

CJSSR – Quick Sheet

1 GRANT INFORMATION:

Agencies are asked the following general information: Date of Report, Reporting Period, Subgrant Number, Organization's Name, Type of Organization, Point of Contact, Mailing Address, Email, etc.

NOTE: Subgrant numbers should use the following format.

W	X	X	-	8	-	X	X	X
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This section also asks: "What percentage of your STOP Program subgrant were directed to ..." (see chart below)

	Percentage of subgrant funds
Sexual assault	
Domestic violence/dating violence	
Stalking	
TOTAL:	100%

The sum of these answers MUST total 100%.

2 STAFF INFORMATION:

If STOP Program grant funds were used to fund staff positions during the current reporting, then you should complete question 10 regarding FTEs.

3 PURPOSE AREAS:

All subgrantees must complete this section.

Be sure to CHECK ALL THAT APPLY.

4 COORDINATED COMMUNITY RESPONSE:

All agencies must complete the chart (question 12). The narrative in question 13 is optional.

5 POLICIES:

If STOP Program funds used to develop, substantially revise, or implement policies or protocols during the current reporting period, then you should complete the charts within question 14.

Be sure to CHECK ALL THAT APPLY.

6 PRODUCTS:

If STOP Program funds were used to develop, substantially revise, or distribute products during the current reporting period, then you should complete the chart for question 15.

7 DATA COLLECTION & COMMUNICATION SYSTEMS

If STOP Program funds were used to develop, install, or expand data collection and/or communication systems during the current reporting period, then you should complete questions 16-17.

8 SPECIALIZED UNITS:

If STOP Program funds were used for specialized units in the criminal justice system during the current reporting period, then you should complete questions 18-19.

9 SYSTEM IMPROVEMENT:

If STOP Program funds used for system improvement during the current reporting period, then you should complete the chart for question 20.

10 FUNCTION SPECIFIC AREA:

This is the only unique section across program areas (e.g. BIP, Courts, Fatality Review, Law Enforcement, Probation & Parole, Prosecution and Training).

Pay attention! Agencies providing services via...

- victim advocate located in a court
- victim-witness assistant or victim advocate located in a law enforcement agency
- victim assistant/victim-witness specialist or victim advocate located in a prosecution office, or
- DV Task Force Coordinator or a law enforcement liaison without a Fatality Review Component

should complete the VSSR instead of this report.

BE BRIEF! Narratives within this section are limited to 500 characters.

11 NARRATIVE:

This section must be completed every 4th quarter (October – December data) by ALL subgrantees. Though you are not limited by characters here, please be clear and concise.

12 SUBMISSION:

Double check your answers and be sure to save and/or print this document for your records. Once complete, press:

Submit by Email

DO NOT PRESS MORE THAN ONCE!

Continued use of this button results in multiple submissions.