Arizona Attorney General's Office of Victim Services

FY 2013 Victims' Rights Program

FY 2013 VRP ANNUAL REPORT INSTRUCTIONS

One original and FOUR copies due on or before August 9, 2013
For contract period July 1, 2012 through June 30, 2013

SECTION I: AGENCY IDENTIFYING INFORMATION

Indicate the agency, contract number and contact person identifying information as indicated as well as the name, title, phone number, fax number, and email address of the person preparing this report.

SECTION II: SUMMARY OF VRP EXPENDITURES

A. VRP BUDGET:

Write your AG approved budget as indicated on your FY 2013 Funding Agreement in column (b) by cost category. *(If a budget modification had been approved during the year, indicate that).* **Interest earned**: if interest was earned on these funds throughout the year, include interest earned in column (b).

VRP EXPENDITURES:

Indicate actual VRP expenditures in the boxes provided in column (c), according to cost category. **For VRP interest**, indicate the amount of interest earned in column (b) and include the interest in the appropriate cost category the interest was spent in column (c). *Check your calculations!* Ensure that the amount entered in column (b) "VRP TOTAL" is the sum of the amounts entered in the column (b) expenditure boxes for each cost category.

Ensure that only VRP expenditures are reported in the (c) column. If applicable, include the expended interest earned in the appropriate cost category in the (c) column. FY 2013 VRP monies should have been fully expended by June 30, 2013; any monies, including interest earned, that were not expended by this date must be returned to the Attorney General's Office with the FY 2013 VRP Annual Report document *[Note specific directions on returning funds in Section II. B of this document]*.

B. PORTION OF AWARD TO REVERT:

Subtract total VRP expenses [sum of column (c)] from the total VRP fund award [sum of column (b)]. Enter the difference in the space provided. Submit the reversion, if applicable, to the Attorney General's Office of Victim Services with this report, per the instructions on Page 13. In compliance with the VRP Guidelines, monies remaining less than $100.00 should not be returned but shall be carried forward and accounted for in the next fiscal year.

C. Indicate whether a VRP reversion warrant is included with this report. If, for any reason, a reversion warrant is due but cannot be included with this report, indicate the date this warrant will be mailed to the Attorney General's Office of Victim Services. State the reason(s) why funds are being reverted.

SECTION III: DETAIL OF VRP EXPENDITURES

A. PERSONNEL & ERE EXPENDITURE TABLE:
For each employee completely or partially funded with VRP monies during the award period, report the position title and employee name in column (a), hourly rate in column (b), total VRP monies expended for salary in column (c) and ERE in column (d). *Check your calculations!* Ensure that the amounts entered in the TOTAL boxes (for both Personnel and ERE) correctly reflect the sum of the amounts entered by position title/name. Then, ensure that the amounts reported in the TOTAL boxes match the corresponding total Personnel and ERE figures reported on page 1 of this report.

B. This table should include all VRP-funded personnel shown in letter A on page 2 of the report and also may include non-VRP funded personnel, if they spend more than 10% of their time performing mandated duties.

C. CONSULTING EXPENDITURE TABLE:
In column (a), indicate the product(s) or professional service(s) procured during the award period; in column (b) indicate the hourly rate for the consulting service(s) provided, if applicable; and in column (c), report the total VRP monies expended. *Check your calculations!* Ensure that the amount entered in the TOTAL box correctly reflects the sum of the amounts entered by line-item. Then, ensure that the amount reported in the TOTAL box matches the corresponding total Consulting figure reported on page 1 of this report.

D. EQUIPMENT EXPENDITURE TABLE:
For each item of equipment purchased with VRP monies during the award period, briefly describe the item in column (a), indicate the quantity purchased in column (b), indicate the cost per item in column (c), and report the total VRP expense in column (d). *Check your calculations!* Ensure that the amount entered in the TOTAL box correctly reflects the sum of the amounts entered by line-item. Then, ensure that the amount reported in the TOTAL box matches the corresponding total Equipment figure reported on page 1 of this report. *[Non-expendable, tangible property items with a per-unit cost of $500 or greater are considered equipment for the purposes of this report.]*

E. OPERATING EXPENDITURE TABLE:
For each type of operating expense incurred by your agency, report the total VRP monies expended in column (b). *Check your calculations!* Ensure that the amount entered in the TOTAL box, correctly reflects the sum of the amounts entered by line-item. Then, ensure that the amount reported in the TOTAL box matches the corresponding total Operating expenses figure reported on page 1 of this report. *[Items with a per-unit cost of less than*

$500 are considered operating for the purposes of this report.]

SECTION IV: SUMMARY OF NON-VRP EXPENDITURES

NON-VRP EXPENDITURES:
Non-VRP expenditures are monies spent on *statutorily mandated* victims' rights services that were paid by sources other than the VRP (i.e.: general fund, ACJC, etc). Indicate the source(s) of all non-VRP monies expended in FY 2013, to pay for statutorily mandated victim services. DO NOT REPORT YOUR AGENCY'S ENTIRE VICTIM SERVICES BUDGET UNLESS YOUR AGENCY ONLY PROVIDES MANDATED SERVICES TO VICTIMS. (Examples of non-mandated services include court escorts and crisis intervention services.)

Provide the actual amounts of total non-VRP sources expended on mandated services, by cost-category.

Example: *Your agency employs a Victim Assistance Coordinator whose duties encompass mandated victims' rights services only (such as notifying victims of inmate release or scheduled court dates). VRP funding covers 50% of this employee's salary and ERE. Non-VRP salary and ERE, for reporting purposes, cover the remaining 50% of the Coordinator's salary.*

Example: *Operating costs that relate to providing victims' rights notification (such as for postage and letterhead), should be reported when those costs are not covered by VRP funds (i.e., VRP funding covers Personnel costs only and does not cover any operating. Therefore, since providing mandated duties requires some operating expense, all operating expenses relating to mandated notification should be reported in Non-VRP.) Do not report operating costs to provide non-mandated services such as domestic violence brochures or transporting victims to court.*

It is not necessary to specify the non-VRP fund source(s) for each cost category.

Check your calculations! Ensure that the amount entered in the TOTAL box correctly reflects the sum of the amounts entered in the individual expenditure boxes for each cost category.

SECTION V: FINANCIAL REVIEW

A. Provide the name, title, department and phone number of the person responsible for overseeing and maintaining VRP financial records.

B. Briefly describe your agency's financial/accounting management and record keeping system. *This should describe how you ensure VRP monies are not spent on non-allowable costs.*

C. Self-explanatory

D. Self-explanatory. *We would like to see something that evidences VRP Funds are being maintained in an account separate from all other funds*.

E. Self-explanatory. *Please note: the answer to this question is important for supporting the need for the VRP to the State Legislature*.

SECTION VI: VICTIMS' RIGHTS SERVICES

While Section VI includes all of pages 5, 6, 7, and 8 of the report, each page is different according to *entity type*. VRP recipients are to complete, in entirety, only the particular page that is applicable to their agency/court (law enforcement, prosecutorial, courts or corrections).

Complete the service table by following the instructions below. The method for counting and reporting services is set forth very specifically in the instructions that follow. ***Your agency must report services according to these instructions for proper evaluation to occur***.

Instructions for Counting Services

The Brief Title of the referenced statute is provided to assist with reporting the number of services.

In the boxes that correspond to each statute section(s), record the number of services that your agency or court provided in fiscal year 2013 (July 1, 2012 - June 30, 2013). Record the total number of services in the box(es) at the bottom of the page. See *Services Allowable by Statute* in the pages that follow for a more detailed discussion of services and how to count them.

In general, what counts as one (1) service is each task that an agency or court is mandated by law to perform. For example, some of the tasks (*services*) that agencies are mandated to do include: giving notice to a legal entity victim of the right to be present and heard at a restitution or sentencing proceeding (one prosecutorial service); informing a victim of an arrest (one law enforcement service); notifying a victim of a probation revocation proceeding (one court service).

It is extremely important in counting services not to confuse a *method* used for achieving compliance, with what counts as a *service*. For example, simply counting the number of standard form letters mailed by an agency in implementing a particular statute usually does not net an accurate count of *services*. This is because within each of the letters sent it is likely that a victim was advised, given or informed of more than one mandated service.

In short, the method or activity used is not the task that the entity is mandated to do, and a count of such methods or activities should not be reported as the number of services.

Example: *Prosecutorial agencies are mandated under A.R.S. § 13-4408(A) to do five things: 1) inform victims of their rights; 2) list the charges against the defendant; 3) describe the steps involved in a criminal prosecution; 4) explain how to invoke their right to confer with*

the prosecution; and, 5) provide contact name and number for more information. A prosecutor that complied with this mandate by way of one letter that in fact did all five things, should multiply their total number of A.R.S. § 13-4408 mailings in FY 2013 by five (5) to arrive at the number of <u>*services*</u> *applicable for reporting for that statute section.* ***NOTE: if this notice also includes information re: victims' right to leave work under A.R.S. § 13-4439, each letter also provides (and therefore counts as) one service under that statute.***

<u>*Example*</u>*: Law enforcement agencies may choose under these guidelines to either report an actual count of each task mandated under A.R.S. § 13-4405(A)-(F) that a victim be informed of: 1) victims' rights; 2) crisis intervention, medical and emergency services; 3) Orders of Protection procedures for domestic violence victims; 4) name and number of victim assistance programs; 5) DR# and the right to contact law enforcement for information in 30 days; 6) promise to be notified of arrest/or notice of arrest; 7) initial appearance information; 8) how to submit a written statement to the court; and 9) victims' right to a copy of a free police report in certain cases.* ***Or****, agencies may multiply the total number of Victims' Rights Request/Waiver forms given to victims in FY 2013 by nine (9) to report the number of A.R.S. § 13-4405(A)-(F) services.* ***Note: Law enforcement agencies*** <u>***cannot***</u> ***use UCR data as their basis for calculating victims' rights services.***

<u>*Example*</u>*: Courts (Juvenile Detention) are mandated under A.R.S. § 8-393(A) to notify victims of the release of a detained juvenile; in addition, courts are mandated under A.R.S. § 8-387 to provide victims a copy of the terms and conditions of a detained juvenile's release. A court that complied with these mandates by way of one letter and/or telephone call that notified of the release and provided the terms and conditions of release should report their total number of such letters/calls (accessible data) under* <u>***each***</u> *of these statute sections on the "Courts/Juvenile Detention" table, (page 7) .*

LAW ENFORCEMENT/CUSTODIAL

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4405(A)-(F)
Count as one (1) service each instance in which a victim of a criminal offense was informed by the law enforcement agency of: 1) his or her rights; 2) crisis intervention, emergency and medical services; 3) Orders of Protection procedures for domestic violence victims, 4) names and numbers of victim assistance programs, 5) DR # and right to get information in 30 days, 6) promise to be notified of an arrest; 7) initial appearance information, 8) how to submit a written statement to the court and 9) his or her right to receive a free police report.

OR,

Count as nine (9) services each instance in which a law enforcement officer gave a victim a *Victims' Rights Request/Waiver* form. DO NOT use UCR data to determine number of forms given.

§ 13-4407
Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by the custodial agency.

§ 13-4412(A)
Count as one (1) service each instance in which a victim and prosecutor were notified by the custodial agency of an accused person's release.

§ 13-4412(B)
Count as one (1) service each instance in which a victim and prosecutor were given notice by the custodial agency of an escape of the accused.

Count as one (1) service each instance in which a victim and prosecutor are notified of the re-arrest of an escaped suspect (pre or post conviction).

§ 13-4413(B)
Count as one (1) service each instance in which a victim was given written notice by the sheriff of the prisoner's release or count as one (1) service each notice of death (post-conviction).

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-386(A)-(F)
Service count procedure is same as described under § 13-4405(A)-(F), but service is provided to victims of juvenile offenses.

No other allowable juvenile statutes apply to law enforcement agencies; statutory mandates relating to detention and release of juveniles can be found in the "Courts" section.

PROSECUTORIAL

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4404.1-2
Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to appear and be heard at a restitution or sentencing proceeding.

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to submit a written statement concerning restitution and sentencing.

§ 13-4404.3
Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the date, time, and place of a restitution or sentencing proceeding.

§ 13-4406
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the date, time, and place of the initial appearance of an accused who appeared in response to a summons or Writ of Habeus Corpus.

§ 13-4407
Count as one (1) service each instance in which a victim was provided by the prosecutor, a copy of terms and conditions of release of an accused who was summoned to appear.

§ 13-4408(A)
Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency: 1) of his/her rights; 2) of the charge(s) against the defendant; 3) of the steps involved in a prosecution; 4) of how to invoke his/her right to confer; and, 5) who to contact for more information.

§ 13-4408(B)
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the reasons for declining to proceed with a prosecution and of the victim's right to confer with the prosecutor.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-385.1-2
Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to appear and be heard at a restitution or disposition proceeding.

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to submit a written statement concerning restitution and disposition.

§ 8-385.3
Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the date, time, and place of a restitution or disposition proceeding.

§ 8-389(A)
Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency: 1) of his/her rights; 2) of the charge(s) against the defendant; 3) of the steps involved in a delinquency prosecution; 4) of how to invoke his or her right to confer with the prosecutor; and, 5) who to contact for more information.

§ 8-389(B)
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the reasons for declining to proceed with a prosecution and of the victim's right to confer with the prosecutor.

§ 8-390(D)
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of a scheduled delinquency proceeding (not including detention hearings), or any changes to that schedule.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4409(C)
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of a scheduled criminal proceeding (including any continuances, but not including initial appearances or arraignments), or any changes to that schedule.

§ 13-4410(A)
Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency of the acquittal, or dismissal of charges against the defendant.

§ 13-4410(A)-(C) [Felonies]
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of: 1) a conviction, 2) the function of the presentence report and the probation department name and number, 3) the victim's right to make an impact statement and what it can include, 4) the right to view the presentence report and receive a copy on request, 5) the right to be present and heard at any pre-sentence or sentencing proceeding, 6) the right to file a restitution lien and 7) of the time, place, and date of the sentencing proceeding.

§ 13-4410(A)-(C) [Misdemeanors]
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of: 1) a conviction, 2) the victim's right to make an impact statement and what it can include, 3) the right to be present and heard at any pre-sentence or sentencing proceeding, 4) the right to file a restitution lien and 5) of the time, place, and date of the sentencing proceeding.

§ 13-4411(A)-(C)
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the sentence imposed on the defendant.

Count as one (1) service each instance in which a victim was provided a *Post-Conviction Notification Request* form by the prosecutorial agency.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-391(A)
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of a transfer to adult court, an acquittal, or a dismissal of charges against the juvenile defendant.

§ 8-391(A)-(C)
Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency of: 1) a delinquent adjudication, 2) the function of the predisposition report and the juvenile probation department name and number, 3) the victim's right to make an impact statement and what it may include, 4) the right to receive portions of the predisposition report, 5) the right to be present and heard at any predisposition or disposition proceeding, 6) the right to file a restitution lien, and 7) the time, place, and date of the disposition proceeding.

§ 8-392(A)
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the disposition imposed on the juvenile defendant.

§ 8-392(B)-(C)
Count as one (1) service each instance in which a victim was provided a *Post-Adjudication Notification Request* form by the prosecutorial agency.

§ 8-392(D)
Count as one (1) service (each), each instance in which a victim was notified of a post-adjudication review or appellate proceeding.

Count as one (1) service each instance in which a victim was notified of the decisions arising out of a post-conviction proceeding.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4411(D)
Count as one (1) service, each instance in which a victim was notified by the prosecutorial agency of a post-conviction review or appellate proceeding.

Count as one (1) service each instance in which a victim was notified of the decisions arising out of a post-conviction proceeding.

§ 13-4425
Count as one (1) service each instance in which a victim was given a copy of the presentence report by the prosecutorial agency.

§ 13-4433(B)(D)
Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of a defendant's actual request for an interview and advised by the prosecutorial agency of the victim's right to refuse the interview.

Count as one (1) service each instance in which a victim consented to an interview and the prosecutorial agency informed the defendant's attorney of the time, place, or conditions imposed by the victim for the interview.

§ 13-4439
Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of the victims' employment leave rights.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-412(B)(D)
Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of a juvenile defendant's actual request for an interview and advised by the prosecutorial agency of the victim's right to refuse the interview.

Count as one (1) service each instance in which a victim consented to an interview and the prosecutorial agency informed the defendant's attorney of the time, place, or conditions imposed by the victim for the interview.

§ 8-420
Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of the victims' employment leave rights.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4410(D)
Count as one (1) service, each instance in which a victim was given notice by the court of the 1) date, time and place of sentencing and 2) the right to be present and heard at the sentencing proceeding.

§ 13-4415(A)
Count as one (1) service, each instance in which a victim was given notice by the court of a probation revocation disposition proceeding where the court is asked to terminate probation or intensive probation.

Count as one (1) service, each instance in which a victim was given notice by the court of a hearing on proposed modifications to probation or intensive probation.

Count as one (1) service, each instance in which a victim was given notice by the court of the arrest of person who is on supervised probation that was arrested due to a warrant issued for probation violation.

§ 13-4415(B)
Count as one (1) service, each instance in which a victim was given notice by the court of any modification to the terms of probation which affect restitution, incarceration status, contact with the defendant, or safety of the victim.

Count as one (1) service, each instance in which a victim was notified by the court of their right to be heard at the hearing to modify the terms of probation.

Count as one (1) service, each instance in which a victim was notified by the court of any probation violation that resulted in the filing of a petition to revoke probation.

Count as one (1) service, each instance in which a victim was notified by the court that a petition to revoke probation has been filed because the defendant absconded.

Count as one (1) service, each instance in which a victim was notified by the court of any conduct by the defendant that raises substantial concern for the safety of the victim.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-387
Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by the court.

§ 8-388
Count as one (1) service each instance in which a victim was notified of the acceptance of a juvenile defendant into a diversion program (including the conditions that the juvenile must comply with for the complaint or citation to be adjusted/dismissed).

Count as one (1) service each instance in which notice was given that the victim would be notified of a juvenile defendant's completion of a diversion program.

§ 8-393(A)
Count as one (1) service each instance in which a victim was notified of an accused juvenile's release or escape [pre-adjudication].

§ 8-391(D)
Count as one (1) service each instance in which a victim was given notice by the court of the 1) date, time and place of sentencing, and 2) the right to be present and heard at the sentencing proceeding.

§ 8-396(A)
Count as one (1) service, each instance in which a victim was given notice by the court of a probation revocation disposition proceeding to terminate the probation or intensive probation of the delinquent.

Count as one (1) service, each instance in which a victim was given notice by the court of a hearing to modify the juvenile's terms of probation or intensive probation.

Count as one (1) service, each instance in which a victim was given notice by the court of the arrest of the delinquent due to a warrant issued for a probation violation.

§ 8-396(B)
Count as one (1) service, each instance in which a victim was given notice by the court of any modification to the terms of probation which affect restitution, incarceration status, contact with the delinquent, or safety of the victim.

CRIMINAL [TITLE 13, CHAPTER 40]	JUVENILE [TITLE 8, CHAP. 3, ART. 7]
§ 13-4435 (B) Count as one (1) service, each instance in which a victim's counsel was given notice by the court of any request for a continuance.	Count as one (1) service, each instance in which a victim was notified by the court of their right to be heard at the hearing to modify the terms of probation. Count as one (1) service, each instance in which a victim was notified by the court of any probation violation that resulted in the filing of a petition to revoke probation. Count as one (1) service, each instance in which a victim was notified by the court that a petition to revoke probation has been filed because the delinquent absconded. Count as one (1) service, each instance in which a victim was notified by the court of any conduct by the juvenile that raises substantial concern for the safety of the victim. **§ 8-397(A)** Count as one (1) service each instance in which a victim was given written notice by the court of the release or discharge of a person placed by court order in a mental health treatment or residential treatment agency. **§ 8-397(B)** Count as one (1) service each instance in which a victim was given notice of escape of juvenile from a mental health treatment agency or residential treatment agency. Count as one (1) service, each instance in which a victim is notified of the readmission of an escaped juvenile from a mental health treatment agency or a residential treatment agency. **§ 8-404(C)** Count as one (1) service each instance in which a victim was given a copy of the predisposition report by the court.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4412(B)

Count as one (1) service each instance in which a victim and prosecutor were given notice by Department of Corrections of an escape of an inmate.

Count as one (1) service each instance in which notice of re-arrest of an escaped prisoner is given.

§ 13-4413(A)

Count as one (1) service each instance in which a victim was given written notice by the Department of Corrections of the earliest release date of the prisoner.

Count as one (1) service, each instance in which a victim was given notice by the Department of Corrections of the prisoner's release

Count as one (1) service, each instance in which a victim was given notice by the Department of Corrections of the prisoner's death.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-387

Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by ADJC.

§ 8-393(B)

Count as one (1) service each instance in which a victim and prosecutor were given notice by ADJC of an escape of a juvenile from ADJC.

Count as one (1) service each instance in which notice of re-arrest of an escaped juvenile from ADJC is given.

§ 8-394(A)(B)

Count as one (1) service, each instance in which a victim was given written notice by ADJC of the earliest release date of the juvenile.

Count as one (1) service, each instance in which a victim was given written notice by ADJC of the juvenile's impending release.

Count as one (1) service, each instance in which a victim was given written notice by ADJC the juvenile's death.

JUVENILE [TITLE 8, CHAP. 3, ART. 7] continued

§ 8-395(B)(C)

Count as one (1) service, each instance in which a victim was given written notice by ADJC of: 1) a post-adjudication release hearing date, and 2) the victim's right to be present and heard or to submit a statement.

Count as one (1) service, each instance in which a victim was given notice by ADJC of a post-adjudication release hearing decision.

§ 8-396(D)

Count as one (1) service (each), each instance in which a victim was given notice by ADJC of a conditional liberty revocation disposition proceeding.

Count as one (1) service (each), each instance in which a victim was given notice by ADJC of a modification to the terms of conditional liberty.

Count as one (1) service, each instance in which a victim was given notice by ADJC of an arrest pursuant to a warrant issued for a conditional liberty violation.

§ 8-397(A)(B)

Count as one (1) service each instance in which a victim was given written notice by ADJC of the release of the accused or delinquent.

Count as one (1) service, each instance in which a victim was given notice by ADJC of the discharge of the accused or delinquent.

Count as one (1) service (each), each instance in which a victim was given notice by ADJC of the escape of a person placed by court order in a mental health treatment agency or a residential treatment agency.

Count as one (1) service each instance in which victim was given notice of readmission of an escaped juvenile.

SECTION VII: PERFORMANCE REVIEW

A. Insert total number of *services* (per above instructions). For FY 2012 numbers, insert the number reported in your FY 2012 Annual Report. If corrections were made with the Attorney General's Office to your report after it was submitted, be sure to use the corrected numbers. For FY 2013 numbers take the total number from page 5, 6, 7 or 8 of the report.

B. Insert total number of independent victims served by your agency.
Example: *A non-custodial police department that arrests a suspect and provides all A.R.S. §13-4405 services will count that victim one time. In other words, total number of services divided by 9 equals number of victims.*

PROSECUTOR'S OFFICES: should include legal entities, declinations, new victims as well as existing victims in this count.

C. Self explanatory

D. Please include a copy of your agency's tally sheet or database report that shows how your agency counts services provided.

E. It is statutorily required by *A.R.S §41-191.08(F)* that each VRP funded agency report on the level of victim satisfaction with services. If you provide an assessment of High, Average or Low, provide data on which this is based including, for example, number of victims surveyed, number of victims who responded, average results, copy of survey or survey protocol, etc.

F. Self explanatory

SECTION VIII: CERTIFICATION

The official agency head or presiding judge must initial, sign, and date this section as indicated. Additionally, the official agency head or presiding judge's name must be printed or typed and her/his title indicated.

ANNUAL REPORT SUBMISSION

REVIEW THE FOLLOWING CHECKLIST PRIOR TO MAILING YOUR ANNUAL REPORT:

_____ Ensure that all pages of the report are completed accurately, per the instructions.

_____ Ensure that any attachments are enclosed and identified according to the report item referenced.

_____ If you are reverting monies, ensure that a reversion warrant made payable to *Office of the Attorney General – VRP* is enclosed with the Annual Report, sent to the address listed below. Be sure that the check and/or envelope indicate your agency's name. Note: monies remaining less than $100.00 do not need to be reverted and shall be carried forward and accounted for in next fiscal year's cycle.

_____ Ensure that the certification section has been initialed and signed by your agency head or presiding judge.

_____ Print and mail the completed report along with one copy according to the instructions below, post-marked on or before August 9, 2013.

Mail the completed, signed ORIGINAL and FOUR COPIES to the following address:

Jacob Schmitt
State Victims' Rights Administrator
Attorney General's Office of Victim Services
1275 W. Washington St.
Phoenix, AZ 85007-2926

QUESTIONS?

Please call Jacob Schmitt at
Phone: (602) 542-8451 or email: jacob.schmitt@azag.gov

LATE REPORTS

Be advised that, as provided in section II, paragraph C of the FY 2013 VRP Funding Agreement, the Attorney General will reduce and/or discontinue funding to your agency in FY 2015, according to the schedule below, **for failure to submit, on or before August 9, 2013, the FY 2013 VRP Annual Report** that is required pursuant to A.R.S. § 41-191.08(F).

# BUSINESS DAYS LATE	**One -Five days**	**Six - Ten days**	**11 - 15 days**	**16+ days**
% OF FY 2015 REDUCTION	5%	10%	15%	25%