

To record a Secondary Victim, enter the secondary victim's demographic information (age, gender, race, ethnicity, and/or relationship to client) and click the Add/Edit Secondary button.

domestic violence > general crimes > administrative utility > welcome, Test User | logout >

Sexual Assault (SA)

Data Entry | Administrative Utility | Reports

OCVA Office of Crime Victims Advocacy | Washington State Department of Social & Health Services | CA Children's Administration

New Client or Case | Find Client or Case

Demographics | Offenders | Income | Referrals | SA History | Needed / Received | **Secondary Victims**

Client ID: None Case ID: None

Age: 26 Gender: Female
 Race: White Ethnicity: Non-Hispanic/Non-Latino
 Relationship to Client: Friend

Add / Edit Secondary | Clear Secondary

Age Gender Relationship To Client

Services Provided to this Secondary Victim

Service	Staff/Volunteer	Date	Hours of Service
Select an item	Select an iter		

Add/Edit Service | Clear Service

Next Page | Submit | Clear | Cancel

Click "Add/Edit Secondary" to save a new secondary victim.

Continue this process for any number of secondary victims you served. Each secondary victim will be listed after they are saved, as shown in the screenshot below:

Demographics | Offenders | Income | Referrals | SA History | Needed / Received | **Secondary Victims**

Client ID: SATest1 Case ID: 509

Age: [] Gender: Select an Item
 Race: Select an Item Ethnicity: Select Item
 Relationship to Client: Select an Item

Add / Edit Secondary | Clear Secondary

Age	Gender	Relationship To Client
26	Female	Friend
15	Female	Child

Services Provided to this Secondary Victim

Service	Staff/Volunteer	Date	Hours of Service
Select an item	Select an iter		

Add/Edit Service | Clear Service

Next Page | Submit | Clear | Cancel

This client has two secondary victims listed, a 26 year old friend and a 15 year old child.

To record **services** to each of the Secondary Victims, select the secondary victim you provided services to by clicking on their saved record.

OCVA Sexual Assault - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://fortress.wa.gov/cted/qaocvainfonet/Default.a...

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Sexual Assault (SA)

Data Entry Administrative Utility Reports

Office of Crime Victims Advocacy

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New Client or Case Find Client or Case

Client ID: SATest1 Case ID: 509

Demographics Offenders Income Referrals SA History Needed / Received **Secondary Victims**

Age: [] Gender: Select an Item
Race: Select an Item Ethnicity: Select Item
Relationship to Client: Select an Item

Add / Edit Secondary Clear Secondary

Age	Gender	Relationship To Client	
26	Female	Friend	←
15	Female	Child	

Services Provided to this Secondary Victim

Service	Staff/Volunteer	Date	Hours of Service
Select an item	Select an iter	[]	[]

Add/Edit Service Clear Service

Next Page Submit Clear Cancel

Done

start

Inbox - Microsoft Out... OCVA Sexual Assault ...

Internet

2:30 PM

Select the Secondary Victim you provided services to by clicking on their saved record.

OCVA Sexual Assault - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://fortress.wa.gov/cted/qaocvainfonet/Default.a>

Data Entry Administrative Utility Reports

Client Intakes

Medical and Criminal Justice System

CSAP and Specialized Services

Marginalized Services

Crisis Intervention & Information/Referral

Prevention Activities

Systems Coordination & Program Support

Community Organizing & Responding

Demographics Offenders Income Referrals SA History Needed / Received

New Client

Client ID: SATest1 Case ID: 509

Age 26 Gender Female

Race Native American/Alaska Nati Ethnicity Non-Hispanic/Non-Latino

Relationship to Client Friend

Add / Edit Secondary Clear Secondary

Age	Gender	Relationship To Client
26	Female	Friend
15	Female	Child

Services Provided to this Secondary Victim

Service	Staff/Volunteer	Date	Hours of Service
Medical Advocacy	Longoria	6/16/2006	0.25

Next Page Submit Clear Cancel

Once you've selected the secondary victim you provided services to, their information will appear in the gray box.

Any previously entered services will also show up at the bottom of the screen.

To enter services to this secondary victim, select the appropriate choices and click the "Add/Edit" Service button.