

How to Guide

Offender/Victims Linked in DV ClientTrack

1. A recent change in DV ClientTrack now allows you to search by **“Offender”** and view the **“Victims”** linked to the **“Offender”**.
2. To begin: From the **“Clients” Workspace**, complete a **“Find Client”** search using the **“Victims Name, SSN or DOB”** then click on **“Search”**.

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name: Alma
 Last Name: News
 Middle Name:
 Social Security Number:
 Alternate Reference ID:
 Birth Date:
 Client ID:
 Client Type: Client

Find Client

3. Once you locate the **“Victim’s Client Record”** click on the **“Victim’s”** information line and you will be taken to the Victim’s **“Dashboard”**.

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name: Alma
 Last Name: News
 Middle Name:
 Social Security Number:
 Alternate Reference ID:
 Birth Date:
 Client ID:
 Client Type: Client

Find Client

First Name	Last Name	Middle Name	SSN	Alternate Reference ID	Birth Date	Client ID	Client Type
Alma	News		XXX-XX-7896		07/06/1981	448	Client

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4. From the **“Victim’s Dashboard”**, go to the menu of the left side of the screen and click on the **“Client Profile”** option.
5. Next, click on **“Crimes”**

ClientTrack

Alma News
DOB: 7/16/1981
SSN: 315-52-7896
CLIENT ID: 448

Alma News's Information

Name: News, Alma
Birth Date: 7/16/1981
Age: 39
Gender: Female
Veteran: No
Ethnicity: Hispanic/Latino
Race: Black or African American, White

Alma's Enrollments

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project End Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
My Fake DV Shelter	2	02/19/2016		02/19/2016	395	408	Permanent housing (other ...	2/19/2016

Alma's Case Manager Assignments

Case Manager	Begin Date	End Date	Enrollment
Training 09	02/19/2016	Inactive	My Fake DV Shelter

Alma's Services

Assessment ID	Date	Service	Units	\$ Total	Organization
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6. The **“Crimes Assessment”** will appear which will display the **“Offender’s Name”** (The **“Crimes Assessment”** is completed during the **“Intake/Enrollment Workflow”** and it is important for staff to complete the **“Offender’s”** information during the Client’s enrollment in your DV project.
7. To view the **“Crimes Assessment”**, click on the little pencil to the left of the **“Crimes Assessment”** as shown below.

ClientTrack

Alma News
DOB: 7/16/1981
SSN: 315-52-7896
CLIENT ID: 448

Domestic Violence Crimes

Below is a list of the crimes or incidents where the current client is identified as the victim. Crime records define the relationship between the offender client and victim client records. To create a new crime, click **Add New Crimes** or **Add New**. To edit an existing crime, click **Edit** next to the record.

Incident Date	Crime	Primary Victimization	Offender	Relation to Victim	Court Case
02/18/2016	Domestic Violence	No	News, Bob N	Intimate Partner/Dating Partner	

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8. The **“Crimes Assessment”** will display on the screen. The **“Offender’s Name”** will display in the **“Abuser”** field.

The screenshot shows the 'Domestic Violence Crime' assessment form in the ClientTrack system. The form includes fields for Incident Date (02/18/2016), Abuser (News, Bob Ne), Offender Birth Date (2/16/1981 12:00:00 AM), Relationship to Victim (Intimate Partner/Dating Partner), Household (SELECT), Crime (Domestic Violence), VOCA Victimization Category (Domestic Violence), Primary Victimization (checkbox), Repeat Victim (Yes), and Comments. An orange arrow points to the 'Abuser' field, which contains the text 'News, Bob Ne'.

9. Next, we will learn how to search for an **“Offender”**.
- On the **“Find Client”** screen, click on the drop-down arrow on the **“Client Type”** field and then click on **“Offender”**.
 - Enter the **“Offender’s Name”** then click on **“Search”**.

The screenshot shows the 'Find Client' search screen in the ClientTrack system. The search criteria include First Name (Bob), Last Name (News), Middle Name, Social Security Number, Alternate Reference ID, Birth Date, Client ID, and Client Type (Offender). An orange arrow points to the 'Search' button. Another orange arrow points to the 'Client Type' dropdown menu, which is set to 'Offender'.

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10. The “Offender’s” record will appear. Click on the **Offender’s** information.

The screenshot shows the ClientTrack interface. On the left is a sidebar with navigation options. The main area displays a search form and a table of results. The search form includes fields for First Name, Last Name, Middle Name, Social Security Number, Alternate Reference ID, Birth Date, Client ID, and Client Type. The results table has columns for First Name, Last Name, Middle Name, SSN, Alternate Reference ID, Birth Date, Client ID, and Client Type. A red box highlights the first row of the table, which corresponds to the client 'Bob News'.

First Name	Last Name	Middle Name	SSN	Alternate Reference ID	Birth Date	Client ID	Client Type
Bob	News	Ne			02/16/1981	466	Offender

11. The “Offender’s Dashboard” displays on the screen.

The screenshot shows the ClientTrack interface with the 'Offender's Dashboard' for 'Bob News'. The dashboard is divided into several sections: 'Bob News's Information', 'Bob's Enrollments', 'Bob's Case Manager Assignments', and 'Bob's Services'. Each section contains a table of data. The 'Bob News's Information' section shows a profile picture and basic information. The 'Bob's Enrollments' section shows a table of enrollment records. The 'Bob's Case Manager Assignments' section shows a table of case manager assignments. The 'Bob's Services' section shows a table of service records.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
No records found.								

Case Manager	Begin Date	Status	End Date	Enrollment
No records found.				

Service	Begin Date	Status	End Date	Enrollment
No records found.				

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12. From the “Offender’s Dashboard”, go to the menu on the left side of the screen and click on the “Client Profile” option.

13. Next, click on “Offender Victims”.

The screenshot shows the ClientTrack interface. On the left is a dark blue sidebar with a menu. The 'Client Profile' option is highlighted with a red box, and below it, the 'Offender Victims' option is also highlighted with a red box. The main content area is titled 'Bob News's Dashboard'. It contains several sections: 'Bob News's Information' with a profile picture and fields for Name, Birth Date, Age, Gender, Veteran, Ethnicity, and Race; 'Bob's Enrollments' with a table showing no records; 'Bob's Case Manager Assignments' with a table showing no records; and 'Bob's Services' with a table showing no records.

14. A list of this Offender’s Victims will display on the screen.

The screenshot shows the ClientTrack interface with the 'Offender Victims' section selected. The sidebar menu is visible on the left. The main content area displays a table of victims for Bob News. The table has five columns: Victim Name, Offender Relation to Victim, Incident Date, Crime, and VOCA Victimization Category. Two victims are listed: Jones, Mary and News, Alma. The table is highlighted with a red box.

Victim Name	Offender Relation to Victim	Incident Date	Crime	VOCA Victimization Category
Jones, Mary	Intimate Partner/Dating Partner	03/03/2021	Domestic Violence	D. Domestic Violence
News, Alma	Intimate Partner/Dating Partner	02/18/2016	Domestic Violence	D. Domestic Violence

15. **NOTE: You have access to view the Offenders and Victims entered by your agency. DV ClientTrack is a “Closed” system and will not allow you to see Offender/Victim records entered by other DV provider agencies.**