
MPSSG-STV **C-04** Comm. Engagemt: Is there anything else to highlight

MPSSG-STV **D-01** New: # of males
MPSSG-STV **D-02** New: # of females
MPSSG-STV **D-03** New: # of non-binary
MPSSG-STV **D-04** New: Gender unknown
MPSSG-STV **D-05** New: # of males 18 and under
MPSSG-STV **D-06** New: # of females 18 and under
MPSSG-STV **D-07** New: # of non-binary 18 and under

MPSSG-STV **E-01** Referrals from: Police Based Victim Services
MPSSG-STV **E-02** Referrals from: CVAP
MPSSG-STV **E-03** Referrals from: VictimLink BC
MPSSG-STV **E-04** Referrals from: Comm. Based Victim Services
MPSSG-STV **E-05** Referrals from: Victim Safety Unit
MPSSG-STV **E-06** Referrals from: Crown Counsel or Victim Court Support
MPSSG-STV **E-07** Referrals from: Transition houses or safe homes
MPSSG-STV **E-08** Referrals from: PEACE
MPSSG-STV **E-09** Referrals from: Stopping The Violence Outreach Services
MPSSG-STV **E-10** Referrals from: All other referrals

MPSSG-STV **F-01** Services Prov: # Individual Couns. Sessions
MPSSG-STV **F-02** Services Prov: # Group Counselling Sessions
MPSSG-STV **F-03** Services Prov: Clients assisted with CVAP Forms
MPSSG-STV **F-04** Services Prov: Clients assisted with Restitution Forms
MPSSG-STV **F-05** Services Prov: Clients assisted w Victim Safety Unit forms
MPSSG-STV **F-06** Services Prov: # clients assisted w Safety Planning
MPSSG-STV **F-07** Services Prov: # assists with 3rd party reports/forms
MPSSG-STV **F-08** Services Prov: Ref to/Info about Police Based Victim Service
MPSSG-STV **F-09** Services Prov: Ref To/Info re Comm Based Victim Services

MPSSG-STV **F-10** Services Prov: Ref To/Info re alcohol/drug treatment
MPSSG-STV **F-11** Services Prov: Ref To/Infor re mental health services
MPSSG-STV **F-12** Services Prov: Ref To/Info re Victim Safety Unit
MPSSG-STV **F-13** Services Prov: Ref To/Info re Trans. Houses/Safe Homes
MPSSG-STV **F-14** Services Prov: Ref to/Info Other types
MPSSG-STV **F-15** Services Prov: List Other types

MPSSG-STV **G-01** Staffing: Is the program fully staffed
MPSSG-STV **G-02** Staffing: Has the program been understaffed for 30+ days
MPSSG-STV **G-03** "Staffing: If understaff for 30+ days, why?"
MPSSG-STV **G-04** Staffing: Has there been any staff changes to the program
MPSSG-STV **G-05** Staffing: Explanation for changes
MPSSG-STV **G-06** Staffing: Staff Hours worked this month
MPSSG-STV **G-07** Staffing: Is there anything to highlight

MPSSG-STV **H-01** Training: # staff receiving training
MPSSG-STV **H-02** Training: List training received
MPSSG-STV **H-03** Training: Hrs of staff training
MPSSG-STV **H-04** Training: Anything to highlight?

Adding New Codes to W.I.S.H.

As I was doing this in the B.C. Demo set of data for **W.I.S.H.™**, some codes already existing, and some codes would need to be added to be compliant.

Existing Registered Program Codes

In the B.C. demo there were already 3 Registered Programs set up for the Stopping The Violence (STV) program.

- **STV**
- **STV-WL**
- **STV-WLG**

The latter two were strictly for tracking Waitlists. In any event, insofar as the B.C. demo set of data was concerned. There was no need to change or add any Registered Program Codes.

Existing Time Log Codes

The B.C. demo data already had a pretty healthy selection of Time Log Codes that were set up:

- **STVCC** -Case Consult
- **STVCCT** -Case Consult Travel Time
- **STVCE** -Community Education
- **STVCEP** -Community Education Prep-time
- **STVCET** -Community Education Travel Time
- **STVCPG** -Coping Session (intended for use for a client not yet in the program but in dire need of immediate service)
- **STVDS** -Direct Service w Client (i.e. one-on-one)
- **STVINT** -Intake
- **STVPRE** -Pre/Post Service (intended for use when brief service is delivered to a client who has not yet been intaked into the program, or has left the program… for example, a quick follow up with the client after their file has been closed.)

For the purposes of meeting the new criteria, we found that we were OK to leave these codes untouched, although we could have gotten rid of some codes such as the overlap between **STVCPG** and **STVPRE**, but otherwise we decided to leave these codes untouched.

New Time Log Codes

In the new sets of statistics requested by MPSSG, there are several questions regarding work done on various provincial committees, and to be able to track that activity we had to add 4 new Time Log Codes. In addition, there was a question in section "H" of the new stats that request details on staff training. While most of that last section were asking details not tracked at all in **W.I.S.H.™**, we decided that we could easily track the "hours" that staff were engage in training which led us to adding a fifth code. Each of these codes where added with the option of "**No Client**" selected as these were intended to be put on the STM's Time Log sheet without being connected to a specific client. The following Time Log Codes were added:

- **STV-C1** - STV VAWIR Committee work
- **STV-C2** -STV SART Work
- **STV-C3** -STV ICAT Work

- **STV-C4** -STV Other Comm. Coordination Work
- **STV-TR** -Training for STV Staff

	SHSP	Shelter-Safety Planning	☑	☐	☐	None
	STV-C1	STV VAWIR Committee work	☑	☐	☑	None
	STV-C2	STV SART Work	☑	☐	☑	None
	STV-C3	STV ICAT Work	☑	☐	☑	None
	STV-C4	STV Other Comm. Coordination Work	☑	☐	☑	None
	STV-TR	Training for STV Staff	☑	☐	☑	None
	STVCC	STV- Case Consult	☑	☐	☐	None

Tracking Age and Gender

One of the significant changes to all of the MPSSG stats (including STV) is around both Age and Gender. Section "D" of the stats want to know details on both Age and Gender of the Clients accessing Service. In **W.I.S.H.™** the "Gender Selector" choices are:

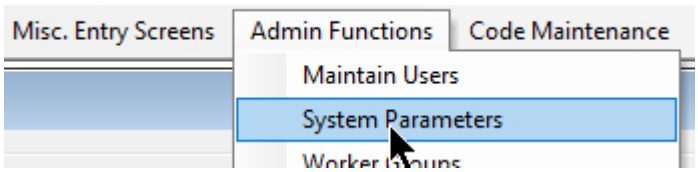
- Female
- Male
- Transgendered

MPSSG is requesting Gender be reported as:

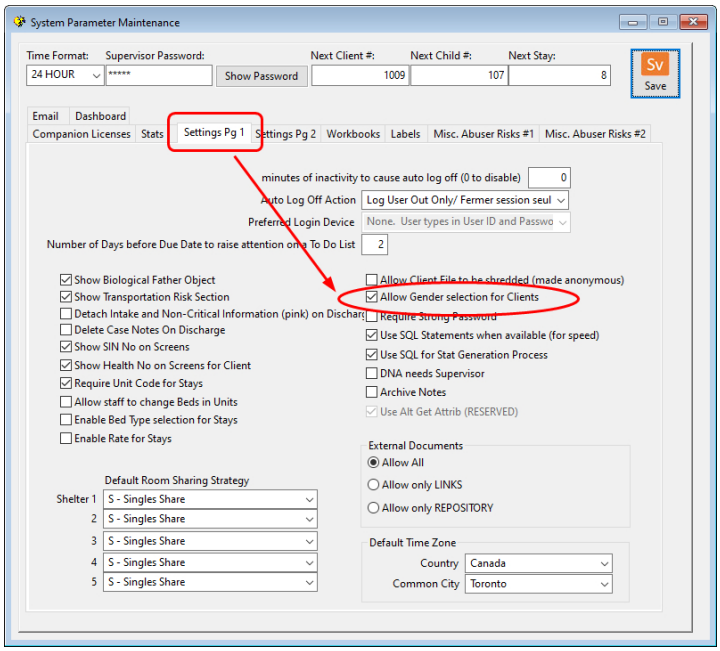
- Female
- Male
- Non-binary

If you can overlook the mismatch of the words "Transgendered" and "Non-binary", the current Gender Selector works well for the MPSSG model. (SIDEBAR NOTE: Shortly – likely early next year – you will be given more flexibility with modifying the Gender choices in **W.I.S.H.™**). Furthermore, **W.I.S.H.™** already compiles Age by Gender statistics, so using the current Gender selector in **W.I.S.H.™** delivers a double-bonus.

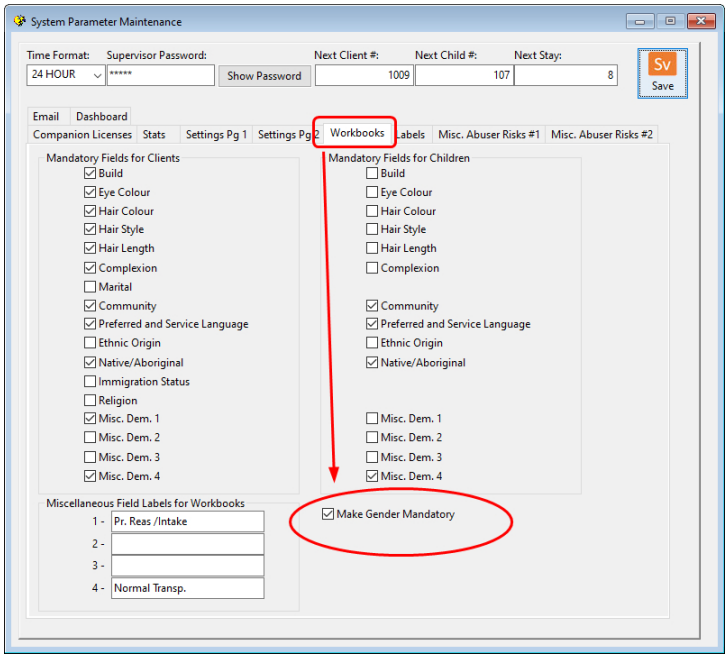
To consider using the Gender Selector in the B.C. Demo Data, we made two changes. Both changes were found in the **.Admin Functions.System Parameters** screen.



First, we wanted to make certain that the "*Gender Selector*" was turned on for use on the Client Workbook:



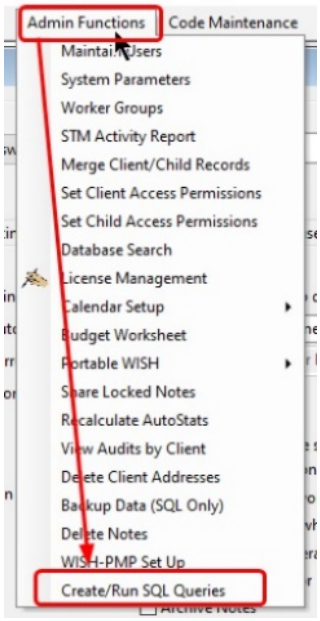
Secondly, we wanted to make sure that it was now mandatory:

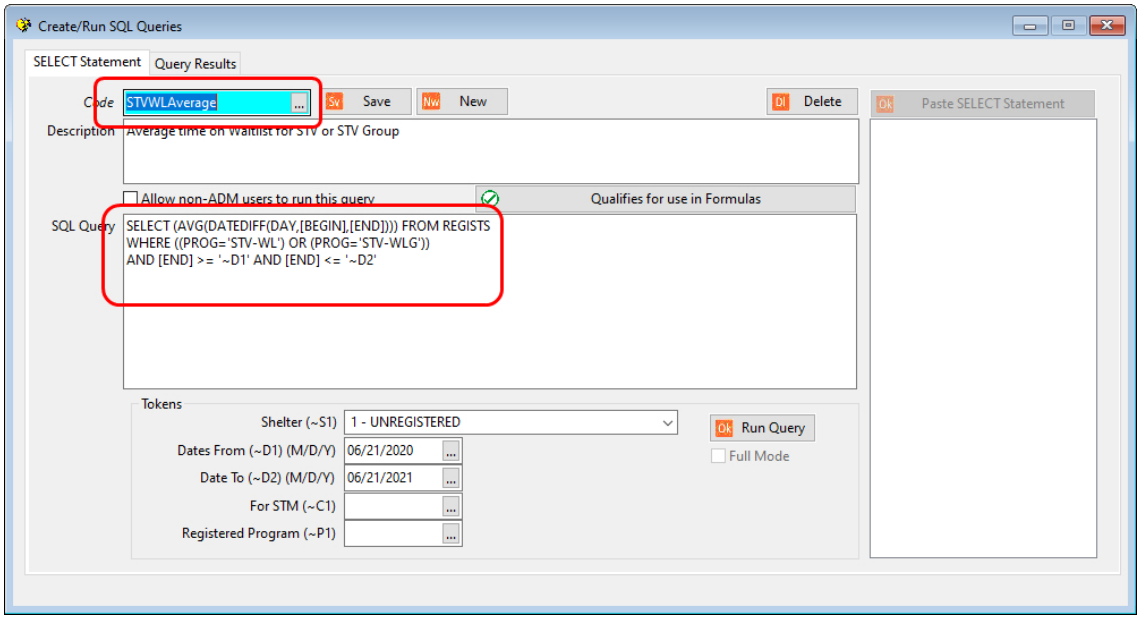


It is IMPORTANT that staff be advised to ensure a proper selection of Gender as well as the Client's Date of Birth going forward so that these statistics can be calculated accurately. Some agencies ONLY serve Female clients, and in this case you can decide to leave these options turned off, forcing the entire caseload to be reported as 100% Female.

SQL Query

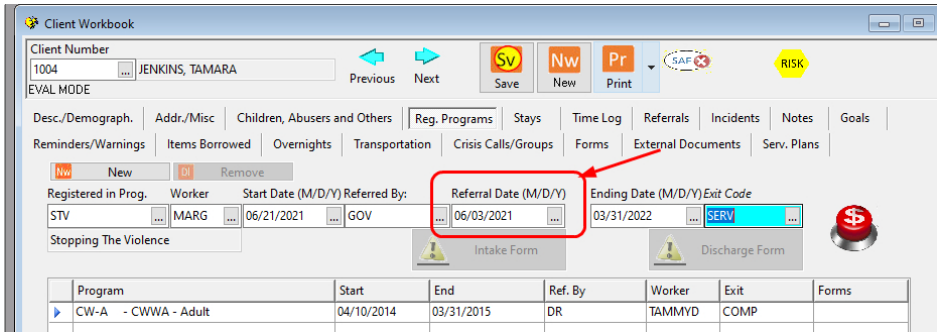
This is a bit of an advanced topic. A new stat that MPSSG is now asking is for the amount of time that clients were on the waitlist before they came off of the waitlist. The catch is that this includes people who were on the waitlist and decided to stop pursuing service and came off the waitlist without ever going into program. This little twist is important, because otherwise we could easily track it by using the "Referral Date" of every client coming into the STV program. Currently this specific stat can ONLY be accurately tracked in the SQL version of **W.I.S.H.™** by creating an SQL Query. Here is the SQL Query that I created in the B.C. Demo Set of data for illustration purposes only (since the BC Demo Data is not stored in SQL):





If you are running SQL and you need a hand to set this up, just reach out to our Support Department for assistance.

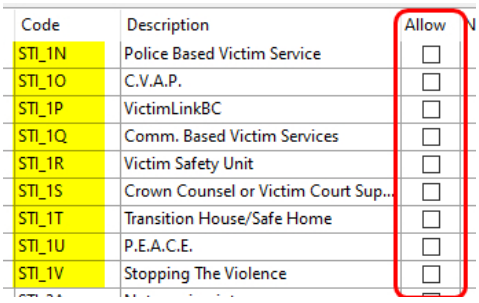
On the other hand, if you are NOT running **W.I.S.H.™** in SQL, you will need to ensure that staff enter the "Referral Date" as the date that they came onto the waitlist when they are actively intaked into the STV Program. While this will be an imperfect stat (it will not include stats on those dropped from the waitlist who never came into service), it will at least report the stat for those clients who did end up coming into service. The best advise is to upgrade to the SQL version of **W.I.S.H.™** to ensure full compliance with this statistical request.

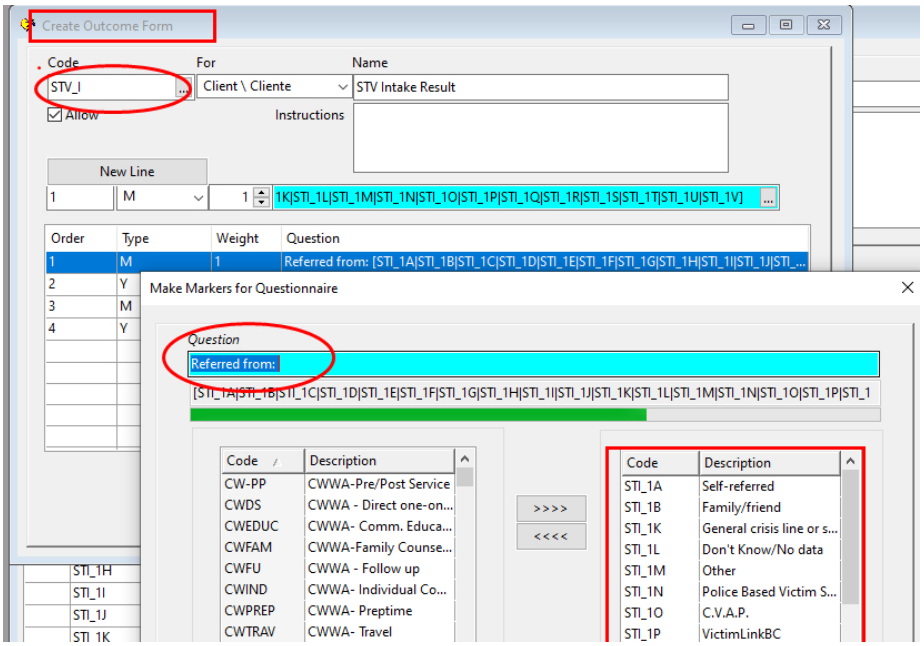


Form Changes

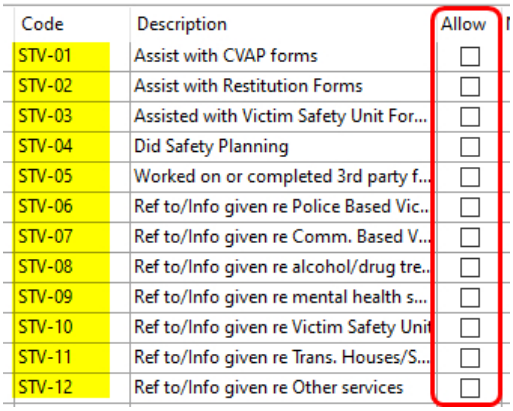
In the set of demo data for B.C., we already had two Forms which were set up for STV, and both needed some minor alterations:

- **STV-I** - This form was set up and intended to be used as a "Pre-Screen" form. You should already have a similar form like this one. MPSSG asks the question about who referred the client to your service, but it is to include ALL referrals and not just the referrals who ended up becoming a client in the program. Because of this, the stat around referrals MUST come at a "pre-screen" event. In our demo, this form was tied to the use of the **STV-INT** Time Log which was used to track and denote a pre-admission intake interview event with the Client. Because the form already existed, we simply had to add some options around referral choices to our Question #1 of the Form.
    - Added choices to Question #1 regarding the new Referral stat groupings from MPSSG. In the demo data, they were added as Time Log Codes, **STI_1N ~ STI_1V**.

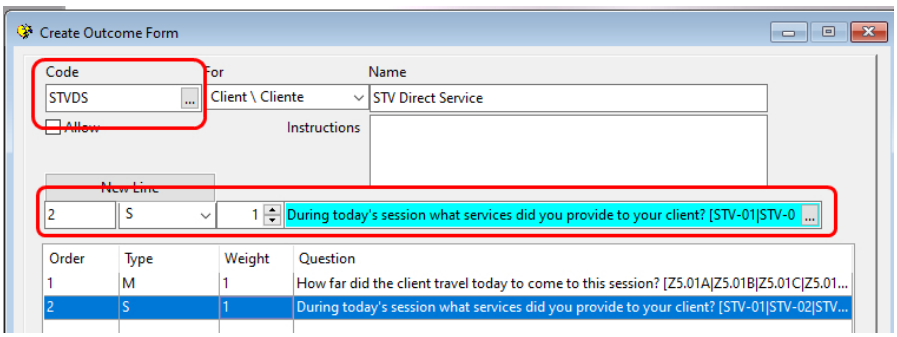


o 

- **STV-DS** - This form is linked to the Time Log code also coded **STV-DS**. Originally, it was used to gather details on how far the client had to travel for that day's counselling session. A second question (Question #2) was added to this Form to now track specifics on types of services and referrals delivered during that session in order to be able to report this under section "F" of the new Formulas. Time Log Codes were created **STV-01 ~ STV-12** for the purposed of becoming the choices for this question on the form.

o 

Code	Description	Allow
STV-01	Assist with CVAP forms	☐
STV-02	Assist with Restitution Forms	☐
STV-03	Assisted with Victim Safety Unit For...	☐
STV-04	Did Safety Planning	☐
STV-05	Worked on or completed 3rd party f...	☐
STV-06	Ref to/Info given re Police Based Vic...	☐
STV-07	Ref to/Info given re Comm. Based V...	☐
STV-08	Ref to/Info given re alcohol/drug tre...	☐
STV-09	Ref to/Info given re mental health s...	☐
STV-10	Ref to/Info given re Victim Safety Unit	☐
STV-11	Ref to/Info given re Trans. Houses/S...	☐
STV-12	Ref to/Info given re Other services	☐

o 

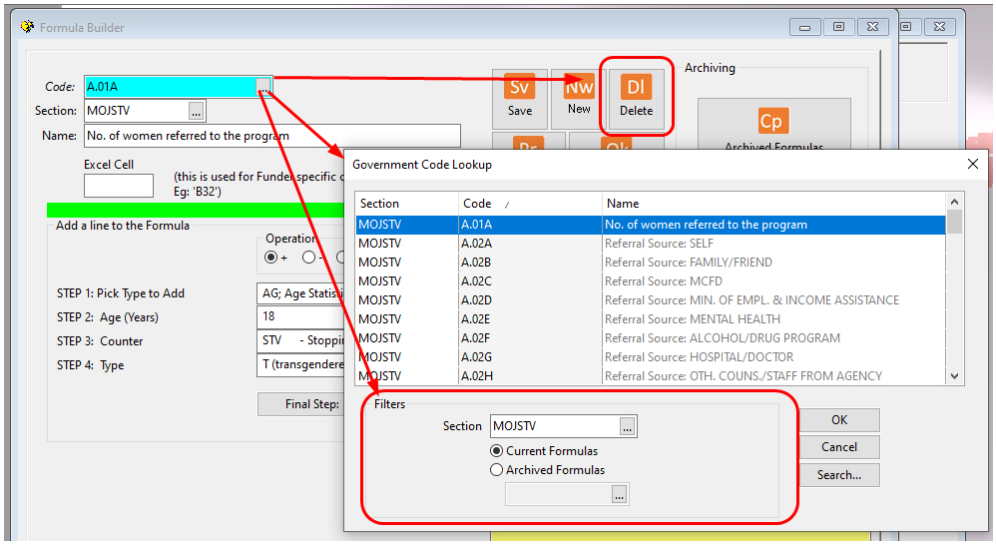
Creating New Formulas

In a step above, the Formula Sections and Formula Titles were created, but without any Formulas. The list of formulas that I used now in the demo set of data for B.C. for tracking STV are included at the end of this document as Appendix A.

Deleting Old Formulas

Realizing that you should not delete Formulas if you haven't yet made an Archive, be sure that you have already created an Archive as covered near the top of this document before deciding to remove the older formulas from the "Current" formulas.

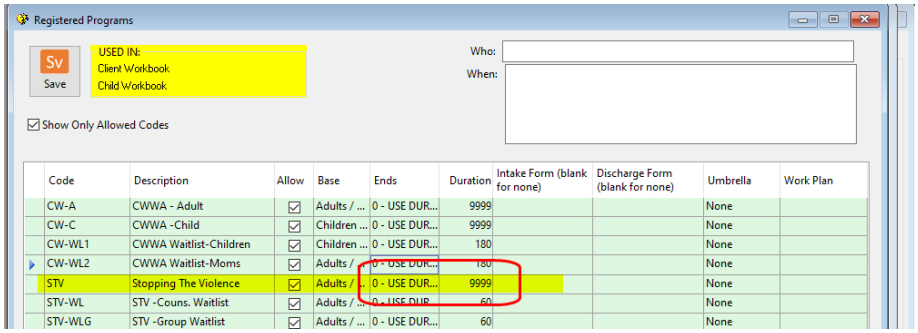
In the set of demo data, STV was previously gathered under the Section Header Code **MOJSTV**. Now that I have a new set of formulas gathered under the new Section Header Code **MPSSG-STV**, I wanted to remove the older formulas (remember they will always exist in my set of "Archived Formulas". To delete these formulas, in the Formula Builder I use the look up list with the filter of **MOJSTV** applied and then one-by-one select each old formula from the list and use the Delete Key on the screen to permanently remove the formula from my Current formulas.



Other Considerations

Closing Files

The definitions of the stats tell you to count a Client as a "New Client" if they have been absent from service for more than 3 months and then start again. This dictates that you should do a Case Review periodically (monthly, for example) and establish criteria around closing the Client's file if they have not received service for 3 months. In **W.I.S.H.™** this is done by "Ending" the Registered Program. Then if the Client returns to service, you would re-intake them to the program. You may want to change the Registered Program settings so that they now do not expire at the end of any specific month, but rather the ending date is determined by "Duration"



Gender and Date of Birth

I mentioned this prior, but it worth a mention again to advise staff to be sure to enter accurate Date of Birth and Gender for the Client, otherwise the statistics will not be accurate.

Intake "Pre-screen"

You MUST go through the Intake Pre-screen event (Time Log Code **STV-INT**) with EVERY Client to ensure that your stats are accurate. This includes ALL people coming to your for service even if they are not within your mandate or decide not to come into service.

P.E.A.C.E. (formerly Children Who Witness Abuse)

As with the 4 funded programs covered in this document, the changes that were shared with us in June 2021 showed a significant shift in what sort of detail was now being requested. The data for each program, including P.E.A.C.E., is now grouped into 8 groups:

A. Caseload Information

B. Community Coordination

C. Community Engagement

D. New Client Information

E. Referral Information

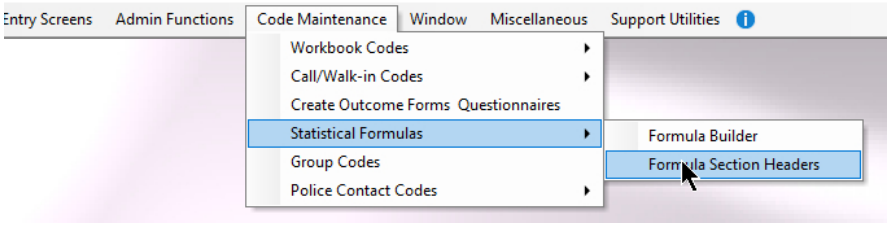
F. Services Provided

G. Staffing Information

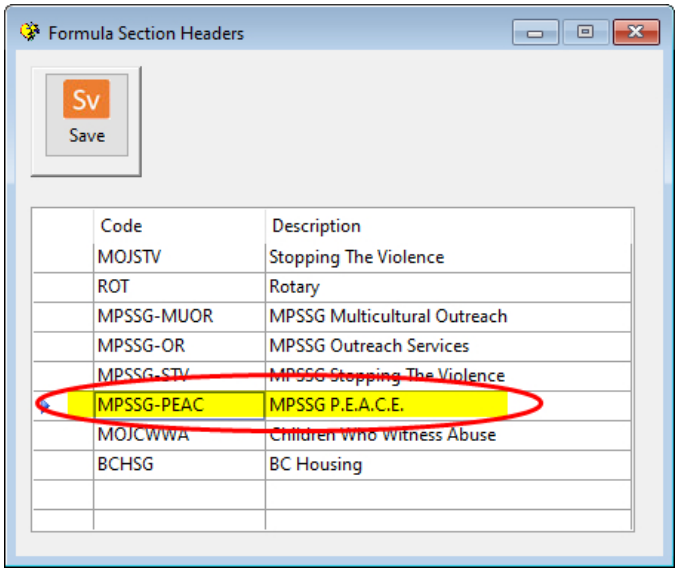
H. Training Information

Creating a New Section Header

All in all, the new format is nicely organized and easy to follow. To track this in the B.C. demo in **W.I.S.H.™**, I decided to create a new ***Formula Section Header***

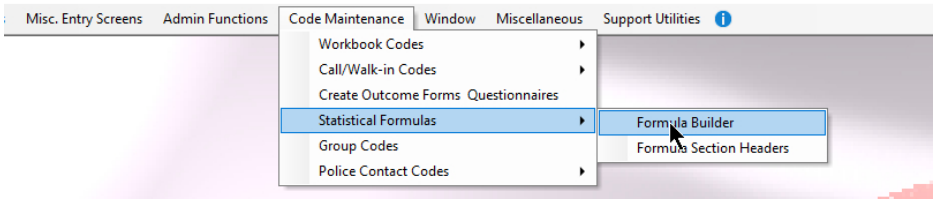


In that screen, I created a new Formula Section Header: **MPSSG-PEAC**.



Creating New Formulas

I also chose to organize the 8 groupings into similar groupings in the Formula Builder. (A through H). So In the Formula Builder:



I ended up creating the following list of blank Formulas (by the way, if you like this I have a utility that will import them all rather than you having to type them all in… get in touch with me if you want me to import these codes):

Section	Code	Name/Description
A-01	MPSSG-PEAC	Caseload Info: # of new clients
A-02	MPSSG-PEAC	Caseload Info: # of contacts made with clients
A-03	MPSSG-PEAC	Caseload Info: Active caseload
A-04	MPSSG-PEAC	Caseload Info: Kms travelled to provide services to clients
A-05	MPSSG-PEAC	Caseload Info: # of individuals on waitlist
A-06	MPSSG-PEAC	Caseload Info: Aver days clients served this mth on W-List
B-01	MPSSG-PEAC	Comm. Coord: Hrs in VAWIR Committee work
B-02	MPSSG-PEAC	Comm. Coord: Hrs spent on SART

B-03	MPSSG-PEAC	Comm. Coord: Hrs spent on ICAT
B-04	MPSSG-PEAC	Comm. Coord: Hrs spent on comm. coord. activities
B-05	MPSSG-PEAC	Comm. Coord: Anything else to highlight this mth.
B-06	MPSSG-PEAC	Comm. Coord.: Kms travelled for Comm. Coord. this month
C-01	MPSSG-PEAC	Comm. Engagemt: Hrs spent attending events
C-02	MPSSG-PEAC	Comm. Engagemt: Hrs spent providing info/pres/comm ed.
C-03	MPSSG-PEAC	Comm. Engagemt: Hrs spen on other comm. engagemt activities
C-04	MPSSG-PEAC	Comm. Engagemt: Is there anything else to highlight
D-01	MPSSG-PEAC	New: # of males
D-02	MPSSG-PEAC	New: # of females
D-03	MPSSG-PEAC	New: # of non-binary
D-04	MPSSG-PEAC	New: Gender unknown
D-05	MPSSG-PEAC	New: # of males 18 and under
D-06	MPSSG-PEAC	New: # of females 18 and under
D-07	MPSSG-PEAC	New: # of non-binary 18 and under
E-01	MPSSG-PEAC	Referrals from: MCFD
E-02	MPSSG-PEAC	Referrals from: CVAP
E-03	MPSSG-PEAC	Referrals from: VictimLink BC
E-04	MPSSG-PEAC	Referrals from: Comm. Based Victim Services
E-05	MPSSG-PEAC	Referrals from: Police Based Victim Services
E-06	MPSSG-PEAC	Referrals from: Crown Counsel or Victim Court Support
E-07	MPSSG-PEAC	Referrals from: Transition houses or safe homes
E-08	MPSSG-PEAC	Referrals from: Stopping The Violence Counselling
E-09	MPSSG-PEAC	Referrals from: Stopping The Violence Outreach Services
E-10	MPSSG-PEAC	Referrals from: All other referrals
F-01	MPSSG-PEAC	Services Prov: # Couns. Sessions Mothers/Caregivers
F-02	MPSSG-PEAC	Services Prov: # of Couns. Sessions Children
F-03	MPSSG-PEAC	Services Prov: Group Sessions Mothers/Caregivers
F-04	MPSSG-PEAC	Services Prov: Group Sessions Children
F-05	MPSSG-PEAC	Services Prov: # assists with 3rd party reports/forms

F-06	MPSSG-PEAC	Services Prov: # clients assisted w Safety Planning
G-01	MPSSG-PEAC	Staffing: Is the program fully staffed
G-02	MPSSG-PEAC	Staffing: Has the program been understaffed for 30+ days
G-03	MPSSG-PEAC	"Staffing: If understaff for 30+ days, why?"
G-04	MPSSG-PEAC	Staffing: Has there been any staff changes to the program
G-05	MPSSG-PEAC	Staffing: Explanation for changes
G-06	MPSSG-PEAC	Staffing: Staff Hours worked this month
G-07	MPSSG-PEAC	Staffing: Is there anything to highlight
H-01	MPSSG-PEAC	Training: # staff receiving training
H-02	MPSSG-PEAC	Training: List training received
H-03	MPSSG-PEAC	Training: Hrs of staff training
H-04	MPSSG-PEAC	Training: Anything to highlight?

Adding New Codes to W.I.S.H.

As I was doing this in the B.C. Demo set of data for **W.I.S.H.™**, some codes already existing, and some codes would need to be added to be compliant.

Existing Registered Program Codes

In the B.C. demo there were already 4 Registered Programs set up for the P.E.A.C.E. program, and there was no need to add any to this list.

- **CW-A**
- **CW-C**
- **CW-WL1**
- **CW-WL2**

The latter two are strictly for tracking Waitlists. In any event, insofar as the B.C. demo set of data was concerned. There was no need to change or add any Registered Program Codes.

Existing Time Log Codes

The B.C. demo data already had a several Time Log Codes that were set up:

- **CW-PP** - Pre/Post Service

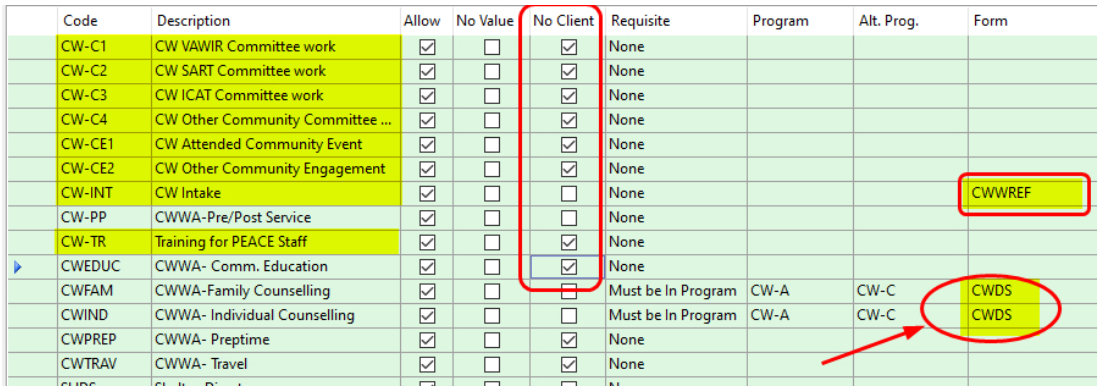
- **CWEDUC** - Public Education
- **CWFAM** - Family Counselling
- **CWIND** - Individual Counselling
- **CWPREP** - Prep Time
- **CWTRAV** - Travel Time

For the purposes of meeting the new criteria, we found that we were OK to leave these codes untouched, although I had contemplated getting rid of both **CWFAM** and **CWIND** and replacing them with a single code "**CW-DS**" for "Direct Service" since MPSSG seemed to no longer want to know stats on "Family" versus "Individual" counselling, but in the end decided against this just in case that became a required statistic again in the future.

New Time Log Codes

In the new sets of statistics requested by MPSSG, there are several questions regarding work done on various provincial committees, and to be able to track that activity we had to add 4 new Time Log Codes. Also, a Time Log code that was not originally set up in **W.I.S.H.™** was a Time Log code for "Intakes" – so we set one up. In addition, there was a question in section "H" of the new stats that request details on staff training. While most of that last section were asking details not tracked at all in **W.I.S.H.™**, we decided that we could easily track the "hours" that staff were engage in training which led us to adding a fifth code. Each of these codes (with the exception of **CW-INT**) where added with the option of "**No Client**" selected as these were intended to be put on the STM's Time Log sheet without being connected to a specific client. The following Time Log Codes were added:

- **CW-C1** - PEACE VAWIR Committee work
- **CW-C2** -PEACE SART Work
- **CW-C3** -PEACE ICAT Work
- **CW-C4** -PEACE Other Comm. Coordination Work
- **CW-CE1** -PEACE attendance at a Community Event
- **CW-CE2** -Other PEACE Community Engagement
- **CW-INT** -PEACE Intake Pre-screen
- **CW-TR** -Training for PEACE Staff



Code	Description	Allow	No Value	No Client	Requisite	Program	Alt. Prog.	Form
CW-C1	CW VAWIR Committee work	☑	☐	☑	None			
CW-C2	CW SART Committee work	☑	☐	☑	None			
CW-C3	CW ICAT Committee work	☑	☐	☑	None			
CW-C4	CW Other Community Committee ...	☑	☐	☑	None			
CW-CE1	CW Attended Community Event	☑	☐	☑	None			
CW-CE2	CW Other Community Engagement	☑	☐	☑	None			
CW-INT	CW Intake	☑	☐	☐	None			CWWREF
CW-PP	CWWA-Pre/Post Service	☑	☐	☐	None			
CW-TR	Training for PEACE Staff	☑	☐	☑	None			
CWEDUC	CWWA- Comm. Education	☑	☐	☑	None			
CWFAM	CWWA-Family Counselling	☑	☐	☐	Must be In Program	CW-A	CW-C	CWDS
CWIND	CWWA- Individual Counselling	☑	☐	☐	Must be In Program	CW-A	CW-C	CWDS
CWPREP	CWWA- Preptime	☑	☐	☑	None			
CWTRAV	CWWA- Travel	☑	☐	☑	None			

In addition to adding these new Time Log Codes, the **CW-INT** is connected to the Form **CWWREF** which also already existed in our B.C. Demo data.

Tracking Age and Gender

One of the significant changes to all of the MPSSG stats (including PEACE) is around both Age and Gender. Section "D" of the stats want to know details on both Age and Gender of the Clients accessing Service. In **W.I.S.H.™** the "Gender Selector" choices are:

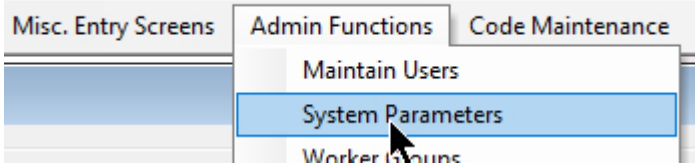
- Female
- Male
- Transgendered

MPSSG is requesting Gender be reported as:

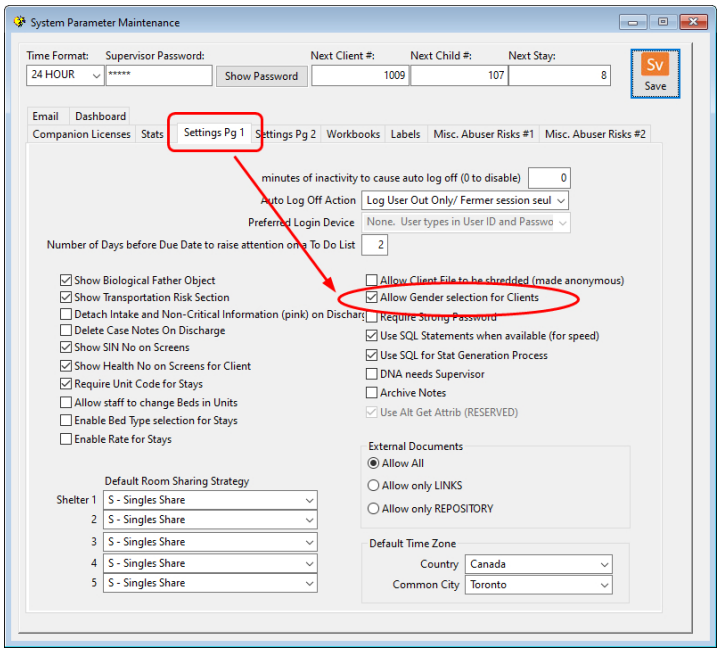
- Female
- Male
- Non-binary

If you can overlook the mismatch of the words "Transgendered" and "Non-binary", the current Gender Selector works well for the MPSSG model. (SIDEBAR NOTE: Shortly – likely early next year – you will be given more flexibility with modifying the Gender choices in **W.I.S.H.™**). Furthermore, **W.I.S.H.™** already compiles Age by Gender statistics, so using the current Gender selector in **W.I.S.H.™** delivers a double-bonus

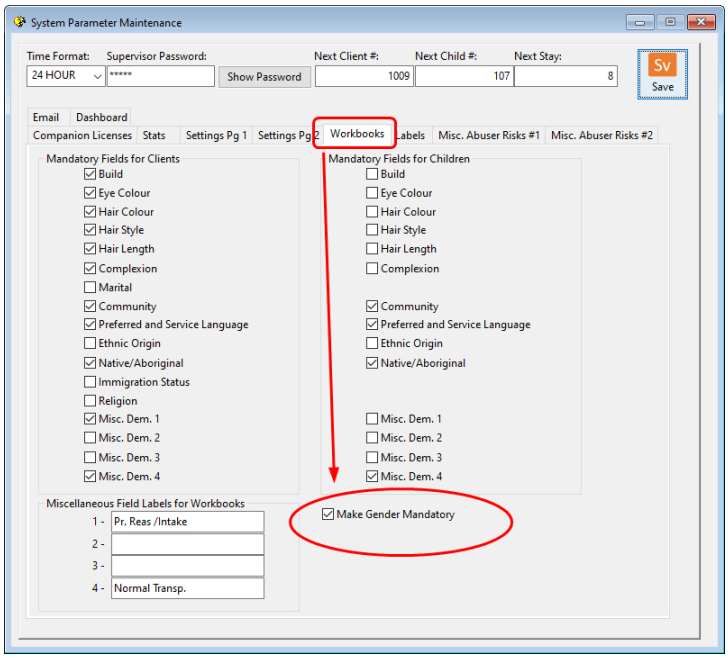
To consider using the Gender Selector in the B.C. Demo Data, we made two changes. Both changes were found in the **.Admin Functions.System Parameters** screen.



First, we wanted to make certain that the "*Gender Selector*" was turned on for use on the Client Workbook:



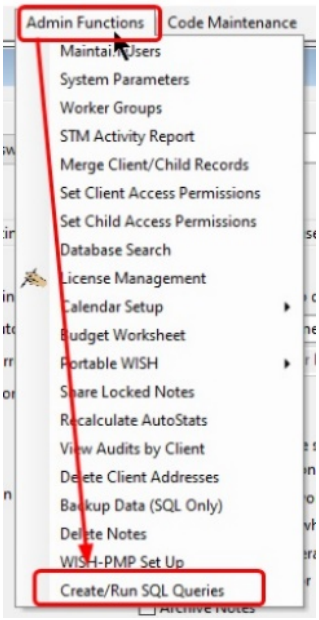
Secondly, we wanted to make sure that it was now mandatory:

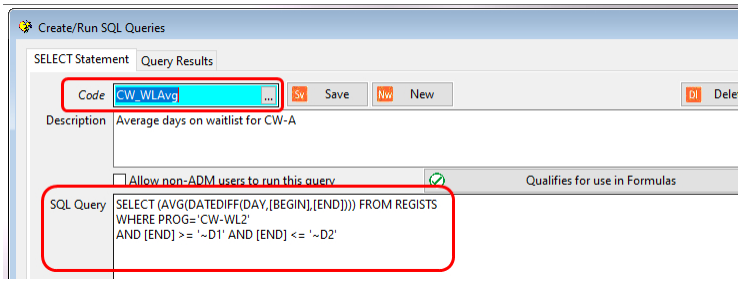


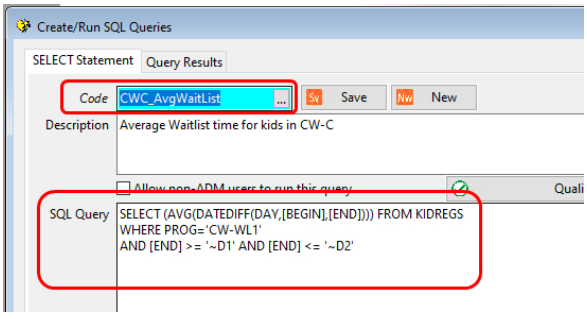
It is IMPORTANT that staff be advised to ensure a proper selection of Gender going forward. Some agencies ONLY serve Female clients, and in this case you can decide to leave these options turned off, forcing the entire caseload to be reported as 100% Female.

SQL Query

This is a bit of an advanced topic. A new stat that MPSSG is now asking is for the amount of time that clients were on the waitlist before they came off of the waitlist. The catch is that this includes people who were on the waitlist and decided to stop pursuing service and came off the waitlist without ever going into program. This little twist is important, because otherwise we could easily track it by using the "Referral Date" of every client coming into the PEACE program. Currently this specific stat can ONLY be accurately tracked in the SQL version of **W.I.S.H.™** by creating two SQL Queries. Here are the SQL Queries that I created in the B.C. Demo Set (one for the adult's waitlist and one for the children's waitlist) of data for illustration purposes only (since the BC Demo Data is not stored in SQL):

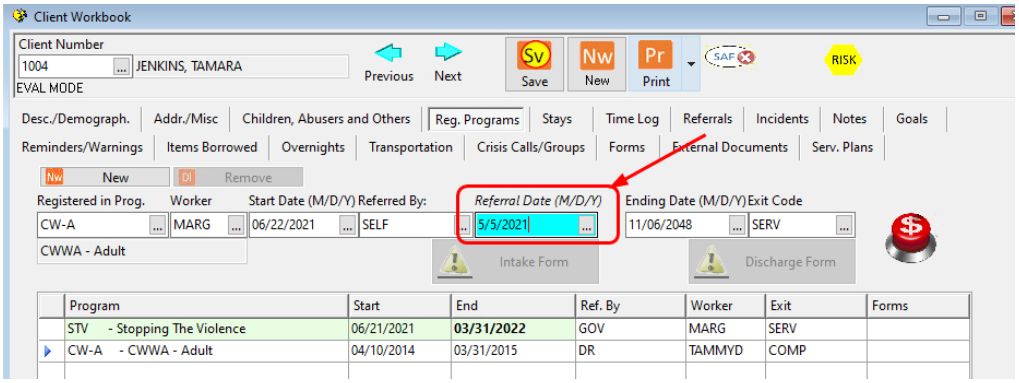






If you are running SQL and you need a hand to set this up, just reach out to our Support Department for assistance.

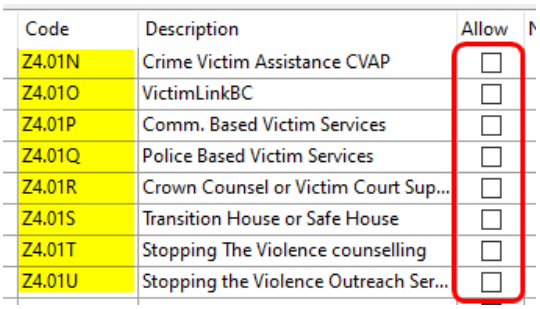
On the other hand, if you are NOT running **W.I.S.H.™** in SQL, you will need to ensure that staff enter the "Referral Date" as the date that they came onto the waitlist when they are actively intaked into the PEACE Program. While this will be an imperfect stat (it will not include stats on those dropped from the waitlist who never came into service), it will at least report the stat for those clients who did end up coming into service. The best advise is to upgrade to the SQL version of **W.I.S.H.™** to ensure full compliance with this statistical request.



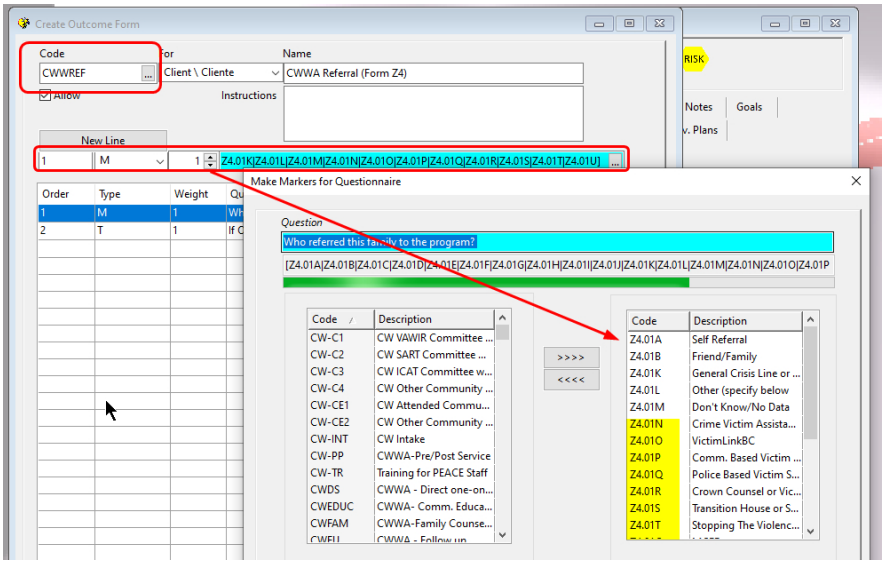
Form Changes

In the set of demo data for B.C., we decided to use a similar approach as was done in the STV program . We already had a "pre-screen" Form (CWWREF) and then chose to set up a new Form **CWDS**:

- **CWWREF** - This form was already set up and intended to be used as a "Pre-Screen" form. You should already have a similar form like this one. MPSSG asks the question about who referred the client to your service, but it is to include ALL referrals and not just the referrals who ended up becoming a client in the program. Because of this, the stat around referrals MUST come at a "pre-screen" event. In our demo, this form was tied to the use of the new **CW-INT** Time Log which was used to track and denote a pre-admission intake interview event with the Client. Because the form already existed, we simply had to add some options around referral choices to our Question #1 of the Form.
    - Added choices to Question #1 regarding the new Referral stat groupings from MPSSG. In the demo data, they were added as Time Log Codes, **Z401N ~ Z401U**.

o 

Code	Description	Allow
Z4.01N	Crime Victim Assistance CVAP	☐
Z4.01O	VictimLinkBC	☐
Z4.01P	Comm. Based Victim Services	☐
Z4.01Q	Police Based Victim Services	☐
Z4.01R	Crown Counsel or Victim Court Sup...	☐
Z4.01S	Transition House or Safe House	☐
Z4.01T	Stopping The Violence counselling	☐
Z4.01U	Stopping the Violence Outreach Ser...	☐

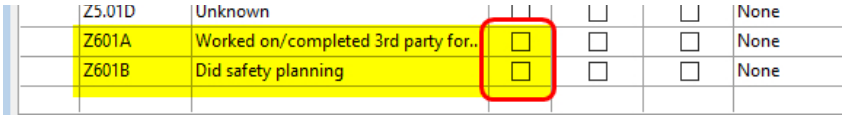
o 

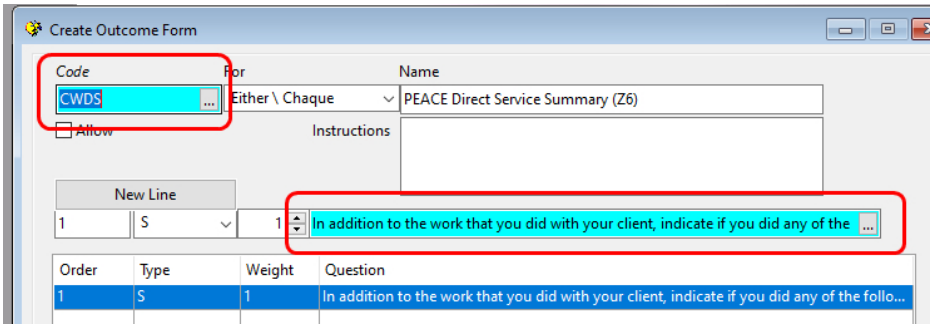
o The original Form in our B.C. Demo had several other questions that were designed to supply statistics that are no longer being asked. We decided to eliminate these Questions 3 through 9 that were on this form as they were no longer relevant.

o Because we wanted to change how this Form was accessed in **W.I.S.H.™**, I decided to set up the new Time Log code **CW-INT** (discussed above) in order to have staff enter their Intake Pre-screens. As pointed out above, this Form was attached to the Time Log code.

o Also, because I now wanted this Form to be ONLY used by the use of the related Time Log code, I now unchecked the "Allow" checkbox for the Form.

- **CWDS** - This is a new Form that I set up and afterwards made sure to link it to the Time Log codes **CW-FAM** and **CW-IND**. The purpose of this Form is to track statistics to answer the questions for Statistics "F-05" and "F-06". These are questions asking to report the number of times you helped a Client work on a 3rd party report, or helped a Client do safety planning. Time Log Codes **Z601A** and **Z601B** were created for the purposed of becoming the choices for this question on the form.

o 

o 

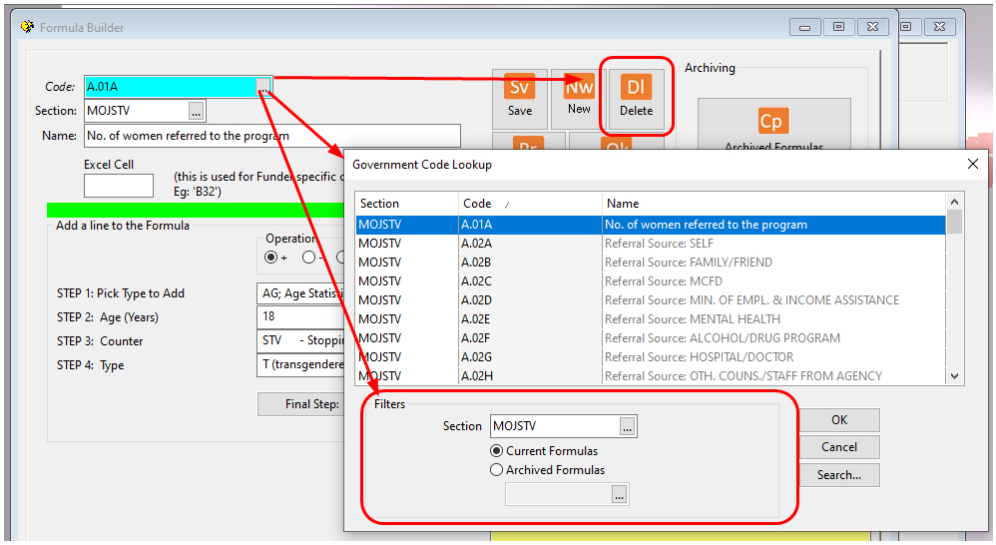
Creating New Formulas

In a step above, the Formula Sections and Formula Titles were created, but without any Formulas. The list of formulas that I used now in the demo set of data for B.C. for tracking PEACE are included at the end of this document as Appendix B.

Deleting Old Formulas

Realizing that you should not delete Formulas if you haven't yet made an Archive, be sure that you have already created an Archive as covered near the top of this document before deciding to remove the older formulas from the "Current" formulas.

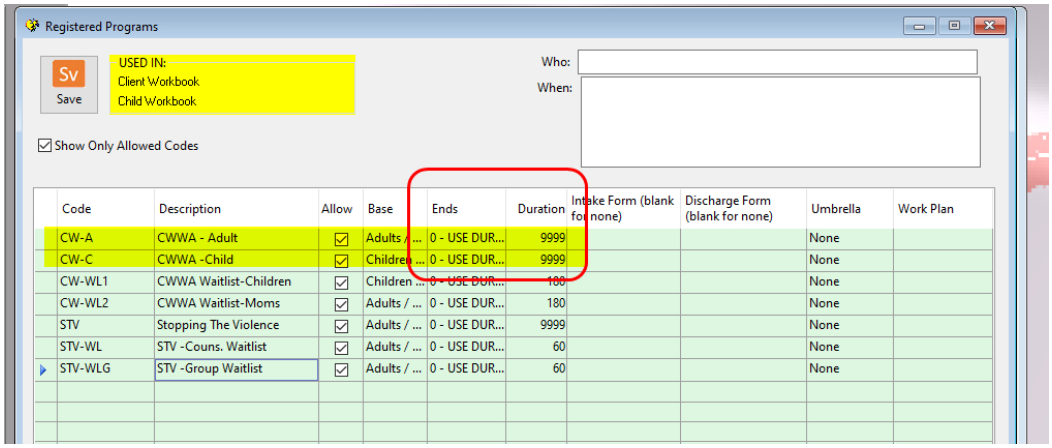
In the set of demo data, STV was previously gathered under the Section Header Code **MOJCWWA**. Now that I have a new set of formulas gathered under the new Section Header Code **MPSSG-PEAC**, I wanted to remove the older formulas (remember they will always exist in my set of "Archived Formulas". To delete these formulas, in the Formula Builder I use the look up list with the filter of **MOJCWWA** applied and then one-by-one select each old formula from the list and use the Delete Key on the screen to permanently remove the formula from my Current formulas.



Other Considerations

Closing Files

The definitions of the stats tell you to count a Client as a "New Client" if they have been absent from service for more than 3 months and then start again. This dictates that you should do a Case Review periodically (monthly, for example) and establish criteria around closing the Client's file if they have not received service for 3 months. In **W.I.S.H.™** this is done by "Ending" the Registered Program. Then if the Client returns to service, you would re-intake them to the program. You may want to change the Registered Program settings so that they now do not expire at the end of any specific month, but rather the ending date is determined by "Duration"



Gender and Date of Birth

I mentioned this prior, but it worth a mention again to advise staff to be sure to enter accurate Date of Birth and Gender for the Client, otherwise the statistics will not be accurate.

Intake "Pre-screen"

You MUST go through the Intake Pre-screen event (Time Log Code **CW-INT**) with EVERY Client (including Children) entering into service in this program to ensure that your stats are accurate. This includes ALL people coming to you for service even if they are not within your mandate or decide not to come into service.

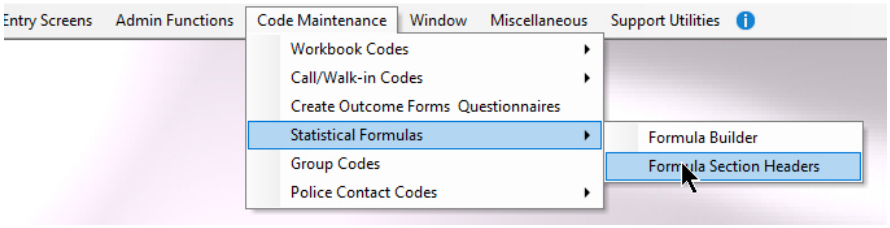
Outreach Services Program

Prior to this point, we did not have this included in the set of B.C. Demo Data of **W.I.S.H.™**. So this seems like an optimal time to build a set of codes and formulas from scratch. The process of deciding what codes should be added when considering a new funder basically begins at the end of where you want to end up. In other words, what statistics do you want/(need) to report. Whenever I build a set of codes for a demo set of data, I normally just assume that the only stats I want are exactly what the funder requests – no more, no less.

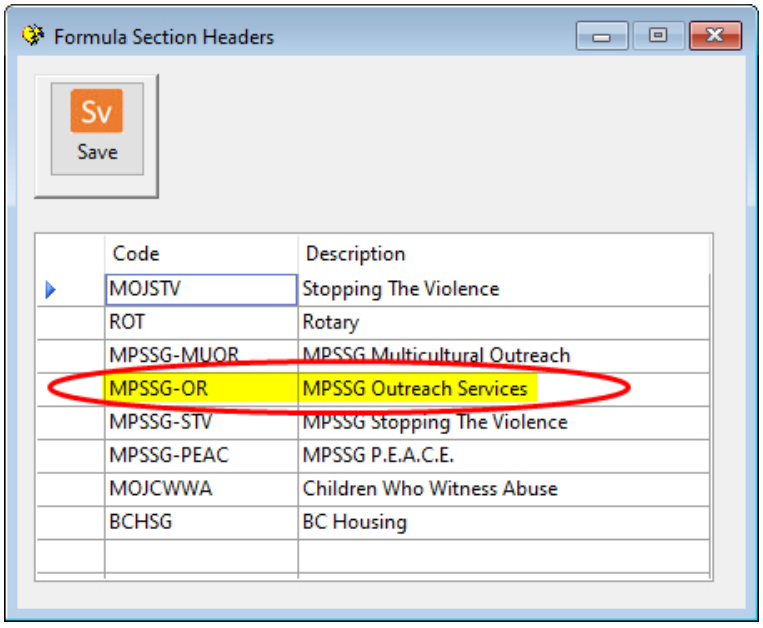
Once I identify the stats, I need to understand exactly what is being asked. Sometimes the definitions can be a bit vague and sometimes there be no definitions at all leaving you to rely on your own interpretations. The document that was shared with me from MPSSG did provide definitions and for the most part was pretty good. I found that in some cases either the definition was indeed a bit lacking or, because I am a "computer person" and don't physically work as a counsellor in this funded service, I simply wasn't sure and had to make some assumptions – likely correct, but it is always something to consider (i.e. did Mike understand this stat request properly).

Creating a New Section Header

Start by creating a new ***Formula Section Header*** for these statistics to be gathered under.

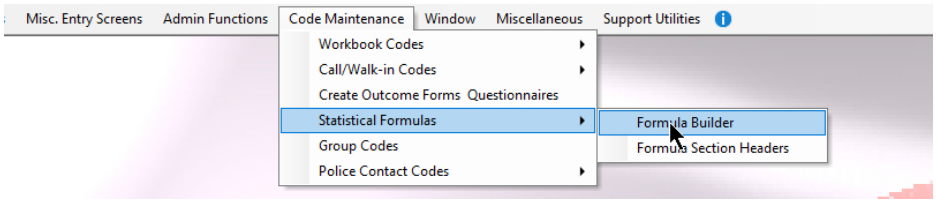


In that screen, I created a new Formula Section Header: **MPSSG-OR**.



Creating New Formulas

Create new blank formulas in the Formula Builder :



The next page shows the list of blank Formulas that I created in the B.C. Demo Data which will be later populated with formulas. (By the way, if you like this I have a utility that will import them all rather than you having to type them all in… get in touch with me if you want me to import these codes):

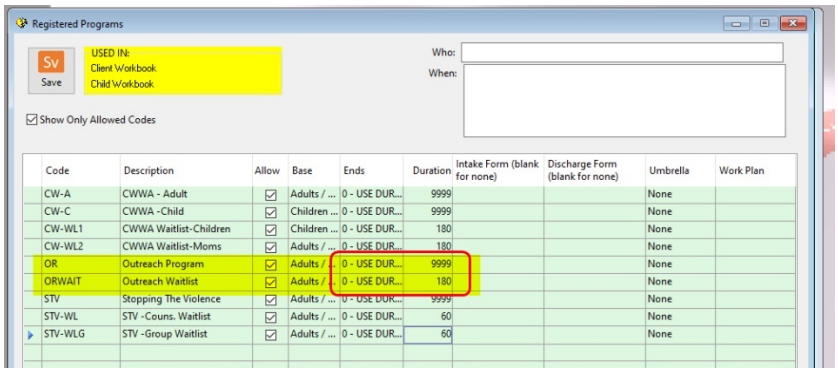
A-01	MPSSG-OR	Caseload Info: # of new clients
A-02	MPSSG-OR	Caseload Info: # of contacts made with clients
A-03	MPSSG-OR	Caseload Info: Active caseload
A-04	MPSSG-OR	Caseload Info: Kms travelled to provide services to clients
A-05	MPSSG-OR	Caseload Info: # of individuals on waitlist
A-06	MPSSG-OR	Caseload Info: Aver days clients served this mth on W-List
B-01	MPSSG-OR	Comm. Coord: Hrs in VAWIR Committee work
B-02	MPSSG-OR	Comm. Coord: Hrs spent on SART
B-03	MPSSG-OR	Comm. Coord: Hrs spent on ICAT
B-04	MPSSG-OR	Comm. Coord: Hrs spent on comm. coord. activities
B-05	MPSSG-OR	Comm. Coord: Anything else to highlight this mth.
B-06	MPSSG-OR	Comm. Coord.: Kms travelled for Comm. Coord. this month
C-01	MPSSG-OR	Comm. Engagemt: Hrs spent attending events
C-02	MPSSG-OR	Comm. Engagemt: Hrs spent providing info/pres/comm ed.
C-03	MPSSG-OR	Comm. Engagemt: Hrs spen on other comm. engagemt activities
C-04	MPSSG-OR	Comm. Engagemt: Is there anything eslt to highlight
D-01	MPSSG-OR	New: # of males
D-02	MPSSG-OR	New: # of females
D-03	MPSSG-OR	New: # of non-binary
D-04	MPSSG-OR	New: Gender unknown
D-05	MPSSG-OR	New: # of males 18 and under
D-06	MPSSG-OR	New: # of females 18 and under
D-07	MPSSG-OR	New: # of non-binary 18 and under
E-01	MPSSG-OR	Referrals from: MCFD
E-02	MPSSG-OR	Referrals from: CVAP
E-03	MPSSG-OR	Referrals from: VictimLink BC
E-04	MPSSG-OR	Referrals from: Comm. Based Victim Services
E-05	MPSSG-OR	Referrals from: Victim Safety Unit
E-06	MPSSG-OR	Referrals from: Crown Counsel or Victim Court Support
E-07	MPSSG-OR	Referrals from: Transition houses or safe homes
E-08	MPSSG-OR	Referrals from: Stopping The Violence Counselling
E-09	MPSSG-OR	Referrals from: P.E.A.C.E.
E-10	MPSSG-OR	Referrals from: All other referrals
F-01	MPSSG-OR	Services Prov: # Individual Support Sessions
F-02	MPSSG-OR	Services Prov: # of Group Support Sessions
F-03	MPSSG-OR	Services Prov: # clients prov. transp. to TH or safe home
F-04	MPSSG-OR	Services Prov: # assists with 3rd party reports/forms
F-05	MPSSG-OR	Services Prov: RefTo/Info Comm.-based Victim Services
F-06	MPSSG-OR	Services Prov: RefTo/Info Police Based Victim Services
F-07	MPSSG-OR	Services Prov.: RefTo/Info Crime Victim Assistance Prog.
F-08	MPSSG-OR	Services Prov.: RefTo/Info Victim Safety Unit
F-09	MPSSG-OR	Services Prov.: RefTo/Info Transition Houses/Safe Homes
F-10	MPSSG-OR	Services Prov.: RefTo/Info to all Other types
G-01	MPSSG-OR	Staffing: Is the program fully staffed
G-02	MPSSG-OR	Staffing: Has the program been understaffed for 30+ days
G-03	MPSSG-OR	Staffing: If understaff for 30+ days, why?
G-04	MPSSG-OR	Staffing: Has there been any staff changes to the program
G-05	MPSSG-OR	Staffing: Explanation for changes
G-06	MPSSG-OR	Staffing: Staff Hours worked this month
G-07	MPSSG-OR	Staffing: Is there anything to highlight
H-01	MPSSG-OR	Training: # staff receiving training
H-02	MPSSG-OR	Training: List training received
H-03	MPSSG-OR	Training: Hrs of staff training
H-04	MPSSG-OR	Training: Anything to highlight?

Registered Program Codes

The first task is to identify who the "Client" is. In the case of this program funded by MPSSG, I made the assumption that Outreach Services were provided to "adults" and thus would be expected to have a Client Workbook in **W.I.S.H.™**. When I look at the stats there are statistics that talk about "caseload" but also about "wait-lists", therefore the model for Registered Programs would be very similar to that of the Stopping the Violence Program.

Two Registered Program Codes added:

- **OR** -Outreach Services
- **ORWAIT** -Outreach Services Waitlist



Notice that the "Ends" was set to **0-Use Duration**, and the "Duration" was set to **9999** for the **OR** program and less for the wait list.

Time Log Codes

Following the same model that was create for STV, several new Time Log Codes were created:

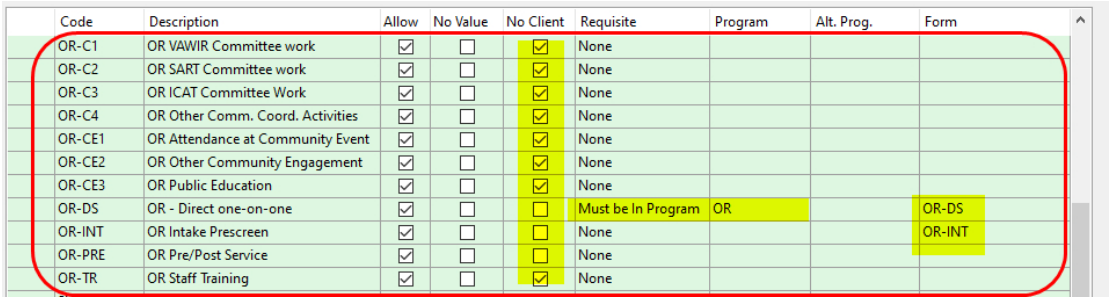
- **OR-C1** -VAWIR Committee Work
- **OR-C2** -SART Committee Work
- **OR-C3** -ICAT Committee Work
- **OR-C4** -Other Committee Work
- **OR-CE1** -OR Attendance at Community Event
- **OR-CE2** -OR Other Community Engagement
- **OR-CE2** -OR Public Education
- **OR-DS** -Direct one-on-one

- Set Prerequisite to be in **OR** Program
- Set "Form" to be **OR-DS** (this Form is set up later)

- **OR-INT** -Intake pre-screen
  - Set "Form" to be **OR-INT** (this Form is set up later)
- **OR-PRE** -Pre/Post Service
- **OR-TR** -OR Staff Training

Notice that All Codes are set to be "*No Client*" except for

- **OR-DS,**
- **OR-INT,** and
- **OR-PRE.**

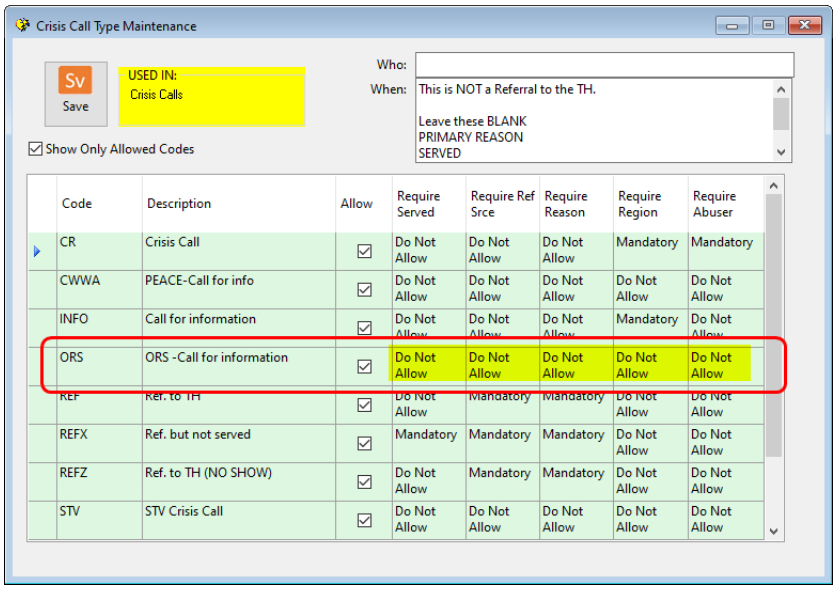


Code	Description	Allow	No Value	No Client	Requisite	Program	Alt. Prog.	Form
OR-C1	OR VAWIR Committee work	☑	☐	☑	None			
OR-C2	OR SART Committee work	☑	☐	☑	None			
OR-C3	OR ICAT Committee Work	☑	☐	☑	None			
OR-C4	OR Other Comm. Coord. Activities	☑	☐	☑	None			
OR-CE1	OR Attendance at Community Event	☑	☐	☑	None			
OR-CE2	OR Other Community Engagement	☑	☐	☑	None			
OR-CE3	OR Public Education	☑	☐	☑	None			
OR-DS	OR - Direct one-on-one	☑	☐	☐	Must be In Program	OR		OR-DS
OR-INT	OR Intake Prescreen	☑	☐	☐	None			OR-INT
OR-PRE	OR Pre/Post Service	☑	☐	☐	None			
OR-TR	OR Staff Training	☑	☐	☑	None			

Call Type Code

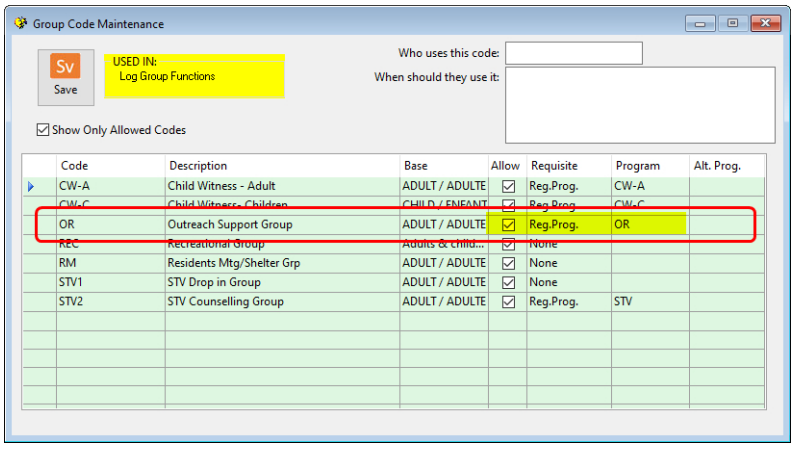
The following Call Type Code was added to facilitate logging anonymous calls to inquire about the program

- **ORS** -Inquiry about the ORS program



Group Code

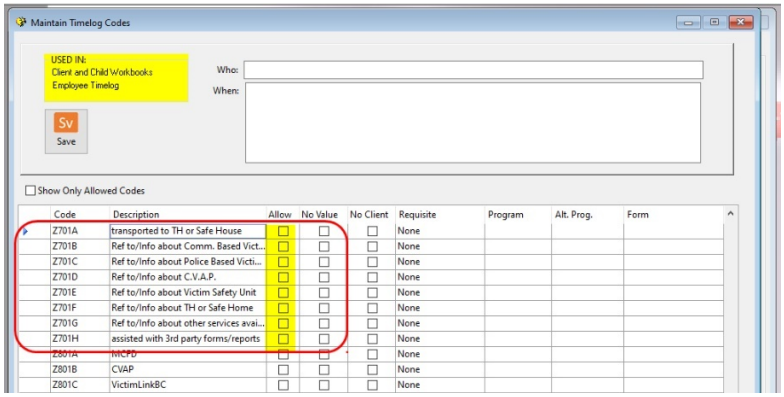
- **OR** -Outreach Support Group
  - has the prerequisite that the participant must be enrolled in the **OR** program.

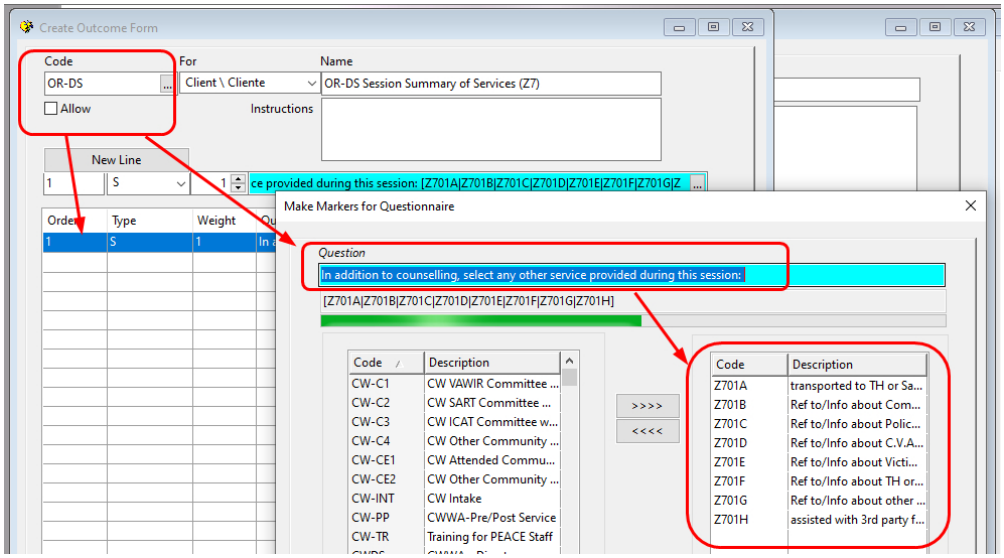


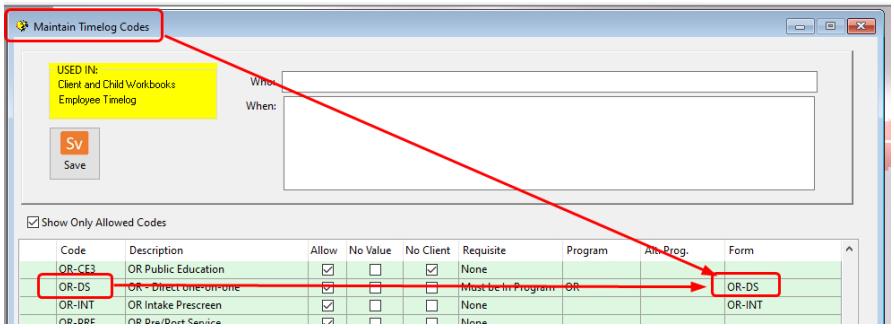
Forms

Very similar to the STV Program, the Outreach Services program will require 2 Forms

- **OR-DS**
    - To record additional types of service provided during a one-on-one session
    - This Form only has a single question
    - Set as a "Form" that is attached to the Time Log Code also coded "**OR-DS**".
    - Choices coded as **Z701A ~ Z701H**
    - Notice that the "*Allow*" is NOT checked.







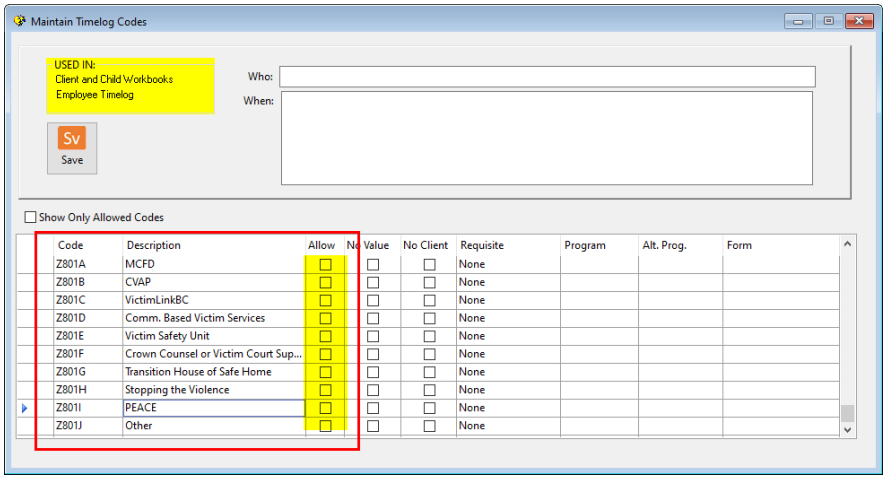
- **OR-INT**

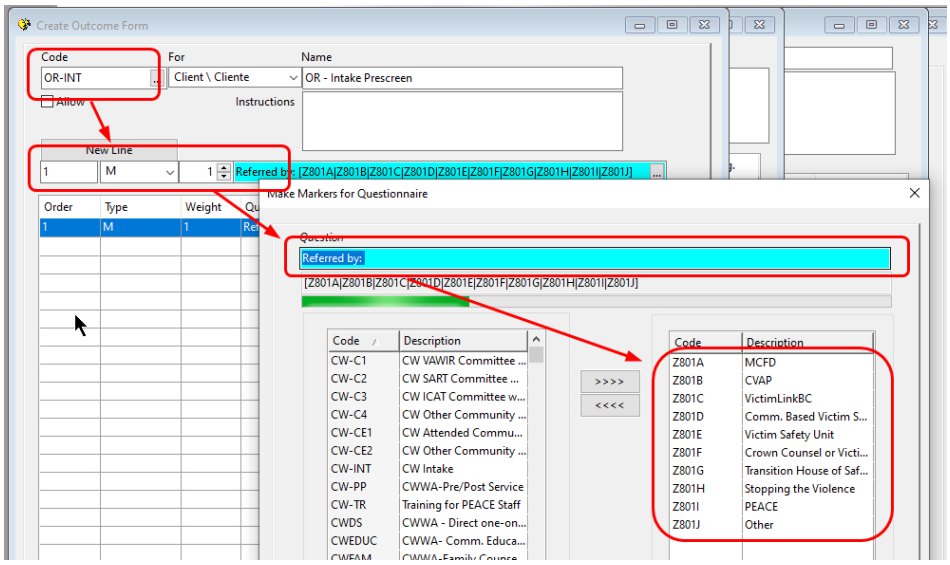
  - This Form is intended for use during the Intake Pre-screen and will gather information about the Referral Source. Because MPSSG is asking for statistics about Referral Source for ALL referrals to your service and just not the ones who end up coming into the program, it is imperative that EVERY Intake goes through the same pre-screen process.

  - The Form is created and attached to the Time Log Code **OR-INT** in the same manner that you attached the **OR-DS** form.

  - The Form has its "*Allow*" checkbox left unchecked because we want to force its usage only through the logging of the Time Log code to which it is attached.

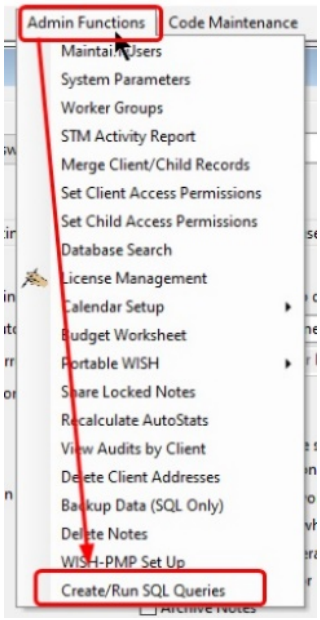
  - The Form only has a single question and its choices are coded as **Z801A ~ Z801J**

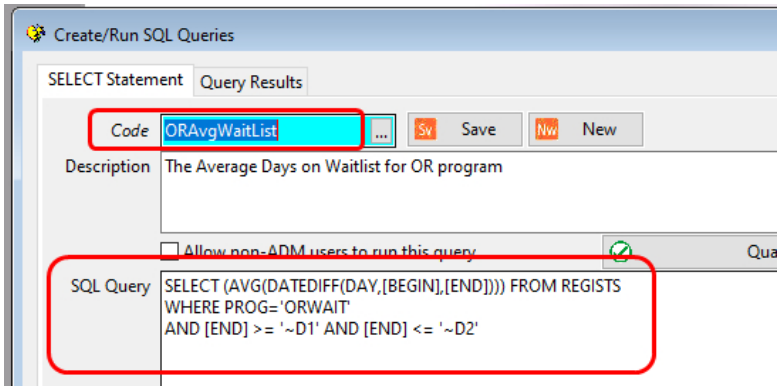




SQL Query

This is a bit of an advanced topic. A new stat that MPSSG is now asking is for the amount of time that clients were on the waitlist before they came off of the waitlist. The catch is that this includes people who were on the waitlist and decided to stop pursuing service and came off the waitlist without ever going into program. This little twist is important, because otherwise we could easily track it by using the "Referral Date" of every client coming into the OR program. Currently this specific stat can ONLY be accurately tracked in the SQL version of **W.I.S.H.™** by creating an SQL Query. Here is the SQL Query that I created in the B.C. Demo Set of data for illustration purposes only (since the BC Demo Data is not stored in SQL):





Formulas

In the Formula Builder, formulas were created to hook into and track the use of the Registered Program, Call Type, Time Log and SQL Query codes that were set up for this program. These are shown at the end of this document as Appendix C.

Multicultural Outreach Services Program

The steps to build this into **W.I.S.H.™** is pretty much identical to the steps that we took to ad Outreach Services to the B.C. Demo data. Because of this the instructions have been condensed. For further details, you can refer to the section above for the Outreach Services Program

Formula Section Header Code

The following Formula Section Header Code was created to group the Multicultural Outreach Services Program statistics together.

- **MPSSG-MUOR**

Creating New Formulas

The following blank formulas were created. After all of the other codes are created, you can complete the formulas for each.

Column1	Column2	Column3
A-01	MPSSG-MUOR	Caseload Info: # of new clients
A-02	MPSSG-MUOR	Caseload Info: # of contacts made with clients
A-03	MPSSG-MUOR	Caseload Info: Active caseload
A-04	MPSSG-MUOR	Caseload Info: Kms travelled to provide services to clients
A-05	MPSSG-MUOR	Caseload Info: # of individuals on waitlist
A-06	MPSSG-MUOR	Caseload Info: Aver days clients served this mth on W-List
B-01	MPSSG-MUOR	Comm. Coord: Hrs in VAWIR Committee work
B-02	MPSSG-MUOR	Comm. Coord: Hrs spent on SART
B-03	MPSSG-MUOR	Comm. Coord: Hrs spent on ICAT
B-04	MPSSG-MUOR	Comm. Coord: Hrs spent on comm. coord. activities
B-05	MPSSG-MUOR	Comm. Coord: Anything else to highlight this mth.
B-06	MPSSG-MUOR	Comm. Coord.: Kms travelled for Comm. Coord. this month
C-01	MPSSG-MUOR	Comm. Engagemt: Hrs spent attending events
C-02	MPSSG-MUOR	Comm. Engagemt: Hrs spent providing info/pres/comm ed.
C-03	MPSSG-MUOR	Comm. Engagemt: Hrs spen on other comm. engagemt activities
C-04	MPSSG-MUOR	Comm. Engagemt: Is there anything eslt to highlight
D-01	MPSSG-MUOR	New: # of males
D-02	MPSSG-MUOR	New: # of females
D-03	MPSSG-MUOR	New: # of non-binary
D-04	MPSSG-MUOR	New: Gender unknown
D-05	MPSSG-MUOR	New: # of males 18 and under
D-06	MPSSG-MUOR	New: # of females 18 and under
D-07	MPSSG-MUOR	New: # of non-binary 18 and under
E-01	MPSSG-MUOR	Referrals from: MCFD
E-02	MPSSG-MUOR	Referrals from: VictimLinkBC
E-03	MPSSG-MUOR	Referrals from: Comm. Based Victim Services
E-04	MPSSG-MUOR	Referrals from: Comm. Victim Safety Unit
E-05	MPSSG-MUOR	Referrals from: Crown Counsel or Victim Court Support
E-06	MPSSG-MUOR	Referrals from: Crime Victim Assistance Program CVAP
E-07	MPSSG-MUOR	Referrals from: Transition houses or safe homes
E-08	MPSSG-MUOR	Referrals from: Stopping The Violence Counselling
E-09	MPSSG-MUOR	Referrals from: P.E.A.C.E.
E-10	MPSSG-MUOR	Referrals from: All other referrals
F-01	MPSSG-MUOR	Services Prov: # Individual Support Sessions
F-02	MPSSG-MUOR	Services Prov: # of Group Support Sessions
F-03	MPSSG-MUOR	Services Prov: # clients prov. transp. to TH or safe home
F-04	MPSSG-MUOR	Services Prov: # assists with 3rd party reports/forms
F-05	MPSSG-MUOR	Services Prov: RefTo/Info Comm.-based Victim Services
F-06	MPSSG-MUOR	Services Prov: RefTo/Info Police Based Victim Services
F-07	MPSSG-MUOR	Services Prov.: RefTo/Info Crime Victim Assistance Prog.
F-08	MPSSG-MUOR	Services Prov.: RefTo/Info Victim Safety Unit
F-09	MPSSG-MUOR	Services Prov.: RefTo/Info Transition Houses/Safe Homes
F-10	MPSSG-MUOR	Services Prov.: RefTo/Info to all Other types
F-11	MPSSG-MUOR	Services Prov: List Other Services referred to
G-01	MPSSG-MUOR	Staffing: Is the program fully staffed
G-02	MPSSG-MUOR	Staffing: Has the program been understaffed for 30+ days
G-03	MPSSG-MUOR	Staffing: If understaff for 30+ days, why?
G-04	MPSSG-MUOR	Staffing: Has there been any staff changes to the program
G-05	MPSSG-MUOR	Staffing: Explanation for changes
G-06	MPSSG-MUOR	Staffing: Staff Hours worked this month
G-07	MPSSG-MUOR	Staffing: Is there anything to highlight
H-01	MPSSG-MUOR	Training: # staff receiving training
H-02	MPSSG-MUOR	Training: List training received
H-03	MPSSG-MUOR	Training: Hrs of staff training
H-04	MPSSG-MUOR	Training: Anything to highlight?

Registered Program Codes

Two Registered Program Codes added:

- **MO** -Multicultural Outreach Services
- **MOWAIT** -Multicultural Outreach Services Waitlist

Notice that the "Ends" was set to **0-Use Duration,** and the "Duration" was set to **9999** for the **MO** program and less for the wait list.

Time Log Codes

These new Time Log Codes were created:

- **MO-C1** -VAWIR Committee Work
- **MO-C2** -SART Committee Work
- **MO-C3** -ICAT Committee Work
- **MO-C4** -Other Committee Work
- **MO-CE1** -MO Attendance at Community Event
- **MO-CE2** -MO Other Community Engagement
- **MO-CE3** -MO Public Education
- **MO-DS** -Direct one-on-one
    - Set Prerequisite to be in **MO** Program
    - Set "Form" to be **MO-DS** (actually you will set this Form up later)
- **MO-INT** -Intake pre-screen
    - Set "Form" to be **MO-INT** (actually you will set this Form up later)
- **MO-PRE** -Pre/Post Service
- **MO-TR** -MO Staff Training

Notice that All Codes are set to be "*No Client*" except for

- **MO-DS,**
- **MO-INT,** and

- **MO-PRE.**

Call Type Code

The following Call Type Code was added to facilitate logging anonymous calls to inquire about the program

- **MORS** -Inquiry about the Multicultural ORS program

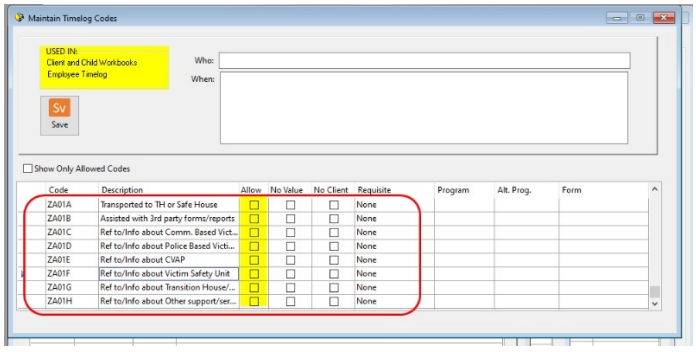
Group Code

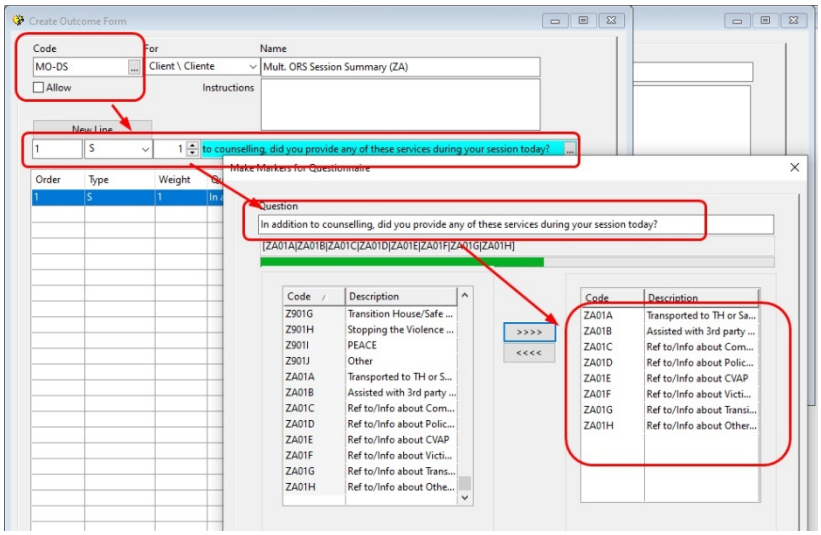
- **MOR** -Multicultural Outreach Support Group
    - has the prerequisite that the participant must be enrolled in the **MO** program.

Forms

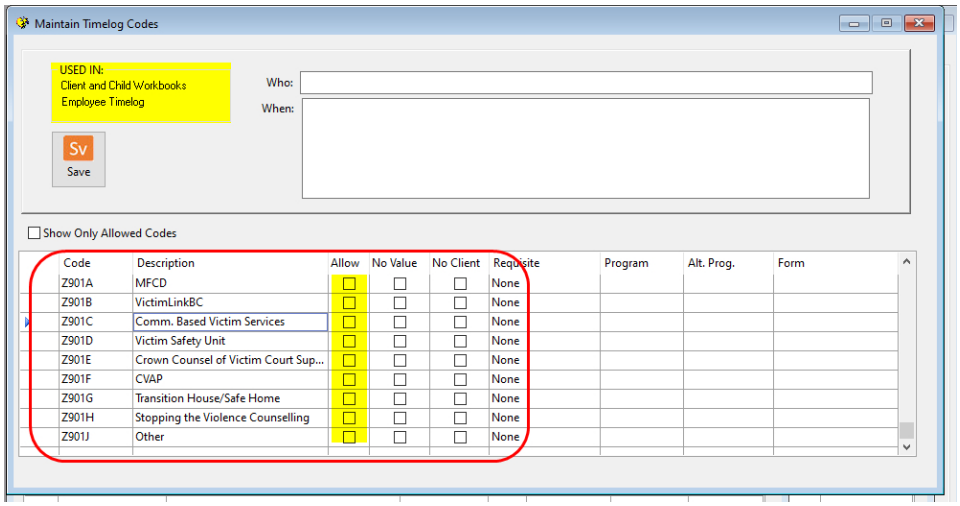
The Multicultural Outreach Services program will require 2 Forms

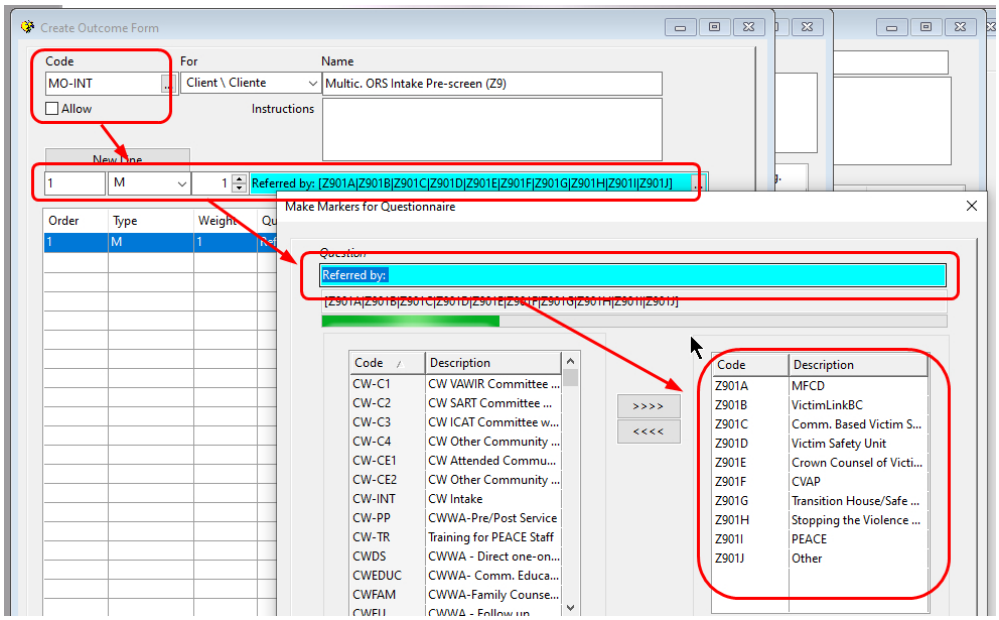
- **MO-DS**
    - To record additional types of service provided during a one-on-one session
    - This Form only has a single question
    - Set as a "Form" that is attached to the Time Log Code also coded "**MO-DS**".
    - Choices coded as **ZA01A ~ ZA01H**
    - Notice that the "*Allow*" is NOT checked.





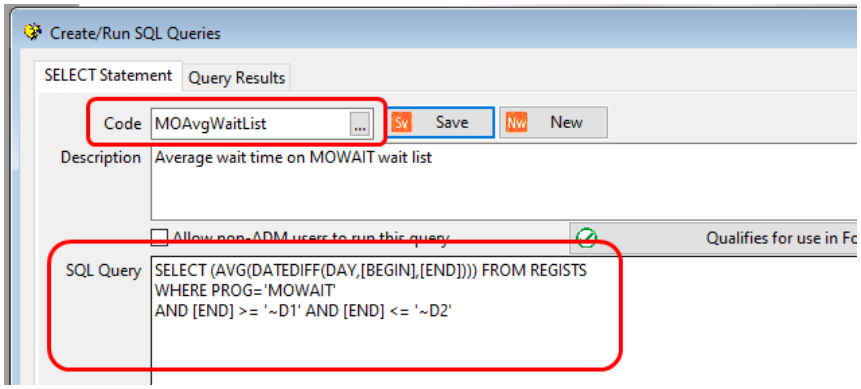
- **MO-INT**
    - This Form is intended for use during the Intake Pre-screen and will gather information about the Referral Source. Because MPSSG is asking for statistics about Referral Source for ALL referrals to your service and just not the ones who end up coming into the program, it is imperative that EVERY Intake goes through the same pre-screen process.
    - The Form is created and attached to the Time Log Code **MO-INT** in the same manner that you attached the **MO-DS** form.
    - The Form has its "*Allow*" checkbox left unchecked because we want to force its usage only through the logging of the Time Log code to which it is attached.
    - The Form only has a single question and its choices are coded as **Z901A ~ Z901J**





SQL Query

A new SQL Query was created to calculate the days a Client was on the waitlist



Formulas

In the Formula Builder, formulas were created to hook into and track the use of the Registered Program, Call Type, Time Log and SQL Query codes that were set up for this program. These are shown at the end of this document as Appendix D.

Community Based Victim Services Program

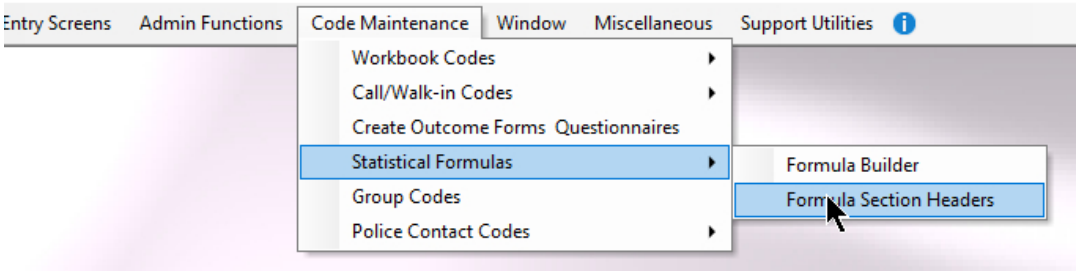
[added July 2021]

Prior to this point, we did not have this included in the set of B.C. Demo Data of **W.I.S.H.™**. So this seems like an optimal time to build a set of codes and formulas from scratch. The process of deciding what codes should be added when considering a new funder basically begins at the end of where you want to end up. In other words, what statistics do you want/(need) to report. Whenever I build a set of codes for a demo set of data, I normally just assume that the only stats I want are exactly what the funder requests – no more, no less.

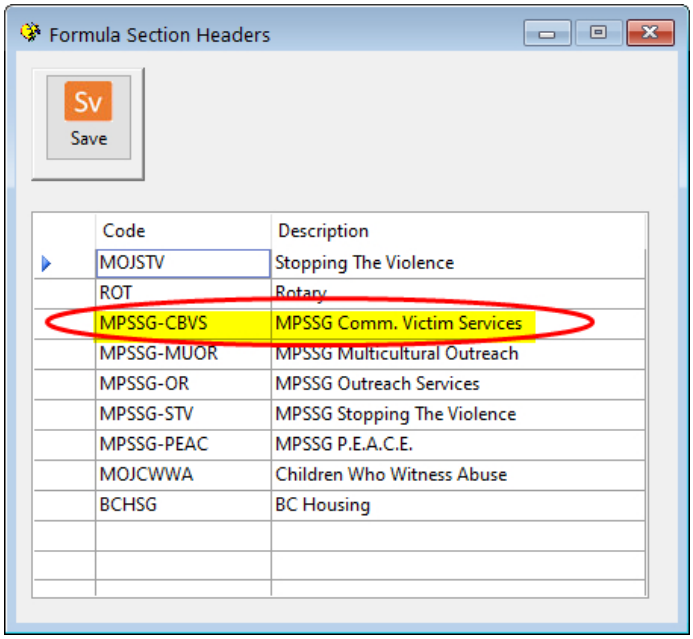
Once I identify the stats, I need to understand exactly what is being asked. Sometimes the definitions can be a bit vague and sometimes there be no definitions at all leaving you to rely on your own interpretations. The document that was shared with me from MPSSG did provide definitions and for the most part was pretty good. I found that in some cases either the definition was indeed a bit lacking or, because I am a "computer person" and don't physically work as a counsellor in this funded service, I simply wasn't sure and had to make some assumptions – likely correct, but it is always something to consider (i.e. did Mike understand this stat request properly).

Creating a New Section Header

Start by creating a new ***Formula Section Header*** for these statistics to be gathered under.

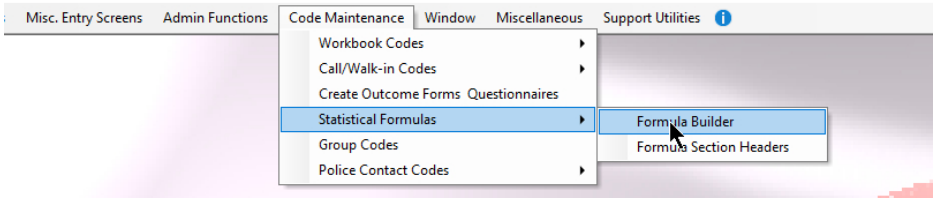


In that screen, I created a new Formula Section Header: **MPSSG-CBVS.**



Creating New Formulas

Create new blank formulas in the Formula Builder :



The next page shows the list of blank Formulas that I created in the B.C. Demo Data which will be later populated with formulas. (By the way, if you like this I have a utility that will import them all rather than you having to type them all in… get in touch with me if you want me to import these codes):

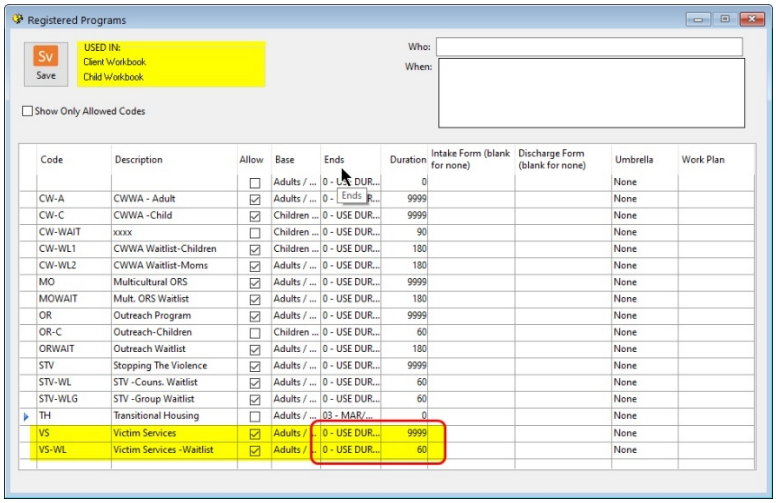
A-01	MPSSG-CBVS	Caseload Info: # of new clients
A-02	MPSSG-CBVS	Caseload Info: # of contacts made with clients
A-03	MPSSG-CBVS	Caseload Info: Active caseload
A-04	MPSSG-CBVS	Caseload Info: Kms travelled to provide services to clients
A-05	MPSSG-CBVS	Caseload Info: # of individuals on waitlist
A-06	MPSSG-CBVS	Caseload Info: Aver days clients served this mth on W-List
B-01	MPSSG-CBVS	Comm. Coord: Hrs in VAWIR Committee work
B-02	MPSSG-CBVS	Comm. Coord: Hrs spent on SART
B-03	MPSSG-CBVS	Comm. Coord: Hrs spent on ICAT
B-04	MPSSG-CBVS	Comm. Coord: Hrs spent on comm. coord. activities
B-05	MPSSG-CBVS	Comm. Coord: Anything else to highlight this mth.
B-06	MPSSG-CBVS	Comm. Coord.: Kms travelled for Comm. Coord. this month
C-01	MPSSG-CBVS	Comm. Engagemt: Hrs spent attending events
C-02	MPSSG-CBVS	Comm. Engagemt: Hrs spent providing info/pres/comm ed.
C-03	MPSSG-CBVS	Comm. Engagemt: Hrs spen on other comm. engagemt activities
C-04	MPSSG-CBVS	Comm. Engagemt: Is there anything eslt to highlight
D-01	MPSSG-CBVS	New: # of males
D-02	MPSSG-CBVS	New: # of females
D-03	MPSSG-CBVS	New: # of non-binary
D-04	MPSSG-CBVS	New: Gender unknown
D-05	MPSSG-CBVS	New: # of males 18 and under
D-06	MPSSG-CBVS	New: # of females 18 and under
D-07	MPSSG-CBVS	New: # of non-binary 18 and under
D-08	MPSSG-CBVS	New: # of incidents type: Murder/Manslaughter
D-09	MPSSG-CBVS	New: # of incidents type: Attempted murder
D-10	MPSSG-CBVS	New: # of incidents type: DV - Intimate partner
D-11	MPSSG-CBVS	New: # of incidents type: Assault/abuse-child, senior, famil
D-12	MPSSG-CBVS	New: # of incidents type: Sexual assault
D-13	MPSSG-CBVS	New: # of incidents type: Human Trafficking
D-14	MPSSG-CBVS	New: # of incidents type: Other Criminal types
D-15	MPSSG-CBVS	New: # of non-criminal incidents: Motor vehicle accidents
D-16	MPSSG-CBVS	New: # of non-criminal incidents: Suicide/attempted suicide
D-17	MPSSG-CBVS	New: # of non-criminal incidents: Missing persons
D-18	MPSSG-CBVS	New: # of non-criminal incidents: Sudden death
D-19	MPSSG-CBVS	New: # of non-criminal incidents: Other incidents
E-01	MPSSG-CBVS	Referrals from: Police Based Victim Services
E-02	MPSSG-CBVS	Referrals from: CVAP
E-03	MPSSG-CBVS	Referrals from: VictimLink BC
E-04	MPSSG-CBVS	Referrals from: Comm. Based Victim Services
E-05	MPSSG-CBVS	Referrals from: Victim Safety Unit
E-06	MPSSG-CBVS	Referrals from: Crown Counsel or Victim Court Support
E-07	MPSSG-CBVS	Referrals from: Corrections
E-08	MPSSG-CBVS	Referrals from: transition house/safe home
E-09	MPSSG-CBVS	Referrals from: STV Counselling program
E-10	MPSSG-CBVS	Referrals from: All other referrals
F-01	MPSSG-CBVS	Services Prov: # clients assisted with safety planning
F-02	MPSSG-CBVS	Services Prov: # of Next of Kin Notifications
F-03	MPSSG-CBVS	Services Prov: # of clients assisted w Victim Impact Stmts
F-04	MPSSG-CBVS	Services Prov: # clients assisted w CVAP forms
F-05	MPSSG-CBVS	Services Prov: # clients asstd w Stmt or Restitution Forms
F-06	MPSSG-CBVS	Services Prov:# clients asstd w VSU forms
F-07	MPSSG-CBVS	Services Prov.: Hrs or court accompaniment
F-08	MPSSG-CBVS	Services Prov.: # 3rd party forms/reports worked on
F-09	MPSSG-CBVS	Services Prov.: RefTo.Info Police Based Victim Services
F-10	MPSSG-CBVS	Services Prov.: RefTo/Info CVAP
F-11	MPSSG-CBVS	Services Prov.: RefTo/Info Victim Safety Unit
F-12	MPSSG-CBVS	Services Prov.: RefTo/Info STV Counselling
F-13	MPSSG-CBVS	Services Prov.: RefTo/Info PEACE Program
F-14	MPSSG-CBVS	Services Prov.: RefTo/Info OR/Multicultural OR Prog
F-15	MPSSG-CBVS	Services Prov.: RefTo/Info transition house/safe house
F-16	MPSSG-CBVS	Services Prov.: RefTo/Info Other Services
F-17	MPSSG-CBVS	List other referrals/info about provided
G-01	MPSSG-CBVS	Staffing: Is the program fully staffed
G-02	MPSSG-CBVS	Staffing: Has the program been understaffed for 30+ days
G-03	MPSSG-CBVS	Staffing: If understaff for 30+ days, why?
G-04	MPSSG-CBVS	Staffing: Has there been any staff changes to the program
G-05	MPSSG-CBVS	Staffing: Explanation for changes
G-06	MPSSG-CBVS	Staffing: Staff Hours worked this month
G-07	MPSSG-CBVS	Volunteer hours worked this month
G-08	MPSSG-CBVS	Staffing: Is there anything to highlight
H-01	MPSSG-CBVS	Training: # staff receiving training
H-02	MPSSG-CBVS	Training: Hrs of staff training
H-03	MPSSG-CBVS	Training: List training received
H-04	MPSSG-CBVS	Training: Anything to highlight?

Registered Program Codes

The first task is to identify who the "Client" is. In the case of this program funded by MPSSG, I made the assumption that Victim Services were provided to "adults" and thus would be expected to have a Client Workbook in **W.I.S.H.™**. When I look at the stats there are statistics that talk about "caseload" but also about "wait-lists", therefore the model for Registered Programs would be very similar to that of the other MPSSG programs.

Two Registered Program Codes added:

- **VS** -Victim Services
- **VS-WL** -Victim Services Waitlist



Notice that the "Ends" was set to **0-Use Duration,** and the "Duration" was set to **9999** for the **VS** program and less for the wait list.

Time Log Codes

Following the same model that was create for the other MPSSG programs, several new Time Log Codes were created:

- **VS-C1** -VAWIR Committee Work
- **VS-C2** -SART Committee Work
- **VS-C3** -ICAT Committee Work
- **VS-C4** -Other Committee Work
- **VS-CE1** -OR Attendance at Community Event

- **VS-CE2** -OR Other Community Engagement
- **VS-CE2** -OR Public Education
- **VS-DS1** -Direct one-on-one
    - Set Prerequisite to be in **VS** Program
    - Set "Form" to be **VS-DS** (this Form is set up later)
- **VS-DS2** -Court Accompaniment
    - Set Prerequisite to be in **VS** Program
    - Set "Form" to be **VS-DS** (this Form is set up later)
- **VS-INT** -Intake pre-screen
    - Set "Form" to be **OR-INT** (this Form is set up later)
- **VS-PRE** -Pre/Post Service
- **VS-TR** -OR Staff Training

Notice that All Codes are set to be "*No Client*" except for

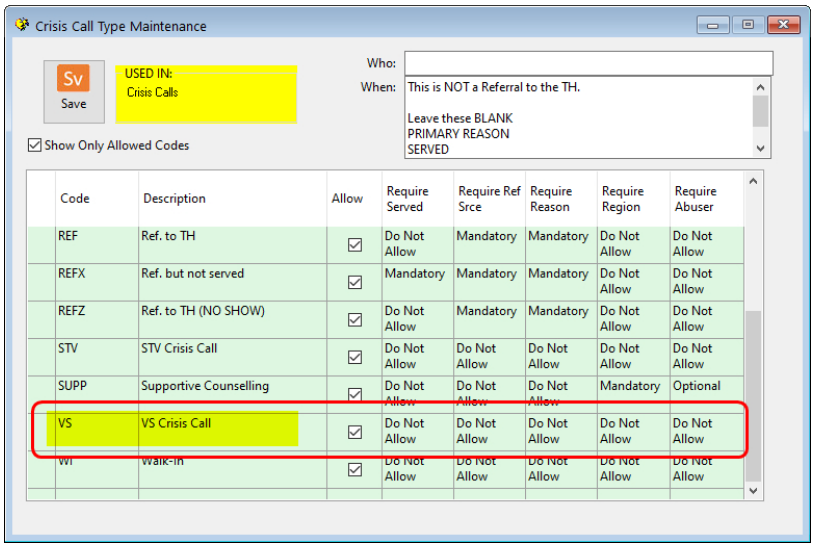
- **VS-DS1,**
- **VS-DS2,**
- **VS-INT,** and
- **VS-PRE.**

Code	Description	Allow	No Value	No Client	Requisite	Program	Alt. Prog.	Form
STVPRE	STV- Pre/Post service	☑	☐	☐	None			
VS-C1	VS VAWIR Committee work	☑	☐	☑	None			
VS-C2	VS SART Committee work	☑	☐	☑	None			
VS-C3	VS ICAT Committee work	☑	☐	☑	None			
VS-C4	VS Other Comm. Coord. Activities	☑	☐	☑	None			
VS-CE1	VS Attendance at Communiity Event	☑	☐	☑	None			
VS-CE2	VS Other Community Engagement	☑	☐	☑	None			
VS-CE3	VS Public Education	☑	☐	☑	None			
VS-DS1	VS -Direct Service	☑	☐	☐	Must be In Program	VS		VS-DS
VS-DS2	VS -Court Accompaniment	☑	☐	☐	Must be In Program	VS		VS-DS
VS-INT	VS Intake Prescreen	☑	☐	☐	None			VS-INT
VS-PRE	VS Pre/Post Service	☑	☐	☐	None			
VS-TR	VS Staff Training	☑	☐	☑	None			

Call Type Code

The following Call Type Code was added to facilitate logging anonymous calls to inquire about the program

- **VS** -Inquiry about the VS program



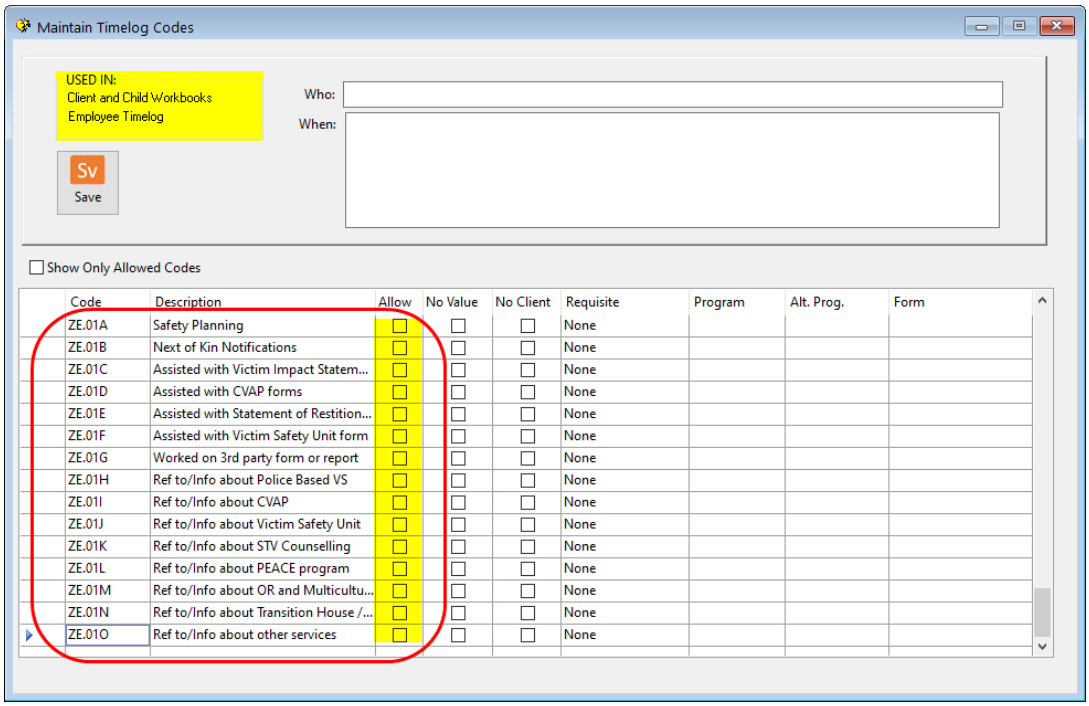
Group Code

No Group Codes set up for the Victim Services program.

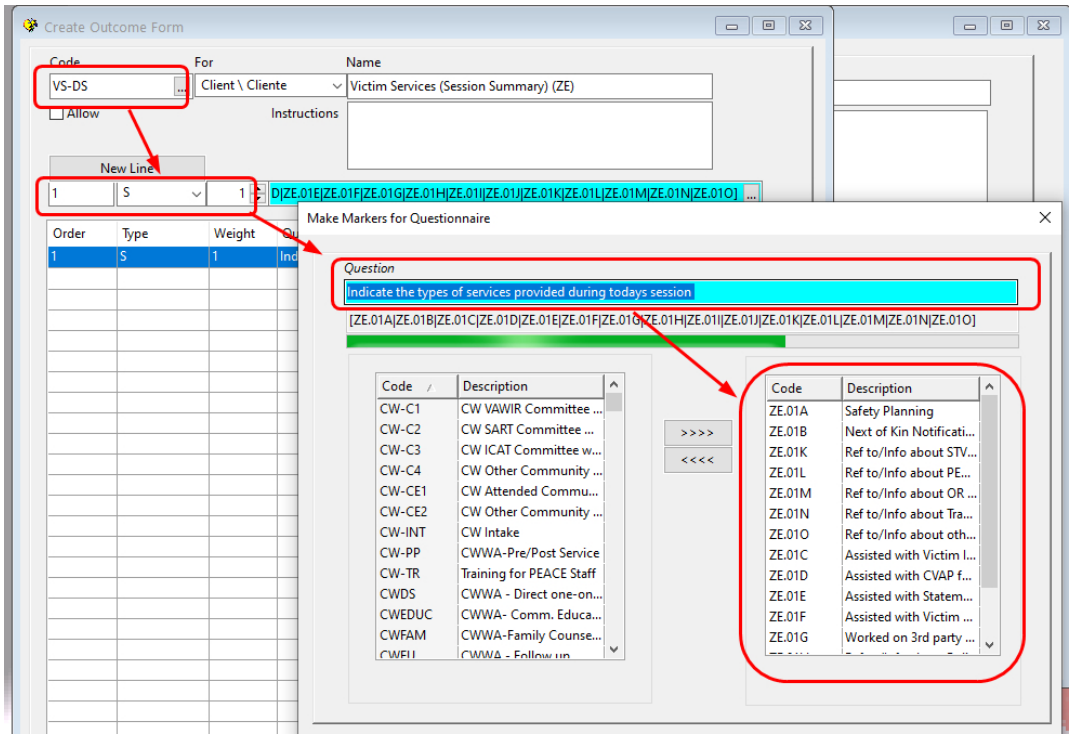
Forms

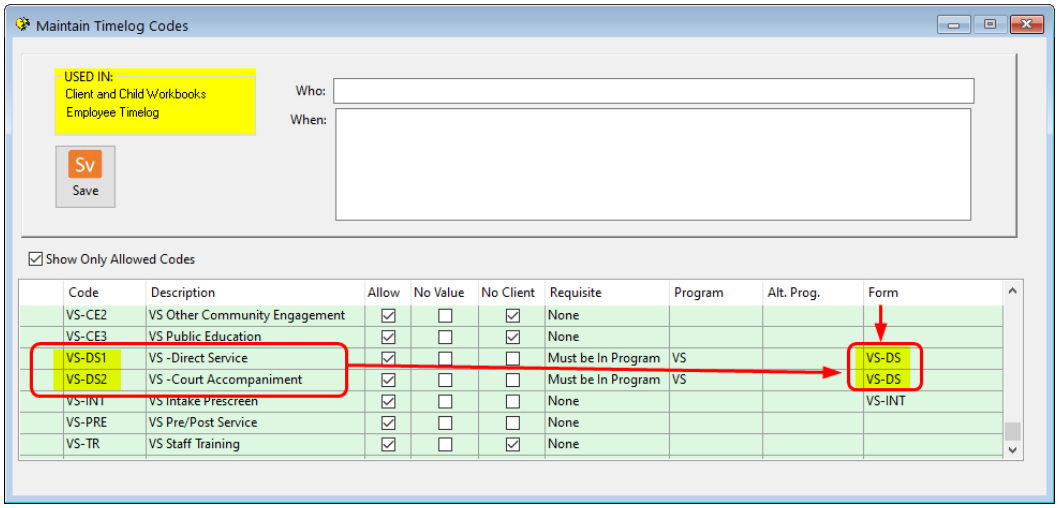
Very similar to the other MPSSG Programs, the Victim Services program will require 2 Forms

- **VS-DS**
    - To record additional types of service provided during a one-on-one session
    - This Form only has a single question
    - Set as a "Form" that is attached to the Time Log Codes "**VS-DS1**" and "**VS-DS2**".
    - Choices coded as **ZE01A ~ ZE01O**
    - Notice that the "*Allow*" is NOT checked.



Code	Description	Allow	No Value	No Client	Requisite	Program	Alt. Prog.	Form
ZE.01A	Safety Planning	☐	☐	☐	None			
ZE.01B	Next of Kin Notifications	☐	☐	☐	None			
ZE.01C	Assisted with Victim Impact Statem...	☐	☐	☐	None			
ZE.01D	Assisted with CVAP forms	☐	☐	☐	None			
ZE.01E	Assisted with Statement of Restition...	☐	☐	☐	None			
ZE.01F	Assisted with Victim Safety Unit form	☐	☐	☐	None			
ZE.01G	Worked on 3rd party form or report	☐	☐	☐	None			
ZE.01H	Ref to/Info about Police Based VS	☐	☐	☐	None			
ZE.01I	Ref to/Info about CVAP	☐	☐	☐	None			
ZE.01J	Ref to/Info about Victim Safety Unit	☐	☐	☐	None			
ZE.01K	Ref to/Info about STV Counselling	☐	☐	☐	None			
ZE.01L	Ref to/Info about PEACE program	☐	☐	☐	None			
ZE.01M	Ref to/Info about OR and Multicultu...	☐	☐	☐	None			
ZE.01N	Ref to/Info about Transition House /...	☐	☐	☐	None			
ZE.01O	Ref to/Info about other services	☐	☐	☐	None			





- **VS-INT**

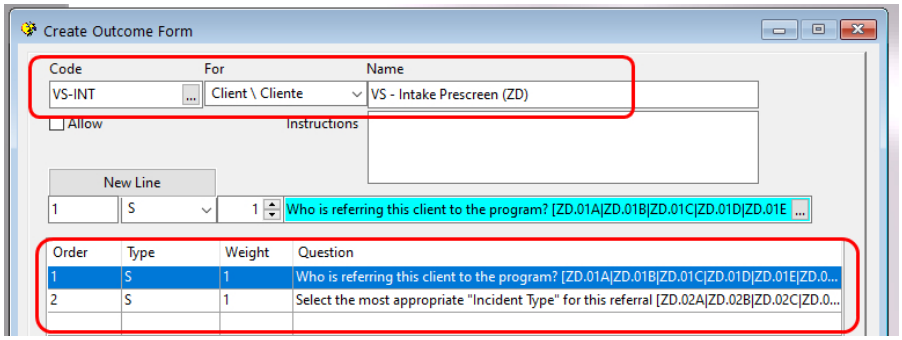
  - This Form is intended for use during the Intake Pre-screen and will gather information about the Referral Source. Because MPSSG is asking for statistics about Referral Source for ALL referrals to your service and just not the ones who end up coming into the program, it is imperative that EVERY Intake goes through the same pre-screen process.

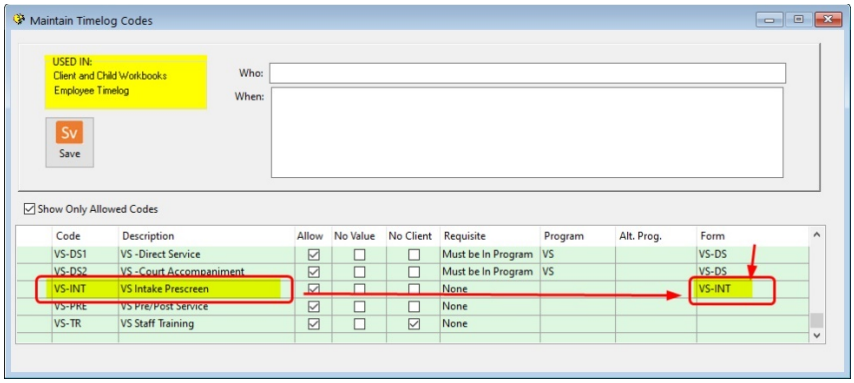
  - The Form is created and attached to the Time Log Code **VS-INT** in the same manner that you attached the **VS-DS** form.

- The Form has its "*Allow*" checkbox left unchecked because we want to force its usage only through the logging of the Time Log code to which it is attached.

- The Form only has 2 questions and its choices are coded in the "Time Log Codes" screen as **ZD01A ~ ZD02L**

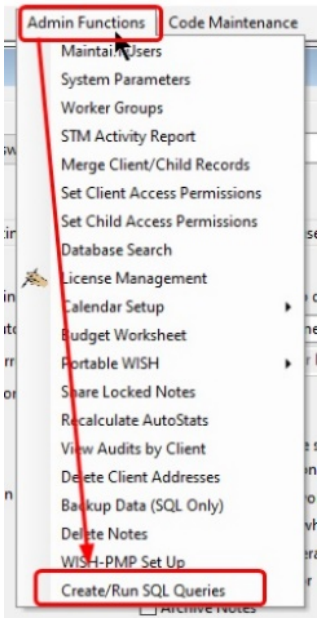
Code	Description	Allow	No Value	No Client	Requisite
ZD.01A	Police Based VS	☐	☐	☐	None
ZD.01B	CVAP	☐	☐	☐	None
ZD.01C	VictimLinkBC	☐	☐	☐	None
ZD.01D	Comm. Based VS	☐	☐	☐	None
ZD.01E	Victim Safety Unit	☐	☐	☐	None
ZD.01F	Crown Counsel or Victim Court Sup...	☐	☐	☐	None
ZD.01G	Corrections	☐	☐	☐	None
ZD.01H	transition house/safe home	☐	☐	☐	None
ZD.01I	STV Counselling program	☐	☐	☐	None
ZD.01J	Other	☐	☐	☐	None
ZD.02A	Criminal: Murder/Manslaughter	☐	☐	☐	None
ZD.02B	Criminal: Attempted Murder	☐	☐	☐	None
ZD.02C	Criminal: Domestic Violence - intim...	☐	☐	☐	None
ZD.02D	Criminal: Assault/abuse (child, seni...	☐	☐	☐	None
ZD.02E	Criminal: Sexual Assault	☐	☐	☐	None
ZD.02F	Criminal: Human Trafficking	☐	☐	☐	None
ZD.02G	Criminal: Other	☐	☐	☐	None
ZD.02H	Non-Criminal: Motor Vehicle incide...	☐	☐	☐	None
ZD.02I	Non-Criminal: Suicide or attempted...	☐	☐	☐	None
ZD.02J	Non-Criminal: Missing Persons	☐	☐	☐	None
ZD.02K	Non-Criminal: Sudden Death	☐	☐	☐	None
ZD.02L	Non-Criminal: Other	☐	☐	☐	None

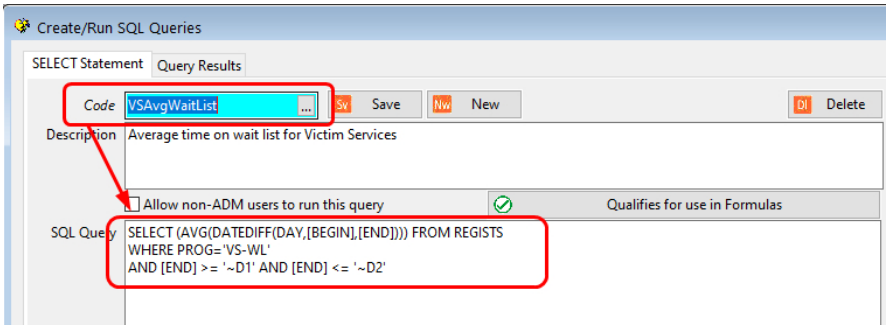




SQL Query

This is a bit of an advanced topic. A new stat that MPSSG is now asking is for the amount of time that clients were on the waitlist before they came off of the waitlist. The catch is that this includes people who were on the waitlist and decided to stop pursuing service and came off the waitlist without ever going into program. This little twist is important, because otherwise we could easily track it by using the "Referral Date" of every client coming into the OR program. Currently this specific stat can ONLY be accurately tracked in the SQL version of **W.I.S.H.™** by creating an SQL Query. Here is the SQL Query that I created in the B.C. Demo Set of data for illustration purposes only (since the BC Demo Data is not stored in SQL):





Formulas

In the Formula Builder, formulas were created to hook into and track the use of the Registered Program, Call Type, Time Log and SQL Query codes that were set up for this program. These are shown at the end of this document as Appendix E.

Appendix A: STV Statistical Formulas Created

[updated July 2021]

CODE	SECTION	NAME/TITLE	FORMULA
A-01	MPSSG-STV	Caseload Info: # of new clients	+ :RP;STV,,Intakes^
A-02	MPSSG-STV	Caseload Info: # of contacts made with clients	+ :CT;STV,CrisisCall,QtyCount^ + :PR;STVCPG,Total,QtyCount^ + :PR;STVINT,Total,QtyCount^ + :PR;STVPRE,Total,QtyCount^
A-03	MPSSG-STV	Caseload Info: Active caseload	+ :RP;STV,,ActiveAtStart^ + :RP;STV,,Intakes^
A-04	MPSSG-STV	Caseload Info: Kms travelled to provide services to clients	//NOT DONE IN WISH. MANUAL ENTRY
A-05	MPSSG-STV	Caseload Info: # of individuals on waitlist	+ :RP;STV-WL,,ActiveAtStart^ + :RP;STV-WL,,Intakes^
A-06	MPSSG-STV	Caseload Info: Aver days clients served this mth on W-List	+ :SQ;,STVWLAverage,^
B-01	MPSSG-STV	Comm. Coord: Hrs in VAWIR Committee work	+ :PR;STV-C1,Total,ServiceValue^
B-02	MPSSG-STV	Comm. Coord: Hrs spent on SART	+ :PR;STV-C2,Total,ServiceValue^
B-03	MPSSG-STV	Comm. Coord: Hrs spent on ICAT	+ :PR;STV-C3,Total,ServiceValue^
B-04	MPSSG-STV	Comm. Coord: Hrs spent on comm. coord. activities	+ :PR;STV-C4,Total,ServiceValue^
B-05	MPSSG-STV	Comm. Coord.: Kms travelled for Comm. Coord. this month	//NOT TRACKED IN WISH. MANUAL ENTRY
B-06	MPSSG-STV	Comm. Coord: Anything else to highlight this mth.	//NOT DONE IN WISH. MANUAL ENTRY
C-01	MPSSG-STV	Comm. Engagemt: Hrs spent attending events	+ :PR;STVCC,Total,ServiceValue^ + :PR;STVCCT,Total,ServiceValue^
C-02	MPSSG-STV	Comm. Engagemt: Hrs spent providing info/pres/comm ed.	+ :PR;STVCE,Total,ServiceValue^ + :PR;STVCEP,Total,ServiceValue^ + :PR;STVCET,Total,ServiceValue^
C-03	MPSSG-STV	Comm. Engagemt: Hrs spent on other comm. engagemt activities	//left blank
C-04	MPSSG-STV	Comm. Engagemt: Is there anything else to highlight	//NOT TRACKED IN WISH. MANUAL ENTRY
D-01	MPSSG-STV	New: # of males	+ :GD;M,STV,QtyCount^
D-02	MPSSG-STV	New: # of females	+ :GD;F,STV,QtyCount^

D-03	MPSSG-STV	New: # of non-binary	+ :GD;T,STV,QtyCount^
D-04	MPSSG-STV	New: Gender unknown	+ :RP;STV,,ActiveInProg^ - :GD;M,STV,QtyCount^ - :GD;F,STV,QtyCount^ - :GD;T,STV,QtyCount^
D-05	MPSSG-STV	New: # of males 18 and under	+ :AG;14,STV,M^ + :AG;15,STV,M^ + :AG;16,STV,M^ + :AG;17,STV,M^ + :AG;18,STV,M^
D-06	MPSSG-STV	New: # of females 18 and under	+ :AG;14,STV,F^ + :AG;15,STV,F^ + :AG;16,STV,F^ + :AG;17,STV,F^ + :AG;18,STV,F^
D-07	MPSSG-STV	New: # of non-binary 18 and under	+ :AG;14,STV,T^ + :AG;15,STV,T^ + :AG;16,STV,T^ + :AG;17,STV,T^ + :AG;18,STV,T^
E-01	MPSSG-STV	Referrals from: Police Based Victim Services	+ :PR;STI_1N,Total,QtyCount^
E-02	MPSSG-STV	Referrals from: CVAP	+ :PR;STI_1O,Total,QtyCount^
E-03	MPSSG-STV	Referrals from: VictimLink BC	+ :PR;STI_1P,Total,QtyCount^
E-04	MPSSG-STV	Referrals from: Comm. Based Victim Services	+ :PR;STI_1Q,Total,QtyCount^
E-05	MPSSG-STV	Referrals from: Victim Safety Unit	+ :PR;STI_1R,Total,QtyCount^
E-06	MPSSG-STV	Referrals from: Crown Counsel or Victim Court Support	+ :PR;STI_1S,Total,QtyCount^
E-07	MPSSG-STV	Referrals from: Transition houses or safe homes	+ :PR;STI_1T,Total,QtyCount^
E-08	MPSSG-STV	Referrals from: PEACE	+ :PR;STI_1U,Total,QtyCount^
E-09	MPSSG-STV	Referrals from: Stopping The Violence Outreach Services	+ :PR;STI_1V,Total,QtyCount^
E-10	MPSSG-STV	Referrals from: All other referrals	+ :PR;STI_1A,Total,QtyCount^ + :PR;STI_1B,Total,QtyCount^ + :PR;STI_1C,Total,QtyCount^ + :PR;STI_1D,Total,QtyCount^ + :PR;STI_1E,Total,QtyCount^ + :PR;STI_1F,Total,QtyCount^ + :PR;STI_1G,Total,QtyCount^ + :PR;STI_1H,Total,QtyCount^ + :PR;STI_1I,Total,QtyCount^ + :PR;STI_1J,Total,QtyCount^ + :PR;STI_1K,Total,QtyCount^ + :PR;STI_1L,Total,QtyCount^ + :PR;STI_1M,Total,QtyCount^

F-01	MPSSG-STV	Services Prov: # Individual Couns. Sessions	+ :PR;STVDS,Total,QtyCount^
F-02	MPSSG-STV	Services Prov: # Group Counselling Sessions	+ :GR;STV2,,Meetings^ + :GR;STV1,,Meetings^
F-03	MPSSG-STV	Services Prov: Clients assisted with CVAP Forms	+ :PR;STV-01,Total,ClientCount_Period^
F-04	MPSSG-STV	Services Prov: Clients assisted with Restitution Forms	+ :PR;STV-02,Total,ClientCount_Period^
F-05	MPSSG-STV	Services Prov: Clients assisted w Victim Safety Unit forms	+ :PR;STV-03,Total,ClientCount_Period^
F-06	MPSSG-STV	Services Prov: # clients assisted w Safety Planning	+ :PR;STV-04,Total,ClientCount_Period^
F-07	MPSSG-STV	Services Prov: # assists with 3rd party reports/forms	+ :PR;STV-05,Total,ClientCount_Period^
F-08	MPSSG-STV	Services Prov: Ref to/Info about Police Based Victim Service	+ :PR;STV-06,Total,QtyCount^
F-09	MPSSG-STV	Services Prov: RefTo/Info re Comm Based Victim Services	+ :PR;STV-07,Total,QtyCount^
F-10	MPSSG-STV	Services Prov: RefTo/Info re alcohol/drug treatment	+ :PR;STV-08,Total,QtyCount^
F-11	MPSSG-STV	Services Prov: Ref To/Infor re mental health services	+ :PR;STV-09,Total,QtyCount^
F-12	MPSSG-STV	Services Prov: Ref To/Info re Victim Safety Unit	+ :PR;STV-10,Total,QtyCount^
F-13	MPSSG-STV	Services Prov: Ref To/Info re Trans. Houses/Safe Homes	+ :PR;STV-11,Total,QtyCount^
F-14	MPSSG-STV	Services Prov: Ref to/Info Other types	+ :PR;STV-12,Total,QtyCount^
F-15	MPSSG-STV	Services Prov: List Other types	//COMPILE LIST FROM RI; SECTION OF DETAILED STATS
G-01	MPSSG-STV	Staffing: Is the program fully staffed	//MANUAL ENTRY
G-02	MPSSG-STV	Staffing: Has the program been understaffed for 30+ days	//MANUAL ENTRY.
G-03	MPSSG-STV	Staffing: If understaff for 30+ days, why?	//MANUAL ENTRY
G-04	MPSSG-STV	Staffing: Has there been any staff changes to the program	//MANUAL ENTRY
G-05	MPSSG-STV	Staffing: Explanation for changes	//MANUAL ENTRY
G-06	MPSSG-STV	Staffing: Staff Hours worked this month	//MANUAL ENTRY
G-07	MPSSG-STV	Staffing: Is there anything to highlight	//MANUAL ENTRY

H-01	MPSSG-STV	Training: # staff receiving training	//MANUAL ENTRY
H-02	MPSSG-STV	Training: List training received	//MANUAL ENTRY
H-03	MPSSG-STV	Training: Hrs of staff training	+ :PR;STV-TR,Total,ServiceValue^
H-04	MPSSG-STV	Training: Anything to highlight?	//MANUAL ENTRY

Appendix B: PEACE Statistical Formulas Created

CODE	SECTION	NAME/TITLE	FORMULA
A-01	MPSSG-PEAC	Caseload Info: # of new clients	+ :RP;CW-A,,Intakes^ + :RP;CW-C,,Intakes^
A-02	MPSSG-PEAC	Caseload Info: # of contacts made with clients	+ :CT;CWWA,CrisisCall,QtyCount^ + :PR;CW-PP,Total,QtyCount^ + :PR;CW-PP,Logged_For_Children,QtyCount^ + :PR;CW-INT,Total,QtyCount^ + :PR;CW-INT,Logged_For_Children,QtyCount^
A-03	MPSSG-PEAC	Caseload Info: Active caseload	+ :RP;CW-A,,ActiveAtStart^ + :RP;CW-C,,ActiveAtStart^ + :RP;CW-C,,Intakes^ + :RP;CW-A,,Intakes^
A-04	MPSSG-PEAC	Caseload Info: Kms travelled to provide services to clients	//NOT DONE IN WISH. MANUAL ENTRY
A-05	MPSSG-PEAC	Caseload Info: # of individuals on waitlist	+ :RP;CW-WL1,,ActiveAtStart^ + :RP;CW-WL2,,ActiveAtStart^ + :RP;CW-WL2,,Intakes^ + :RP;CW-WL1,,Intakes^
A-06	MPSSG-PEAC	Caseload Info: Aver days clients served this mth on W-List	+ :SQ;,CW_WLAvg,^ + :SQ;,CWC_AvgWaitList,^
B-01	MPSSG-PEAC	Comm. Coord: Hrs in VAWIR Committee work	+ :PR;CW-C1,Total,ServiceValue^
B-02	MPSSG-PEAC	Comm. Coord: Hrs spent on SART	+ :PR;CW-C2,Total,ServiceValue^
B-03	MPSSG-PEAC	Comm. Coord: Hrs spent on ICAT	+ :PR;CW-C3,Total,ServiceValue^
B-04	MPSSG-PEAC	Comm. Coord: Hrs spent on comm. coord. activities	+ :PR;CW-C4,Total,ServiceValue^
B-05	MPSSG-PEAC	Comm. Coord: Anything else to highlight this mth.	//NOT DONE IN WISH. MANUAL ENTRY
B-06	MPSSG-PEAC	Comm. Coord.: Kms travelled for Comm. Coord. this month	//NOT TRACKED IN WISH. MANUAL ENTRY
C-01	MPSSG-PEAC	Comm. Engagemt: Hrs spent attending events	+ :PR;CW-CE1,Total,ServiceValue^
C-02	MPSSG-PEAC	Comm. Engagemt: Hrs spent providing info/pres/comm ed.	+ :PR;CWEDUC,Total,ServiceValue^
C-03	MPSSG-PEAC	Comm. Engagemt: Hrs spen on other comm. engagemt activities	+ :PR;CW-CE2,Total,ServiceValue^
C-04	MPSSG-PEAC	Comm. Engagemt: Is there anything else to highlight	//NOT TRACKED IN WISH. MANUAL ENTRY
D-01	MPSSG-PEAC	New: # of males	+ :GD;M,CW-A,QtyCount^ + :GD;M,CW-C,QtyCount^
D-02	MPSSG-PEAC	New: # of females	+ :GD;F,CW-C,QtyCount^ + :GD;F,CW-A,QtyCount^

D-03	MPSSG-PEAC	New: # of non-binary	+ :GD;T,CW-A,QtyCount^ + :GD;T,CW-C,QtyCount^
D-04	MPSSG-PEAC	New: Gender unknown	+ :RP;CW-A,,ActiveInProg^ + :RP;CW-C,,ActiveInProg^ - :GD;F,CW-A,QtyCount^ - :GD;M,CW-A,QtyCount^ - :GD;T,CW-A,QtyCount^ - :GD;T,CW-C,QtyCount^ - :GD;M,CW-C,QtyCount^ - :GD;F,CW-C,QtyCount^
D-05	MPSSG-PEAC	New: # of males 18 and under	+ :AG;14,CW-A,M^ + :AG;15,CW-A,M^ + :AG;16,CW-A,M^ + :AG;17,CW-A,M^ + :AG;18,CW-A,M^ + :GD;M,CW-C,QtyCount^
D-06	MPSSG-PEAC	New: # of females 18 and under	+ :AG;14,CW-A,F^ + :AG;15,CW-A,F^ + :AG;16,CW-A,F^ + :AG;17,CW-A,F^ + :AG;18,CW-A,F^ + :GD;F,CW-C,QtyCount^
D-07	MPSSG-PEAC	New: # of non-binary 18 and under	+ :AG;14,CW-A,T^ + :AG;15,CW-A,T^ + :AG;16,CW-A,T^ + :AG;17,CW-A,T^ + :AG;18,CW-A,T^ + :GD;T,CW-C,QtyCount^
E-01	MPSSG-PEAC	Referrals from: MCFD	+ :PR;Z4.01C,Total,QtyCount^ + :PR;Z4.01C,Logged_For_Children,QtyCount^
E-02	MPSSG-PEAC	Referrals from: CVAP	+ :PR;Z4.01N,Logged_For_Children,QtyCount^ + :PR;Z4.01N,Total,QtyCount^
E-03	MPSSG-PEAC	Referrals from: VictimLink BC	+ :PR;Z4.01O,Total,QtyCount^ + :PR;Z4.01O,Logged_For_Children,QtyCount^
E-04	MPSSG-PEAC	Referrals from: Comm. Based Victim Services	+ :PR;Z4.01P,Logged_For_Children,QtyCount^ + :PR;Z4.01P,Total,QtyCount^
E-05	MPSSG-PEAC	Referrals from: Police Based Victim Services	+ :PR;Z4.01Q,Total,QtyCount^ + :PR;Z4.01Q,Logged_For_Children,QtyCount^
E-06	MPSSG-PEAC	Referrals from: Crown Counsel or Victim Court Support	+ :PR;Z4.01R,Logged_For_Children,QtyCount^ + :PR;Z4.01R,Total,QtyCount^
E-07	MPSSG-PEAC	Referrals from: Transition houses or safe homes	+ :PR;Z4.01S,Total,QtyCount^ + :PR;Z4.01S,Logged_For_Children,QtyCount^
E-08	MPSSG-PEAC	Referrals from: Stopping The Violence Counselling	+ :PR;Z4.01T,Logged_For_Children,QtyCount^ + :PR;Z4.01T,Total,QtyCount^
E-09	MPSSG-PEAC	Referrals from: Stopping The Violence Outreach Services	+ :PR;Z4.01U,Total,QtyCount^ + :PR;Z4.01U,Logged_For_Children,QtyCount^
E-10	MPSSG-PEAC	Referrals from: All other referrals	+ :PR;Z4.01A,Logged_For_Children,QtyCount^ + :PR;Z4.01B,Logged_For_Children,QtyCount^ + :PR;Z4.01D,Logged_For_Children,QtyCount^ + :PR;Z4.01E,Logged_For_Children,QtyCount^ + :PR;Z4.01F,Logged_For_Children,QtyCount^ + :PR;Z4.01G,Logged_For_Children,QtyCount^ + :PR;Z4.01H,Logged_For_Children,QtyCount^ + :PR;Z4.01I,Logged_For_Children,QtyCount^ + :PR;Z4.01J,Logged_For_Children,QtyCount^ + :PR;Z4.01K,Logged_For_Children,QtyCount^ + :PR;Z4.01L,Logged_For_Children,QtyCount^ + :PR;Z4.01M,Logged_For_Children,QtyCount^ +

			:PR;Z4.01M,Total,QtyCount^ + :PR;Z4.01L,Total,QtyCount^ + :PR;Z4.01K,Total,QtyCount^ + :PR;Z4.01J,Total,QtyCount^ + :PR;Z4.01I,Total,QtyCount^ + :PR;Z4.01H,Total,QtyCount^ + :PR;Z4.01G,Total,QtyCount^ + :PR;Z4.01F,Total,QtyCount^ + :PR;Z4.01E,Total,QtyCount^ + :PR;Z4.01D,Total,QtyCount^ + :PR;Z4.01B,Total,QtyCount^ + :PR;Z4.01A,Total,QtyCount^
F-01	MPSSG-PEAC	Services Prov: # Couns. Sessions Mothers/Caregivers	+ :PR;CWIND,Total,QtyCount^ + :PR;CWFAM,Total,QtyCount^
F-02	MPSSG-PEAC	Services Prov: # of Couns. Sessions Children	+ :PR;CWFAM,Logged_For_Children,QtyCount^ + :PR;CWIND,Logged_For_Children,QtyCount^
F-03	MPSSG-PEAC	Services Prov: Group Sessions Mothers/Caregivers	+ :GR;CW-A,,Meetings^
F-04	MPSSG-PEAC	Services Prov: Group Sessions Children	+ :GR;CW-C,,Meetings^
F-05	MPSSG-PEAC	Services Prov: # assists with 3rd party reports/forms	+ :PR;Z601A,Logged_For_Children,QtyCount^ + :PR;Z601A,Total,QtyCount^
F-06	MPSSG-PEAC	Services Prov: # clients assisted w Safety Planning	+ :PR;Z601B,Total,QtyCount^ + :PR;Z601B,Logged_For_Children,QtyCount^
G-01	MPSSG-PEAC	Staffing: Is the program fully staffed	//MANUAL ENTRY
G-02	MPSSG-PEAC	Staffing: Has the program been understaffed for 30+ days	//MANUAL ENTRY.
G-03	MPSSG-PEAC	Staffing: If understaff for 30+ days, why?	//MANUAL ENTRY
G-04	MPSSG-PEAC	Staffing: Has there been any staff changes to the program	//MANUAL ENTRY
G-05	MPSSG-PEAC	Staffing: Explanation for changes	//MANUAL ENTRY
G-06	MPSSG-PEAC	Staffing: Staff Hours worked this month	//MANUAL ENTRY
G-07	MPSSG-PEAC	Staffing: Is there anything to highlight	//MANUAL ENTRY
H-01	MPSSG-PEAC	Training: # staff receiving training	//MANUAL ENTRY
H-02	MPSSG-PEAC	Training: List training received	//MANUAL ENTRY
H-03	MPSSG-PEAC	Training: Hrs of staff training	+ :PR;CW-TR,Total,ServiceValue^
H-04	MPSSG-PEAC	Training: Anything to highlight?	//MANUAL ENTRY

Appendix C: ORS Statistical Formulas created.

CODE	SECTION	NAME/TITLE	FORMULA
A-01	MPSSG-OR	Caseload Info: # of new clients	+ :RP;OR,,Intakes^
A-02	MPSSG-OR	Caseload Info: # of contacts made with clients	+ :CT;ORS,CrisisCall,QtyCount^ + :PR;OR-INT,Total,QtyCount^ + :PR;OR-PRE,Total,QtyCount^
A-03	MPSSG-OR	Caseload Info: Active caseload	+ :RP;OR,,ActiveAtStart^ + :RP;OR,,Intakes^
A-04	MPSSG-OR	Caseload Info: Kms travelled to provide services to clients	//NOT DONE IN WISH. MANUAL ENTRY
A-05	MPSSG-OR	Caseload Info: # of individuals on waitlist	+ :RP;ORWAIT,,ActiveAtStart^ + :RP;ORWAIT,,Intakes^
A-06	MPSSG-OR	Caseload Info: Aver days clients served this mth on W-List	+ :SQ;,ORAvgWaitList,^
B-01	MPSSG-OR	Comm. Coord: Hrs in VAWIR Committee work	+ :PR;OR-C1,Total,ServiceValue^
B-02	MPSSG-OR	Comm. Coord: Hrs spent on SART	+ :PR;OR-C2,Total,ServiceValue^
B-03	MPSSG-OR	Comm. Coord: Hrs spent on ICAT	+ :PR;OR-C3,Total,ServiceValue^
B-04	MPSSG-OR	Comm. Coord: Hrs spent on comm. coord. activities	+ :PR;OR-C4,Total,ServiceValue^
B-05	MPSSG-OR	Comm. Coord: Anything else to highlight this mth.	//NOT DONE IN WISH. MANUAL ENTRY
B-06	MPSSG-OR	Comm. Coord.: Kms travelled for Comm. Coord. this month	//NOT TRACKED IN WISH. MANUAL ENTRY
C-01	MPSSG-OR	Comm. Engagemt: Hrs spent attending events	+ :PR;OR-CE1,Total,ServiceValue^
C-02	MPSSG-OR	Comm. Engagemt: Hrs spent providing info/pres/comm ed.	+ :PR;OR-CE3,Total,ServiceValue^
C-03	MPSSG-OR	Comm. Engagemt: Hrs spen on other comm. engagemt activities	+ :PR;OR-CE2,Total,ServiceValue^
C-04	MPSSG-OR	Comm. Engagemt: Is there anything eslt to highlight	//NOT TRACKED IN WISH. MANUAL ENTRY
D-01	MPSSG-OR	New: # of males	+ :GD;M,OR,QtyCount^
D-02	MPSSG-OR	New: # of females	+ :GD;F,OR,QtyCount^
D-03	MPSSG-OR	New: # of non-binary	+ :GD;T,OR,QtyCount^
D-04	MPSSG-OR	New: Gender unknown	+ :RP;OR,,Intakes^ - :GD;F,OR,QtyCount^ - :GD;M,OR,QtyCount^ - :GD;T,OR,QtyCount^
D-05	MPSSG-OR	New: # of males 18 and under	+ :AG;14,OR,M^ + :AG;15,OR,M^ + :AG;16,OR,M^ + :AG;17,OR,M^ + :AG;18,OR,M^
D-06	MPSSG-OR	New: # of females 18 and under	+ :AG;14,OR,F^ + :AG;15,OR,F^ + :AG;16,OR,F^ + :AG;17,OR,F^ + :AG;18,OR,F^

D-07	MPSSG-OR	New: # of non-binary 18 and under	+ :AG;14,OR,T^ + :AG;15,OR,T^ + :AG;16,OR,T^ + :AG;17,OR,T^ + :AG;18,OR,T^
E-01	MPSSG-OR	Referrals from: MCFD	+ :PR;Z801A,Total,QtyCount^
E-02	MPSSG-OR	Referrals from: CVAP	+ :PR;Z801B,Total,QtyCount^
E-03	MPSSG-OR	Referrals from: VictimLink BC	+ :PR;Z801C,Total,QtyCount^
E-04	MPSSG-OR	Referrals from: Comm. Based Victim Services	+ :PR;Z801D,Total,QtyCount^
E-05	MPSSG-OR	Referrals from: Victim Safety Unit	+ :PR;Z801E,Total,QtyCount^
E-06	MPSSG-OR	Referrals from: Crown Counsel or Victim Court Support	+ :PR;Z801F,Total,QtyCount^
E-07	MPSSG-OR	Referrals from: Transition houses or safe homes	+ :PR;Z801G,Total,QtyCount^
E-08	MPSSG-OR	Referrals from: Stopping The Violence Counselling	+ :PR;Z801H,Total,QtyCount^
E-09	MPSSG-OR	Referrals from: P.E.A.C.E.	+ :PR;Z801I,Total,QtyCount^
E-10	MPSSG-OR	Referrals from: All other referrals	+ :PR;Z801J,Total,QtyCount^
F-01	MPSSG-OR	Services Prov: # Individual Support Sessions	+ :PR;OR-DS,Total,QtyCount^
F-02	MPSSG-OR	Services Prov: # of Group Support Sessions	+ :GR;OR,,Meetings^
F-03	MPSSG-OR	Services Prov: # clients prov. transp. to TH or safe home	+ :PR;Z701A,Total,QtyCount^
F-04	MPSSG-OR	Services Prov: # assists with 3rd party reports/forms	+ :PR;Z701H,Total,QtyCount^
F-05	MPSSG-OR	Services Prov: RefTo/Info Comm.-based Victim Services	+ :PR;Z701B,Total,QtyCount^
F-06	MPSSG-OR	Services Prov: RefTo/Info Police Based Victim Services	+ :PR;Z701C,Total,QtyCount^
F-07	MPSSG-OR	Services Prov.: RefTo/Info Crime Victim Assistance Prog.	+ :PR;Z701D,Total,QtyCount^
F-08	MPSSG-OR	Services Prov.: RefTo/Info Victim Safety Unit	+ :PR;Z701E,Total,QtyCount^
F-09	MPSSG-OR	Services Prov.: RefTo/Info Transition Houses/Safe Homes	+ :PR;Z701F,Total,QtyCount^
F-10	MPSSG-OR	Services Prov.: RefTo/Info to all Other types	+ :PR;Z701G,Total,QtyCount^
G-01	MPSSG-OR	Staffing: Is the program fully staffed	//MANUAL ENTRY
G-02	MPSSG-OR	Staffing: Has the program been understaffed for 30+ days	//MANUAL ENTRY.
G-03	MPSSG-OR	Staffing: If understaff for 30+ days, why?	//MANUAL ENTRY
G-04	MPSSG-OR	Staffing: Has there been any staff changes to the program	//MANUAL ENTRY
G-05	MPSSG-OR	Staffing: Explanation for changes	//MANUAL ENTRY

G-06	MPSSG-OR	Staffing: Staff Hours worked this month	//MANUAL ENTRY
G-07	MPSSG-OR	Staffing: Is there anything to highlight	//MANUAL ENTRY
H-01	MPSSG-OR	Training: # staff receiving training	//MANUAL ENTRY
H-02	MPSSG-OR	Training: List training received	//MANUAL ENTRY
H-03	MPSSG-OR	Training: Hrs of staff training	+ :PR;OR-TR,Total,QtyCount^
H-04	MPSSG-OR	Training: Anything to highlight?	//MANUAL ENTRY

Appendix D: Multicultural Outreach Statistical Formulas Created

CODE	SECTION	NAME/TITLE	FORMULA
A-01	MPSSG-MUOR	Caseload Info: # of new clients	+ :RP;MO,,Intakes^
A-02	MPSSG-MUOR	Caseload Info: # of contacts made with clients	+ :CT;MORS,CrisisCall,QtyCount^ + :PR;MO-INT,Total,QtyCount^ + :PR;MO-PRE,Total,QtyCount^
A-03	MPSSG-MUOR	Caseload Info: Active caseload	+ :RP;MO,,ActiveAtStart^ + :RP;MO,,Intakes^
A-04	MPSSG-MUOR	Caseload Info: Kms travelled to provide services to clients	//NOT DONE IN WISH. MANUAL ENTRY
A-05	MPSSG-MUOR	Caseload Info: # of individuals on waitlist	+ :RP;MOWAIT,,ActiveAtStart^ + :RP;MOWAIT,,Intakes^
A-06	MPSSG-MUOR	Caseload Info: Aver days clients served this mth on W-List	+ :SQ;,MOAvgWaitList,^
B-01	MPSSG-MUOR	Comm. Coord: Hrs in VAWIR Committee work	+ :PR;MO-C1,Total,ServiceValue^
B-02	MPSSG-MUOR	Comm. Coord: Hrs spent on SART	+ :PR;MO-C2,Total,ServiceValue^
B-03	MPSSG-MUOR	Comm. Coord: Hrs spent on ICAT	+ :PR;MO-C3,Total,ServiceValue^
B-04	MPSSG-MUOR	Comm. Coord: Hrs spent on comm. coord. activities	+ :PR;MO-C4,Total,ServiceValue^
B-05	MPSSG-MUOR	Comm. Coord: Anything else to highlight this mth.	//NOT DONE IN WISH. MANUAL ENTRY
B-06	MPSSG-MUOR	Comm. Coord.: Kms travelled for Comm. Coord. this month	//NOT TRACKED IN WISH. MANUAL ENTRY
C-01	MPSSG-MUOR	Comm. Engagemt: Hrs spent attending events	+ :PR;MO-CE1,Total,ServiceValue^
C-02	MPSSG-MUOR	Comm. Engagemt: Hrs spent providing info/pres/comm ed.	+ :PR;MO-CE3,Total,ServiceValue^
C-03	MPSSG-MUOR	Comm. Engagemt: Hrs spen on other comm. engagemt activities	+ :PR;MO-CE2,Total,ServiceValue^
C-04	MPSSG-MUOR	Comm. Engagemt: Is there anything eslt to highlight	//NOT TRACKED IN WISH. MANUAL ENTRY
D-01	MPSSG-MUOR	New: # of males	+ :GD;M,MO,QtyCount^
D-02	MPSSG-MUOR	New: # of females	+ :GD;F,MO,QtyCount^
D-03	MPSSG-MUOR	New: # of non-binary	+ :GD;T,MO,QtyCount^
D-04	MPSSG-MUOR	New: Gender unknown	+ :RP;MO,,Intakes^ - :GD;F,MO,QtyCount^ - :GD;M,MO,QtyCount^ - :GD;T,MO,QtyCount^
D-05	MPSSG-MUOR	New: # of males 18 and under	+ :AG;14,MO,M^ + :AG;15,MO,M^ + :AG;16,MO,M^ + :AG;17,MO,M^ + :AG;18,MO,M^

D-06	MPSSG-MUOR	New: # of females 18 and under	+ :AG;14,MO,F^ + :AG;15,MO,F^ + :AG;16,MO,F^ + :AG;17,MO,F^ + :AG;18,MO,F^
D-07	MPSSG-MUOR	New: # of non-binary 18 and under	+ :AG;14,MO,T^ + :AG;15,MO,T^ + :AG;16,MO,T^ + :AG;17,MO,T^ + :AG;18,MO,T^
E-01	MPSSG-MUOR	Referrals from: MCFD	+ :PR;Z901A,Total,QtyCount^
E-02	MPSSG-MUOR	Referrals from: VictimLinkBC	+ :PR;Z901B,Total,QtyCount^
E-03	MPSSG-MUOR	Referrals from: Comm. Based Victim Services	+ :PR;Z901C,Total,QtyCount^
E-04	MPSSG-MUOR	Referrals from: Comm. Victim Safety Unit	+ :PR;Z901D,Total,QtyCount^
E-05	MPSSG-MUOR	Referrals from: Crown Counsel or Victim Court Support	+ :PR;Z901E,Total,QtyCount^
E-06	MPSSG-MUOR	Referrals from: Crime Victim Assistance Program CVAP	+ :PR;Z901F,Total,QtyCount^
E-07	MPSSG-MUOR	Referrals from: Transition houses or safe homes	+ :PR;Z901G,Total,QtyCount^
E-08	MPSSG-MUOR	Referrals from: Stopping The Violence Counselling	+ :PR;Z901H,Total,QtyCount^
E-09	MPSSG-MUOR	Referrals from: P.E.A.C.E.	+ :PR;Z901I,Total,QtyCount^
E-10	MPSSG-MUOR	Referrals from: All other referrals	+ :PR;Z901J,Total,QtyCount^
F-01	MPSSG-MUOR	Services Prov: # Individual Support Sessions	+ :PR;MO-DS,Total,QtyCount^
F-02	MPSSG-MUOR	Services Prov: # of Group Support Sessions	+ :GR;MOR,,Meetings^
F-03	MPSSG-MUOR	Services Prov: # clients prov. transp. to TH or safe home	+ :PR;ZA01A,Total,QtyCount^
F-04	MPSSG-MUOR	Services Prov: # assists with 3rd party reports/forms	+ :PR;ZA01B,Total,QtyCount^
F-05	MPSSG-MUOR	Services Prov: RefTo/Info Comm.-based Victim Services	+ :PR;ZA01C,Total,QtyCount^
F-06	MPSSG-MUOR	Services Prov: RefTo/Info Police Based Victim Services	+ :PR;ZA01D,Total,QtyCount^
F-07	MPSSG-MUOR	Services Prov.: RefTo/Info Crime Victim Assistance Prog.	+ :PR;ZA01E,Total,QtyCount^
F-08	MPSSG-MUOR	Services Prov.: RefTo/Info Victim Safety Unit	+ :PR;ZA01F,Total,QtyCount^
F-09	MPSSG-MUOR	Services Prov.: RefTo/Info Transition Houses/Safe Homes	+ :PR;ZA01G,Total,QtyCount^
F-10	MPSSG-MUOR	Services Prov.: RefTo/Info to all Other types	+ :PR;ZA01H,Total,QtyCount^
F-11	MPSSG-MUOR	Services Prov: List Other Services referred to	

G-01	MPSSG-MUOR	Staffing: Is the program fully staffed	//MANUAL ENTRY
G-02	MPSSG-MUOR	Staffing: Has the program been understaffed for 30+ days	//MANUAL ENTRY.
G-03	MPSSG-MUOR	Staffing: If understaff for 30+ days, why?	//MANUAL ENTRY
G-04	MPSSG-MUOR	Staffing: Has there been any staff changes to the program	//MANUAL ENTRY
G-05	MPSSG-MUOR	Staffing: Explanation for changes	//MANUAL ENTRY
G-06	MPSSG-MUOR	Staffing: Staff Hours worked this month	//MANUAL ENTRY
G-07	MPSSG-MUOR	Staffing: Is there anything to highlight	//MANUAL ENTRY
H-01	MPSSG-MUOR	Training: # staff receiving training	//MANUAL ENTRY
H-02	MPSSG-MUOR	Training: List training received	//MANUAL ENTRY
H-03	MPSSG-MUOR	Training: Hrs of staff training	+ :PR;MO-TR,Total,ServiceValue^
H-04	MPSSG-MUOR	Training: Anything to highlight?	//MANUAL ENTRY

Appendix E: Community Based Victim Services Statistical Formulas Created

CODE	SECTION	NAME/TITLE	FORMULA
A-01	MPSSG-CBVS	Caseload Info: # of new clients	+ :RP;VS,,Intakes^
A-02	MPSSG-CBVS	Caseload Info: # of contacts made with clients	+ :CT;VS,CrisisCall,QtyCount^ + :PR;VS-INT,Total,QtyCount^ + :PR;VS-PRE,Total,QtyCount^
A-03	MPSSG-CBVS	Caseload Info: Active caseload	+ :RP;VS,,ActiveAtStart^ + :RP;VS,,Intakes^
A-04	MPSSG-CBVS	Caseload Info: Kms travelled to provide services to clients	//NOT DONE IN WISH. MANUAL ENTRY
A-05	MPSSG-CBVS	Caseload Info: # of individuals on waitlist	+ :RP;VS-WL,,ActiveAtStart^ + :RP;VS-WL,,Intakes^
A-06	MPSSG-CBVS	Caseload Info: Aver days clients served this mth on W-List	+ ://SQ;,VSAvgWaitList,^
B-01	MPSSG-CBVS	Comm. Coord: Hrs in VAWIR Committee work	+ :PR;VS-C1,Total,ServiceValue^
B-02	MPSSG-CBVS	Comm. Coord: Hrs spent on SART	+ :PR;VS-C2,Total,ServiceValue^
B-03	MPSSG-CBVS	Comm. Coord: Hrs spent on ICAT	+ :PR;VS-C3,Total,ServiceValue^
B-04	MPSSG-CBVS	Comm. Coord: Hrs spent on comm. coord. activities	+ :PR;VS-C4,Total,ServiceValue^
B-05	MPSSG-CBVS	Comm. Coord: Anything else to highlight this mth.	//NOT DONE IN WISH. MANUAL ENTRY
B-06	MPSSG-CBVS	Comm. Coord.: Kms travelled for Comm. Coord. this month	//NOT TRACKED IN WISH. MANUAL ENTRY
C-01	MPSSG-CBVS	Comm. Engagemt: Hrs spent attending events	+ :PR;VS-CE1,Total,ServiceValue^
C-02	MPSSG-CBVS	Comm. Engagemt: Hrs spent providing info/pres/comm ed.	+ :PR;VS-CE3,Total,ServiceValue^
C-03	MPSSG-CBVS	Comm. Engagemt: Hrs spen on other comm. engagemt activities	+ :PR;VS-CE2,Total,ServiceValue^
C-04	MPSSG-CBVS	Comm. Engagemt: Is there anything eslt to highlight	//NOT TRACKED IN WISH. MANUAL ENTRY
D-01	MPSSG-CBVS	New: # of males	+ :GD;M,VS,QtyCount^
D-02	MPSSG-CBVS	New: # of females	+ :GD;F,VS,QtyCount^
D-03	MPSSG-CBVS	New: # of non-binary	+ :GD;T,VS,QtyCount^
D-04	MPSSG-CBVS	New: Gender unknown	+ :RP;VS,,Intakes^ - :GD;F,VS,QtyCount^ - :GD;M,VS,QtyCount^ - :GD;T,VS,QtyCount^
D-05	MPSSG-CBVS	New: # of males 18 and under	+ :AG;14,VS,M^ + :AG;15,VS,M^ + :AG;16,VS,M^ + :AG;17,VS,M^ + :AG;18,VS,M^

D-06	MPSSG-CBVS	New: # of females 18 and under	+ :AG;14,VS,F^ + :AG;15,VS,F^ + :AG;16,VS,F^ + :AG;17,VS,F^ + :AG;18,VS,F^
D-07	MPSSG-CBVS	New: # of non-binary 18 and under	+ :AG;14,VS,T^ + :AG;15,VS,T^ + :AG;16,VS,T^ + :AG;17,VS,T^ + :AG;18,VS,T^
D-08	MPSSG-CBVS	New: # of incidents type: Murder/Manslaughter	+ :PR;ZD.02A,Total,QtyCount^
D-09	MPSSG-CBVS	New: # of incidents type: Attempted murder	+ :PR;ZD.02B,Total,QtyCount^
D-10	MPSSG-CBVS	New: # of incidents type: DV - Intimate partner	+ :PR;ZD.02C,Total,QtyCount^
D-11	MPSSG-CBVS	New: # of incidents type: Assault/abuse-child, senior, famil	+ :PR;ZD.02D,Total,QtyCount^
D-12	MPSSG-CBVS	New: # of incidents type: Sexual assault	+ :PR;ZD.02E,Total,QtyCount^
D-13	MPSSG-CBVS	New: # of incidents type: Human Trafficking	+ :PR;ZD.02F,Total,QtyCount^
D-14	MPSSG-CBVS	New: # of incidents type: Other Criminal types	+ :PR;ZD.02G,Total,QtyCount^
D-15	MPSSG-CBVS	New: # of non-criminal incidents: Motor vehicle accidents	+ :PR;ZD.02H,Total,QtyCount^
D-16	MPSSG-CBVS	New: # of non-criminal incidents: Suicide/attempted suicide	+ :PR;ZD.02I,Total,QtyCount^
D-17	MPSSG-CBVS	New: # of non-criminal incidents: Missing persons	+ :PR;ZD.02J,Total,QtyCount^
D-18	MPSSG-CBVS	New: # of non-criminal incidents: Sudden death	+ :PR;ZD.02K,Total,QtyCount^
D-19	MPSSG-CBVS	New: # of non-criminal incidents: Other incidents	+ :PR;ZD.02L,Total,QtyCount^
E-01	MPSSG-CBVS	Referrals from: Police Based Victim Services	+ :PR;ZD.01A,Total,QtyCount^
E-02	MPSSG-CBVS	Referrals from: CVAP	+ :PR;ZD.01B,Total,QtyCount^
E-03	MPSSG-CBVS	Referrals from: VictimLink BC	+ :PR;ZD.01C,Total,QtyCount^
E-04	MPSSG-CBVS	Referrals from: Comm. Based Victim Services	+ :PR;ZD.01D,Total,QtyCount^
E-05	MPSSG-CBVS	Referrals from: Victim Safety Unit	+ :PR;ZD.01E,Total,QtyCount^
E-06	MPSSG-CBVS	Referrals from: Crown Counsel or Victim Court Support	+ :PR;ZD.01F,Total,QtyCount^
E-07	MPSSG-CBVS	Referrals from: Corrections	+ :PR;ZD.01G,Total,QtyCount^
E-08	MPSSG-CBVS	Referrals from: transition house/safe home	+ :PR;ZD.01H,Total,QtyCount^
E-09	MPSSG-CBVS	Referrals from: STV Counselling program	+ :PR;ZD.01I,Total,QtyCount^

E-10	MPSSG-CBVS	Referrals from: All other referrals	+ :PR;ZD.01J,Total,QtyCount^
F-01	MPSSG-CBVS	Services Prov: # clients assisted with safety planning	+ :PR;ZE.01A,Total,ClientCount_Period^
F-02	MPSSG-CBVS	Services Prov: # of Next of Kin Notifications	+ :PR;ZE.01B,Total,QtyCount^
F-03	MPSSG-CBVS	Services Prov: # of clients assisted w Victim Impact Stmts	+ :PR;ZE.01C,Total,ClientCount_Period^
F-04	MPSSG-CBVS	Services Prov: # clients assisted w CVAP forms	+ :PR;ZE.01D,Total,ClientCount_Period^
F-05	MPSSG-CBVS	Services Prov: # clients asstd w Stmt or Restitution Forms	+ :PR;ZE.01E,Total,ClientCount_Period^
F-06	MPSSG-CBVS	Services Prov:# clients asstd w VSU forms	+ :PR;ZE.01F,Total,ClientCount_Period^
F-07	MPSSG-CBVS	Services Prov.: Hrs or court accompaniment	+ :PR;VS-DS2,Total,ServiceValue^
F-08	MPSSG-CBVS	Services Prov.: # 3rd party forms/reports worked on	+ :PR;ZE.01G,Total,QtyCount^
F-09	MPSSG-CBVS	Services Prov.: RefTo.Info Police Based Victim Services	+ :PR;ZE.01H,Total,QtyCount^
F-10	MPSSG-CBVS	Services Prov.: RefTo/Info CVAP	+ :PR;ZE.01I,Total,QtyCount^
F-11	MPSSG-CBVS	Services Prov.: RefTo/Info Victim Safety Unit	+ :PR;ZE.01J,Total,QtyCount^
F-12	MPSSG-CBVS	Services Prov.: RefTo/Info STV Counselling	+ :PR;ZE.01K,Total,QtyCount^
F-13	MPSSG-CBVS	Services Prov.: RefTo/Info PEACE Program	+ :PR;ZE.01L,Total,QtyCount^
F-14	MPSSG-CBVS	Services Prov.: RefTo/Info OR/Multicultural OR Prog	+ :PR;ZE.01M,Total,QtyCount^
F-15	MPSSG-CBVS	Services Prov.: RefTo/Info transition house/safe house	+ :PR;ZE.01N,Total,QtyCount^
F-16	MPSSG-CBVS	Services Prov.: RefTo/Info Other Services	+ :PR;ZE.01O,Total,QtyCount^
F-17	MPSSG-CBVS	List other referrals/info about provided	//MANUAL ENTRY
G-01	MPSSG-CBVS	Staffing: Is the program fully staffed	//MANUAL ENTRY
G-02	MPSSG-CBVS	Staffing: Has the program been understaffed for 30+ days	//MANUAL ENTRY.
G-03	MPSSG-CBVS	Staffing: If understaff for 30+ days, why?	//MANUAL ENTRY
G-04	MPSSG-CBVS	Staffing: Has there been any staff changes to the program	//MANUAL ENTRY
G-05	MPSSG-CBVS	Staffing: Explanation for changes	//MANUAL ENTRY
G-06	MPSSG-CBVS	Staffing: Staff Hours worked this month	//MANUAL ENTRY

G-07	MPSSG-CBVS	Volunteer hours worked this month	//NOT TRACKED IN WISH
G-08	MPSSG-CBVS	Staffing: Is there anything to highlight	//MANUAL ENTRY
H-01	MPSSG-CBVS	Training: # staff receiving training	//MANUAL ENTRY
H-02	MPSSG-CBVS	Training: Hrs of staff training	+ :PR;VS-TR,Total,QtyCount^
H-03	MPSSG-CBVS	Training: List training received	//MANUAL ENTRY
H-04	MPSSG-CBVS	Training: Anything to highlight?	//MANUAL ENTRY

Appendix F: Codes by Type/Program

You are encouraged to check the set up in the B.C. Demo data to compare how you are setting up your various codes.

Registered Program Codes

STV

STV	Stopping The Violence
STV-WL	STV -Couns. Waitlist
STV-WLG	STV -Group Waitlist

PEACE

CW-A	CWWA - Adult
CW-C	CWWA -Child
CW-WL1	CWWA Waitlist-Children
CW-WL2	CWWA Waitlist-Moms

OR

OR	Outreach Program
ORWAIT	Outreach Waitlist

Multicultural OR

MO	Multicultural ORS
MOWAIT	Mult. ORS Waitlist

CBVS

VS	Victim Services
VS-WL	Victim Services -Waitlist

Call Type Codes

STV

STV	STV Crisis Call

PEACE

CWWA	PEACE-Call for info

OR

ORS	ORS -Call for information

Multicultural OR

MORS	Multicult ORS - Call/Info

CBVS

VS	VS Crisis Call

Time Log Codes

STV

CODE	DECRIPTION	NO CLIENT	FORM
STV-C1	STV VAWIR Committee work	Y	
STV-C2	STV SART Work	Y	
STV-C3	STV ICAT Work	Y	
STV-C4	STV Other Comm. Coordination Work	Y	
STV-TR	Training for STV Staff	Y	
STVCC	STV- Case Consult	N	
STVCCT	STV- Case Consult Travel Time	N	
STVCE	STV- Comm. Education	Y	
STVCEP	STV- Comm. Education Preptime	Y	
STVCET	STV- Comm. Education Travel	Y	
STVCPG	STV - Coping Session	N	
STVDS	STV -Direct Service	N	STVDS
STVINT	STV Intake	N	STV_I
STVPRE	STV- Pre/Post service	N	

PEACE

CODE	DECRIPTION	NO CLIENT	FORM
CW-C1	CW VAWIR Committee work	Y	
CW-C2	CW SART Committee work	Y	
CW-C3	CW ICAT Committee work	Y	
CW-C4	CW Other Community Committee Work	Y	
CW-CE1	CW Attended Community Event	Y	
CW-CE2	CW Other Community Engagement	Y	
CW-INT	CW Intake	N	CWWREF
CW-PP	CWWA-Pre/Post Service	N	
CW-TR	Training for PEACE Staff	Y	
CWEDUC	CWWA- Comm. Education	Y	
CWFAM	CWWA-Family Counselling	N	CWDS
CWIND	CWWA- Individual Counselling	N	CWDS
CWPREP	CWWA- Preptime	Y	
CWTRAV	CWWA- Travel	Y	

OR

CODE	DECRIPTION	NO CLIENT	FORM
OR-C1	OR VAWIR Committee work	Y	
OR-C2	OR SART Committee work	Y	
OR-C3	OR ICAT Committee Work	Y	
OR-C4	OR Other Comm. Coord. Activities	Y	
OR-CE1	OR Attendance at Community Event	Y	
OR-CE2	OR Other Community Engagement	Y	
OR-CE3	OR Public Education	Y	
OR-DS	OR - Direct one-on-one	N	OR-DS
OR-INT	OR Intake Prescreen	N	OR-INT
OR-PRE	OR Pre/Post Service	N	
OR-TR	OR Staff Training	Y	

Multicultural OR

CODE	DECRIPTION	NO CLIENT	FORM
MO-C1	MO VAWIR Committee work	Y	
MO-C2	MO SART Committee work	Y	
MO-C3	MO ICAT Committee Work	Y	
MO-C4	MO Other Comm. Coord. Activities	Y	
MO-CE1	MO Attendance at Community Event	Y	
MO-CE2	MO Other Community Engagement	Y	
MO-CE3	MO Public Education	Y	
MO-DS	MO - Direct one-on-one	N	MO-DS
MO-INT	MO Intake Prescreen	N	MO-INT
MO-PRE	MO Pre/post Service	N	
MO-TR	MO Staff Training	Y	

CBVS

VS-C1	VS VAWIR Committee work	Y	
VS-C2	VS SART Committee work	Y	
VS-C3	VS ICAT Committee work	Y	
VS-C4	VS Other Comm. Coord. Activities	Y	
VS-CE1	VS Attendance at Communiity Event	Y	
VS-CE2	VS Other Community Engagement	Y	
VS-CE3	VS Public Education	Y	
VS-DS1	VS -Direct Service	N	VS-DS
VS-DS2	VS -Court Accompaniment	N	VS-DS
VS-INT	VS Intake Prescreen	N	VS-INT
VS-PRE	VS Pre/Post Service	N	
VS-TR	VS Staff Training	Y	

Group Codes

STV

STV1	STV Drop in Group
STV2	STV Counselling Group

PEACE

CW-A	Child Witness - Adult
CW-C	Child Witness- Children

OR

OR	Outreach Support Group

Multicultural OR

MOR	Multic. ORS Support Group

Forms Created

See Attachments for samples

STV

STV_I	STV Intake Result
STVDS	STV Direct Service

PEACE

CWDS	PEACE Direct Service Summary (Z6)
CWWREF	CWWA Referral (Form Z4)

OR

OR-DS	OR-DS Session Summary of Services (Z7)
OR-INT	OR - Intake Prescreen

Multicultural Outreach

MO-DS	Mult. ORS Session Summary (ZA)
MO-INT	Multic. ORS Intake Pre-screen (Z9)

CBVS

VS-DS	Victim Services (Session Summary) (ZE)
VS-INT	VS - Intake Prescreen (ZD)

Attachments: Sample Forms from Demo

STV Intake Form (STV_I)

EVALUATION
STV Intake Result

1. Referred from:	(Select one of the following choices) ____ STI_1A- Self-referred ____ STI_1B- Family/friend ____ STI_1C- Ministry of Children and Family Development ____ STI_1D- Ministry of Human Resources ____ STI_1E- Mental Health ____ STI_1F- Alcohol and Drug Program ____ STI_1G- Hospital/Doctor ____ STI_1H- Other counsellors/staff from your agency ____ STI_1I- Community Service or Agency ____ STI_1J- Law Enforcement ____ STI_1K- General crisis line or service ____ STI_1L- Don't Know/No data ____ STI_1M- Other ____ STI_1N- Police Based Victim Service ____ STI_1O- C.V.A.P. ____ STI_1P- VictimLinkBC ____ STI_1Q- Comm. Based Victim Services ____ STI_1R- Victim Safety Unit ____ STI_1S- Crown Counsel or Victim Court Support ____ STI_1T- Transition House/Safe Home ____ STI_1U- P.E.A.C.E. ____ STI_1V- Stopping The Violence
2. Services Suitable?	YES/OUI NO/NON
3. Action taken with this client after intake	(Select one of the following choices) ____ STI_3A- Not coming into program ____ STI_3B- Placed on Waitlist ____ STI_3C- Placed on Waitlist AND planned Coping Sessions ____ STI_3D- Provided Immediate Service
4. Did this Client show for the appointment?	YES/OUI NO/NON

STV Direct Service (STVDS)

EVALUATION
STV Direct Service

1. How far did the client travel today to come to this session?	**(Select one of the following choices)** **____ Z5.01A- less than 5 km** **____ Z5.01B- 5-70 km** **____ Z5.01C- more than 70 km** **____ Z5.01D- Unknown**
2. During today's session what services did you provide to your client?	**(Select all that apply)** **____ STV-01- Assist with CVAP forms** **____ STV-02- Assist with Restitution Forms** **____ STV-03- Assisted with Victim Safety Unit Forms** **____ STV-04- Did Safety Planning** **____ STV-05- Worked on or completed 3rd party forms/reports** **____ STV-06- Ref to/Info given re Police Based Victim Services** **____ STV-07- Ref to/Info given re Comm. Based Victim Services** **____ STV-08- Ref to/Info given re alcohol/drug treatment** **____ STV-09- Ref to/Info given re mental health services** **____ STV-10- Ref to/Info given re Victim Safety Unit** **____ STV-11- Ref to/Info given re Trans. Houses/Safe Homes** **____ STV-12- Ref to/Info given re Other services**

PEACE Referral (CWWREF)

EVALUATION

CWWA Referral (Form Z4)

1. Who referred this family to the program?	(Select one of the following choices) ____ Z4.01A- Self Referral ____ Z4.01B- Friend/Family ____ Z4.01C- MCFD ____ Z4.01D- Min. of Human Resources ____ Z4.01E- Mental Health ____ Z4.01F- Alcohol/Drug program ____ Z4.01G- Hospital/Doctor ____ Z4.01H- Law enforcement ____ Z4.01I- Community Service or Agency ____ Z4.01J- School/Day Care ____ Z4.01K- General Crisis Line or Service ____ Z4.01L- Other (specify below ____ Z4.01M- Don't Know/No Data ____ Z4.01N- Crime Victim Assistance CVAP ____ Z4.01O- VictimLinkBC ____ Z4.01P- Comm. Based Victim Services ____ Z4.01Q- Police Based Victim Services ____ Z4.01R- Crown Counsel or Victim Court Support ____ Z4.01S- Transition House or Safe House ____ Z4.01T- Stopping The Violence counselling ____ Z4.01U- Stopping the Violence Outreach Services

2. If Other, please specify

PEACE Direct Service (CWDS)

EVALUATION

PEACE Direct Service Summary (Z6)

1. In addition to the work that you did with your client, indicate if you did any of the following:	**(Select all that apply)** **____ Z601A - Worked on/completed 3rd party forms or reports** **____ Z601B - Did safety planning**

Outreach Intake (OR-INT)

EVALUATION

OR - Intake Prescreen

1. Referred by:	**(Select one of the following choices)** **____ Z801A - MCFD** **____ Z801B - CVAP** **____ Z801C - VictimLinkBC** **____ Z801D - Comm. Based Victim Services** **____ Z801E - Victim Safety Unit** **____ Z801F - Crown Counsel or Victim Court Support** **____ Z801G - Transition House of Safe Home** **____ Z801H - Stopping the Violence** **____ Z801I - PEACE** **____ Z801J - Other**

Outreach Direct Service (OR-DS)

EVALUATION

OR-DS Session Summary of Services (Z7)

1. In addition to counselling, select any other service provided during this session:	**(Select all that apply)** **____ Z701A - transported to TH or Safe House** **____ Z701B - Ref to/Info about Comm. Based Victim Services** **____ Z701C - Ref to/Info about Police Based Victim Services** **____ Z701D - Ref to/Info about C.V.A.P.** **____ Z701E - Ref to/Info about Victim Safety Unit** **____ Z701F - Ref to/Info about TH or Safe Home** **____ Z701G - Ref to/Info about other services available** **____ Z701H - assisted with 3rd party forms/reports**

Multicultural Outreach Intake (MO-INT)

EVALUATION

Multic. ORS Intake Pre-screen (Z9)

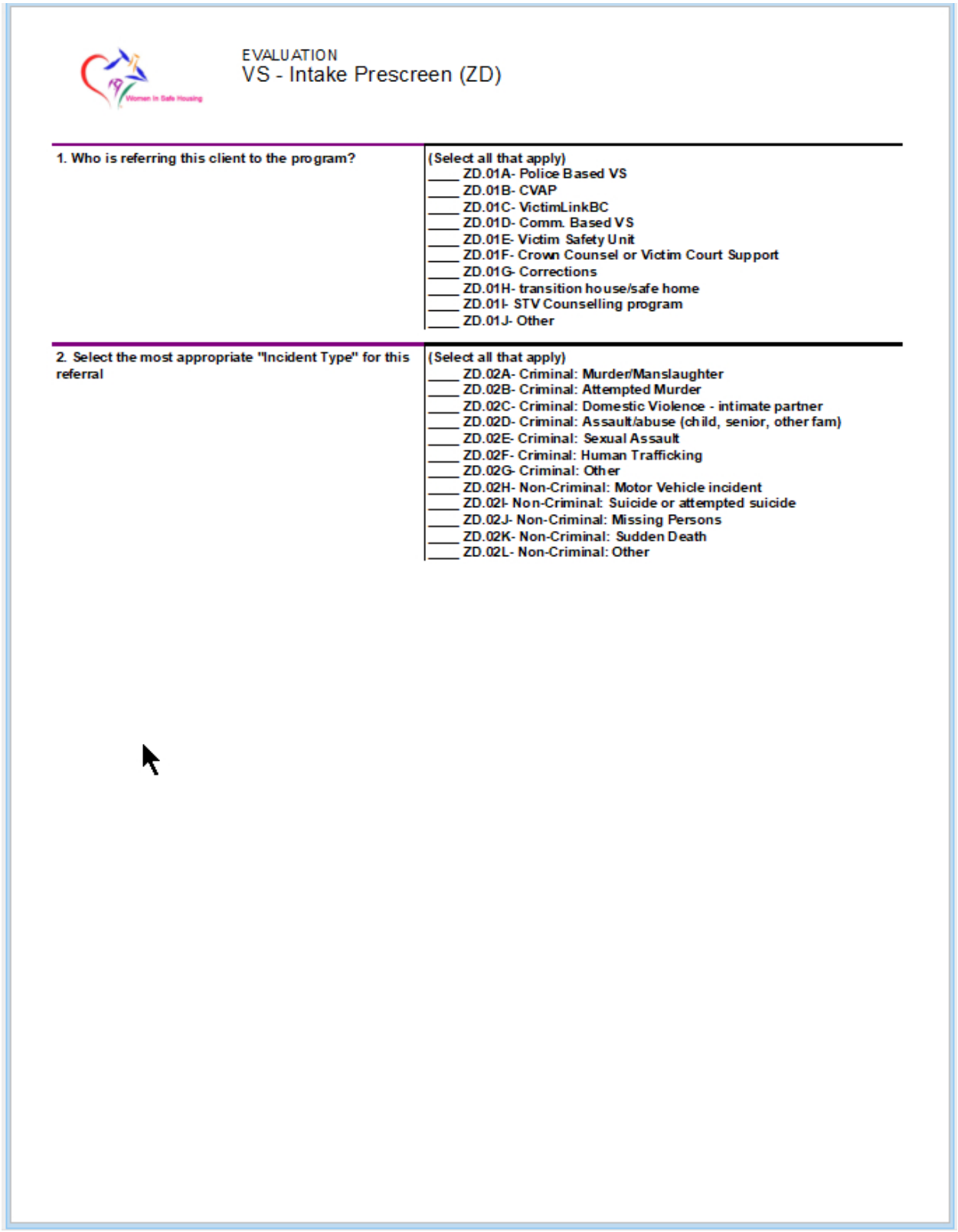
1. Referred by:	**(Select one of the following choices)** **____ Z901A - MFCD** **____ Z901B - VictimLinkBC** **____ Z901C - Comm. Based Victim Services** **____ Z901D - Victim Safety Unit** **____ Z901E - Crown Counsel of Victim Court Support** **____ Z901F - CVAP** **____ Z901G - Transition House/Safe Home** **____ Z901H - Stopping the Violence Counselling** **____ Z901I - PEACE** **____ Z901J - Other**

Multicultural Outreach Direct Service (MO-DS)

EVALUATION
Mult. ORS Session Summary (ZA)

1. In addition to counselling, did you provide any of these services during your session today?	**(Select all that apply)**

Community Based Victim Services Intake Pre-screen (VS-INT)



EVALUATION
VS - Intake Prescreen (ZD)

1. Who is referring this client to the program?	(Select all that apply) ____ ZD.01A- Police Based VS ____ ZD.01B- CVAP ____ ZD.01C- VictimLinkBC ____ ZD.01D- Comm. Based VS ____ ZD.01E- Victim Safety Unit ____ ZD.01F- Crown Counsel or Victim Court Support ____ ZD.01G- Corrections ____ ZD.01H- transition house/safe home ____ ZD.01I- STV Counselling program ____ ZD.01J- Other
2. Select the most appropriate "Incident Type" for this referral	(Select all that apply) ____ ZD.02A- Criminal: Murder/Manslaughter ____ ZD.02B- Criminal: Attempted Murder ____ ZD.02C- Criminal: Domestic Violence - intimate partner ____ ZD.02D- Criminal: Assault/abuse (child, senior, other fam) ____ ZD.02E- Criminal: Sexual Assault ____ ZD.02F- Criminal: Human Trafficking ____ ZD.02G- Criminal: Other ____ ZD.02H- Non-Criminal: Motor Vehicle incident ____ ZD.02I- Non-Criminal: Suicide or attempted suicide ____ ZD.02J- Non-Criminal: Missing Persons ____ ZD.02K- Non-Criminal: Sudden Death ____ ZD.02L- Non-Criminal: Other

Community Based Victim Services Direct Service (VS-DS)

EVALUATION
Victim Services (Session Summary) (ZE)

1. Indicate the types of services provided during todays session	(Select all that apply) ____ ZE.01A- Safety Planning ____ ZE.01B- Next of Kin Notifications ____ ZE.01C- Assisted with Victim Impact Statement ____ ZE.01D- Assisted with CVAP forms ____ ZE.01E- Assisted with Statement of Restition /related form ____ ZE.01F- Assisted with Victim Safety Unit form ____ ZE.01G- Worked on 3rd party form or report ____ ZE.01H- Ref to/Info about Police Based VS ____ ZE.01I- Ref to/Info about CVAP ____ ZE.01J- Ref to/Info about Victim Safety Unit ____ ZE.01K- Ref to/Info about STV Counselling ____ ZE.01L- Ref to/Info about PEACE program ____ ZE.01M- Ref to/Info about OR and Multicultural OR ____ ZE.01N- Ref to/Info about Transition House / Safe Home ____ ZE.01O- Ref to/Info about other services