

Virginia Domestic Violence Fatality Review Information System (VAFRIS)

User Manual

For additional assistance, please contact:

Emma Duer

Domestic Violence Fatality Review and Surveillance Coordinator

Office of the Chief Medical Examiner

737 North 5th Street, Suite 301

Richmond, VA 23219

Email: Emma.Duer@vdh.virginia.gov

Phone: 804.205.3858

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Introduction

What is VAFRIS?

The Virginia Domestic Violence Fatality Review Information System (VAFRIS) is web-based database for collecting, storing, and analyzing data collected by Virginia Domestic Violence Fatality Review Teams during the case review process. Components of the system include:

Web-based Database	The web-based database (referred to as VAFRIS) is a platform for entering case review data, which is then stored on a server for analysis and reporting. The two main functions of the database are the Data Entry Form and the Report Menu .
User Manual	The User Manual (this document) provides basic information and guidance for correct use of VAFRIS, including key concepts, data flow, codes, schemes, and definitions.
Data Collection Form	The Data Collection Form is a printable document containing all the VAFRIS data elements. The purpose of this form is to assist teams in planning and implementing data collection protocols during case review. This form can be used during case review to collect data to be entered into the web-based database later, or as an additional reference when navigating VAFRIS or considering how to incorporate data collection into your team’s case review process.

Who Can Use VAFRIS?

VAFRIS is currently available to Virginia’s local and regional Domestic Violence Fatality Review (DVFR) teams. Teams wishing to use VAFRIS can acquire a User Account by contacting the DVFR Coordinator at the Office of the Chief Medical Examiner (OCME). Participating teams will be required to sign a Data Use Agreement describing the team’s rights and responsibilities as they relate to VAFRIS.

How Can VAFRIS Be Used?

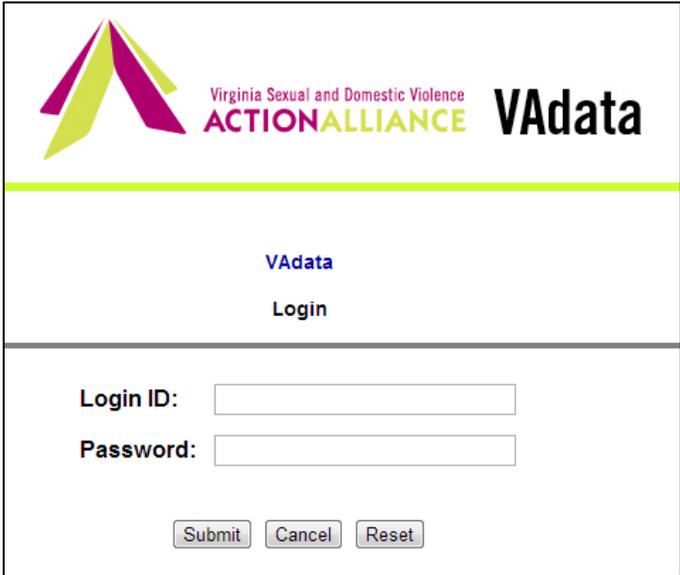
No team is required to enter data into the system, nor is any team using the system required to complete all sections of the form. Examples of how teams might benefit from VAFRIS include:

- Providing structure and order to case review
- Serving as a model for implementing data collection during case review
- Supplementing or expanding current data collection activities
- Archiving data collected during past case reviews
- Generating aggregate data for reporting
- Identifying trends in fatal domestic violence at the local level

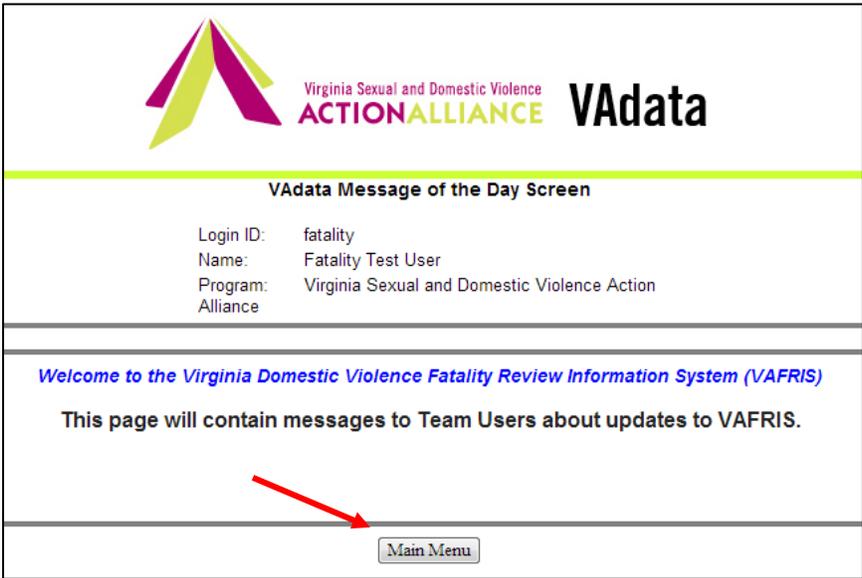
Accessing the Web-Based VAFRIS

To access the Virginia Domestic Violence Fatality Review Information System online, you will need a computer with internet access. Point your browser at: <http://www.vadata.org/fatality>

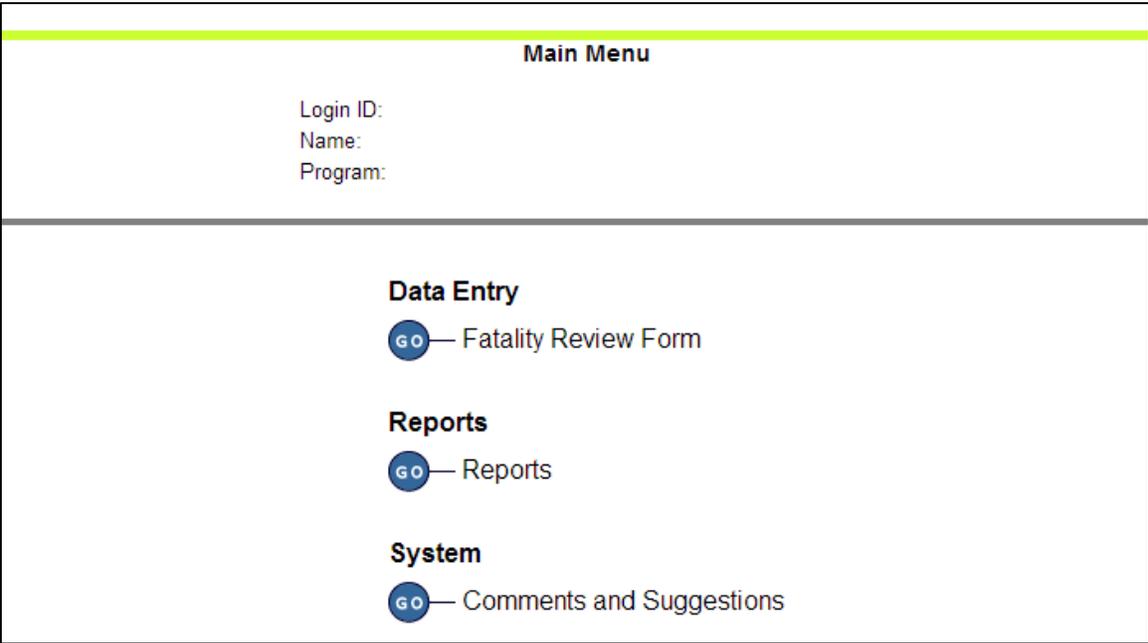
- 1. **Log In:** Use the ID and Password provided your team by the OCME to log into VAFRIS.
 - a. Remember: Your team is allowed a maximum of 2 user accounts. Please limit access to these IDs and Passwords to one person assigned to data entry, plus one backup person.



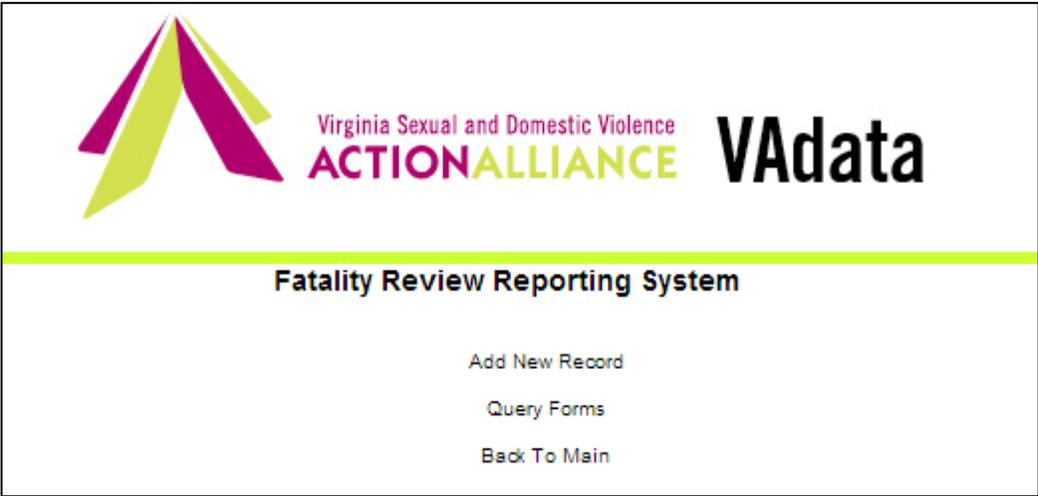
- 2. **Welcome Page:** This page will contain any important messages about System problems and updates. Click “Main Menu” to access VAFRIS.



- 3. **Main Menu:** From the Main Menu, you can access **Data Entry, Reports, or Comments and Suggestions** .
 - a. **Data Entry:** Allows you to enter new case data, resume data entry on a previous case, or view previously entered cases.
 - b. **Reports:** Allows you to run selected reports on data your team has already entered.
 - c. **Comments and Suggestions:** Allows you to post a comment or suggestion that can be viewed by other Users.



- 4. **Data Entry:** From the **Data Entry** menu, you have the option of adding a new record, or looking up a previously entered record.
 - a. **Add New Record:** Click here to start entering data on a new case.
 - b. **Query Forms:** Click here to view or resume data entry on a previous case.



- 5. **Add New Record:** Selecting this option will automatically begin a new data entry form.
 - a. **Items 2-16** are required before you can move to the next page.
 - b. Click **Exit** to close the data entry form without saving.

 **VAdata**

New Fatality Review Form

Section One - Primary Information

Answer the following questions about the fatal event that occurred between the Alleged Offender and the Primary Decedent

1) Local case number or name assigned to this case

2) Domestic violence fatality review team:

3) Date of death

4) Zip Code where primary decedent was fatally injured

5) Type of location where fatal event occurred

6) Death Type

7) Number of people that died in fatal event:

10) Was the primary decedent a past or current intimate partner of the alleged offender?

16) The alleged offender was the

The primary decedent was the

Please review your data carefully. Once you have saved the data on the summary screen following, you will not be able to change any data in Items 6-16.

- 6. **Query Forms:** Selecting this option will take you to a search page.
 - a. Enter your **Team** name and **Fatality Date** range for date(s) of death pertaining to the case(s) you want to view. To look for a single case enter your team’s **Case #**, or the **Record #** provided by the system.

Fatality Review Form Query

Query Criteria	
Fatality Date:	<input type="text"/> (mm/dd/yyyy) - <input type="text"/> (mm/dd/yyyy)
Team	Choose One <input type="button" value="v"/>
Case #	<input type="text"/>
Record #	<input type="text"/>
<input type="button" value="Query"/> <input type="button" value="Go Back"/>	

- b. Select **Query** to view a list of results found. To select a record, click on the **Record Number**.

8 Results Found

Record Number	Team	Date Of Fatality	Date Added
247	Bedford	02/28/1983	September 17, 2013
248	Bedford	02/28/1983	September 17, 2013
249	Bedford	02/28/1983	September 17, 2013
250	Bedford	02/28/1983	September 17, 2013
251	Bedford	02/28/1983	September 17, 2013
253	Bedford	02/28/1983	September 24, 2013
256	Bedford	02/28/1983	October 16, 2013
268	Bedford	02/28/1983	October 22, 2013

- 7. **Reports:** From the **Report Menu**, you can run selected reports on data you have entered previously.
 - a. Select **Date of Team Reviews** or **Date of Fatality** to select cases for a report by the dates of review or death (e.g., all cases reviewed by your team in a specific year, or all deaths that occurred in a specific year). If no date range is entered, the report will include all cases entered by your team.
 - b. Select your **Team** name, and choose which report to run.

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Report Menu

Report Options

Date Of Team Reviews Date Of Fatality

Start Review Date Select Date

End Review Date Select Date

Team

- All
- Bedford
- Chesterfield
- City of Richmond
- Colonial Area
- Fairfax County
- Four Rivers
- Franklin County
- Hampton
- Henrico

Report

- Choose One
- Report 1: Summary
- Report 2: Event Description
- Report 3: Persons Involved

- c. For Reports 2-3, you also have the option of selecting one or more **Case Types** to include in the report (Control + click to select more than one):

Case Type

- All
- Intimate Partner Deaths
- Intimate Partner Associated Deaths
- Other Family Deaths
- Child by Caretaker Deaths

Report

- Choose One
- Report 1: Summary
- Report 2: Event Description
- Report 3: Persons Involved

Entering Data

To enter data, select **Add New Record** or return to an older record by selecting **Query Forms** on the **Data Entry** menu. Adding a new record will open the first page of the form (Section 1). Returning to an old form will open Section 2. Once Section 1 has been saved you can return to view this data using the sidebar **Menu**, but you will not be able to change some responses.

16) The alleged offender was the

The primary decedent was the

Please review your data carefully. Once you have saved the data on the summary screen following, you will not be able to change any data in Items 6-16.

- 1. Summary Screen:** Once you have completed Section 1, you will see a **Summary Screen** that provides the **Record Number (case #)** assigned to the case you are entering, the **Case Type**, and a list of **Involved Parties**. Confirm that this information is correct before selecting **Next** or **Save**. To return to Section 1 to correct your responses, select **Back** or **Primary Information** from the sidebar menu.

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New Fatality Review Form

Based on your responses in section 1, the type of fatality for this case # 270 is: Intimate Partner Homicide
Involved Parties Include (Persons you will answer questions about): Alleged Offender, Primary Decedent

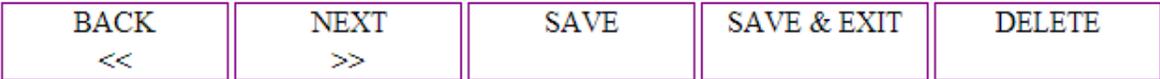
If this is incorrect please use the back button provided below and correct your responses. Once you have saved this page, you will not be able to change Items 6-16 on the prior screen.

Menu

Primary Information

Download Manual Here

- 2. Navigating the **Data Entry Form**: While viewing or entering data you can navigate the form using two menu bars, one at the bottom of the screen, and one on the left side.
 - a. **Page Menu**: At the bottom of each page, you can click **Back** or **Next** to go to the next or previous page in the form. You can also **Save** your data while staying on the page, or **Save & Exit** to save your data and exit the form and return to the main menu. Select **Delete** to completely remove all entered data and delete the case from VAFRIS.



- b. **Sidebar Menu**: On the left side of the screen you can navigate among different sections of the form. The section currently displayed will always be highlighted in green.

- Section 1: Primary Information
- Section 2: Event Factors
- Section 3: Relationship Factors
- Section 4: Demographic Information
 - Alleged Offender
 - Primary Decedent
 - DV Perpetrator
 - DV Victim
- Section 5: Criminal History
- Section 5a: Civil Proceedings
- Section 6: System Assessment



Menu

Primary Information

Event Factors

Relationship Factors

Alleged Offender

Primary Decedent

Criminal History

Civil Proceedings

System Assessment

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Coding Data

VAFRIS was designed to allow teams from across the state of Virginia to collect case review data in a systematic and uniform manner. This approach to data collection improves the comparability of case information across time and localities, and provides a more accurate picture of characteristics and trends in fatalities. In order to guide Users through this data collection process, two functions have been built into the Data Entry Form to identify the fatality **Case Type** and list of **Involved Parties**.

Section 1 of the Data Entry Form contains all the information needed to determine the **Case Type** and list of **Involved Parties** for each fatality. These are the only items on the form that are required because they are so important. All other sections of the database and reports are automatically formatted based on the information you enter in this Section. It is therefore important to ensure that this information is correct when entering a new case, so that consistent data is collected across similar fatality types (e.g., information about an intimate partner relationship is collected for all intimate partner violence related fatalities).

Case Type. The VAFRIS allows collection of data on all forms of fatal domestic violence. Fatal domestic violence varies by the relationship between the person who committed the homicide (alleged offender) and the person who died (decedent), as well as critical risk factors and forms of conflict. This can also apply to suicide when committed as an escape from or act of domestic violence. Across Virginia, domestic violence fatality review teams use different criteria to determine what types of cases are reviewed (e.g., homicides involving intimate partners, or homicides and homicide-suicides involving family/household members), and the characteristics of those deaths and relationships vary.

Case Type, therefore, is a critical label that describes the manner of the fatality and the type of relationship involved. It is the lynchpin and the key to the rest of the database. Once you have selected the Case Type, the database will automatically guide you to the screens and sections of the data that are potentially relevant to that Case Type, and suppress any screens and sections that are not relevant.

Case Types include:

Homicide:

Intimate Partner Homicide: A homicide in which a victim was killed by one of the following: current or former spouse; current or former boyfriend; girlfriend; same-sex partner; or dating partner.

Intimate Partner Associated Homicide: A homicide in which a victim was killed as a result of abuse and/or violence stemming from an intimate partner relationship (e.g., persons caught in the crossfire of intimate partner violence: such as friends, co-workers, neighbors, new intimate partners, or bystanders).

Adult Homicide by Caretaker: A homicide in which a victim was a dependent adult 18 years or older who was killed by a caretaker. A dependent adult could include someone who is elderly or disabled, and requires part- or full-time care from another person.

Child Homicide by Caretaker: A homicide in which a victim was a child under the age of 18 killed by a caretaker.

Family Homicide, Other: A homicide in which a victim was killed by an individual related to them biologically or by marriage with the exception of spouses (e.g. grandparent, [step] parent, [step] sibling, cousin, in-law).

Domestic Violence Homicide, Other: A homicide in which a victim was killed by an individual who was not related biologically or by marriage. The victim was also not in an intimate relationship with the alleged offender.

Suicide:

Intimate Partner Violence Suicide: A suicide committed to escape from or as an act of abuse against an intimate partner.

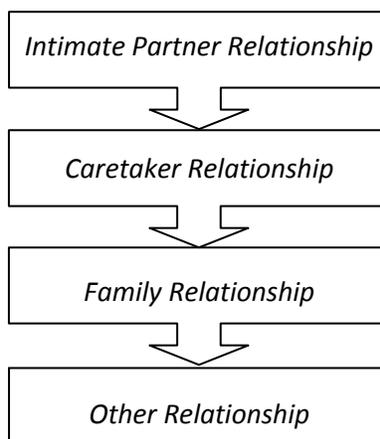
Intimate Partner Violence Associated Suicide: A suicide committed to escape from the abuse between two intimate partners.

Family Violence Suicide: A suicide committed to escape from or as an act of abuse against a family member.

Domestic Violence Suicide, Other: A suicide committed to escape from or as an act of abuse against a person other than a family member or intimate partner.

In order to ensure that every User is using the same criteria, Case Type is determined by answering a series of questions about the characteristics of the fatality and the relationship(s) involved. [Item 6](#) determines the manner of the fatality (homicide, suicide, or homicide-suicide). For Suicide Alone, [Item 9](#) determines the type of Family or Intimate Partner Violence that was relevant to the case. For all other cases, Users are walked through [Items 10-15](#) to determine the relationship between the Primary Decedent and the Alleged Offender. While additional decedents (and therefore additional relationships) may be involved in some cases, the Primary Decedent (the main target of the fatal violence) is the basis for the **Case Type**. Again, this allows for similar cases to be grouped together for more consistent data collection and reporting. [Items 45-50](#) provide information about the relationship between any Secondary Decedents and the Alleged Offender.

Who is the Primary Decedent? In some cases involving multiple decedents, it may be difficult to discern the main target of the violence. In these cases, it is important to consider the relationship(s) involved, and use this information to categorize the decedents in a way that will maximize the information collected about any history or risk for domestic violence. In cases where the Primary Decedent is not clearly identified, VAFRIS is structured in a hierarchical manner to provide a system for categorization:



Following this relationship hierarchy, if it is unclear who the Primary Decedent was, ask: “Was there an intimate partner relationship present between the Alleged Offender and any of the decedents?” If not, continue to caretaker relationship and so forth, until the most primary relationship involved is identified.

Involved Parties. Item 16, used in combination with **Case Type**, determines the list of **Involved Parties**. The purpose of this function is to allow teams to provide information about the perpetrators and victims of domestic violence. Specifically, in cases where the Domestic Violence Perpetrator or Victim was not the same person as the Primary Decedent and/or Alleged Offender, Users are afforded the opportunity to enter additional information about the Perpetrator or Victim in Section 4.

Who are the Domestic Violence Perpetrator and Victim? In most cases this will be simple to determine, such as in cases where there was a known history of domestic violence between the Alleged Offender and Primary Decedent. In cases where there was no known history of domestic violence, the Domestic Violence Perpetrator is the person who initiated the fatal violence and the Domestic Violence Victim is the person who was the target of that violence (see Glossary for additional definitions).

Understanding who the Domestic Violence Perpetrator and Victim are will help you in Sections 3 and 5-6 to collect information relevant to the history of and risk for domestic violence pertaining to the case. In these sections, you will be asked about the history of the Domestic Violence Perpetrator, and his/her relationship with the Domestic Violence Victim.

Examples:

- A. *Andre and Anita are married. There are no signs of a problem in the relationship, until Brad kills Ruth and then himself in a homicide-suicide. The Case Type is Intimate Partner Homicide. Brad is the Alleged Offender and Ruth is the Primary Decedent. In this case, Brad is also the Domestic Violence Perpetrator. Although there was no known history of domestic violence, he initiated the fatal violence.*

Case Type: Intimate Partner Homicide

Alleged Offender: Domestic Violence Perpetrator (Andre)

Primary Decedent: Domestic Violence Victim (Anita)

Involved Parties: Alleged Offender, Primary Decedent

- B. *Mike and Tiffany used to date and have a 3-year-old son Chris together, but broke up a few months ago. Tiffany is now dating Doug. Since their break-up, Mike has been stalking Tiffany and threatening to take away their son. When Doug confronts Mike and an altercation ensues, Doug shoots Mike. Chris is also shot and killed, but Tiffany survives. The Case Type is Intimate Partner Associated Homicide. Doug is the Alleged Offender, Mike is the Primary Decedent, and Chris is the Secondary Decedent. In this case Mike is the Domestic Violence Perpetrator, and Tiffany is the Domestic Violence Victim.*

Case Type: Intimate Partner Associated Homicide

Alleged Offender: Other/3rd Party (Doug)

Primary Decedent: Domestic Violence Perpetrator (Mike)

Involved Parties: Alleged Offender, Primary Decedent, Secondary Decedent (Chris), Domestic Violence Victim (Tiffany)

- C. *Gloria is a single mom who relies on her babysitter Pat to care for her young infant Jose. When Gloria finds Jose unresponsive one morning it is discovered that Pat became frustrated the day before with Jose's crying and admitted to shaking him, causing his death. The Case Type is Child Homicide by Caretaker. Pat is the Alleged Offender as well as the Domestic Violence Perpetrator, and Jessie is the Primary Decedent and Domestic Violence Victim.*

Case Type: Child Homicide by Caretaker

Alleged Offender: Domestic Violence Perpetrator (Pat)

Primary Decedent: Domestic Violence Victim (Jose)

Involved Parties: Alleged Offender, Primary Decedent

Additional Coding Guidance

The remainder of this document provides guidance on how to answer questions on the Data Collection Form or online Data Entry Form. Using the same definitions and response sets for each case entered ensures that your data can be reported in aggregate and compared across time and other variables. If you are unsure about how to answer a question in the System, please contact the Domestic Violence Fatality Review Coordinator for assistance.

For each item contained in VAFRIS you will find below the exact question or prompt, the list of **Response Options**, and instructions on how to answer (e.g. “Select one” or “Select all that apply”). In addition, you will be provided with further explanations where appropriate, such as the **Uses** (i.e., purpose) for the item, **Discussion** of any pertinent issues relating to the item, and **Examples** of how to answer. Additional definitions of key terms can be found in the **Glossary** (Page #).

Skip patterns will also be provided where applicable (e.g., “If ‘yes’, go to Item 34”). When using the online Data Entry Form some skip patterns will be generated automatically by the system, displaying which items to answer based on your responses to previous questions. However, this is not the case in every section; you can use the guidance below to determine which questions to answer, and which you can leave blank.

Some sections and items are only applicable for certain types of cases (e.g., those involving an Intimate Partner Relationship), or must be answered more than once based on the number of involved persons. The online Data Entry Form will automatically structure the form based on your answers in Section 1. When using the Data Collection Form, follow the guidance below and on the Form to ensure you are including the relevant items in your data collection process.

Section 1: Primary Information

Answer the following questions about the fatal event that occurred between the Alleged Offender and the Primary Decedent:

1 Local case number or name assigned to this case:

Response Options:

(Open text)

Uses: Indicates the number or name used by the team to identify the case.

Discussion: While the database will generate a unique identification number for each entry, many teams have an existing system for confidential identification of cases they review. Entering that name or number here will assist teams in locating and organizing records for entry and reporting, and in matching paper records to the electronic database entry. *If your team uses personally-identifying information to label cases (e.g., name, date of birth, social security number), do not enter this information into the database.*

Examples:

- *If your team uses name or date of birth to identify a case, leave this item blank.*
- *If your team identifies cases by year and sequence of review (i.e., 2010, case #3), enter the corresponding case number (e.g., 2010-3).*

2 Domestic violence fatality review team:

Response Options (Select one):

Bedford
 Chesterfield
 Colonial Area
 Fairfax County
 Four Rivers
 Franklin County
 Hampton
 Henrico
 Lynchburg
 Mathews
 Monticello Area
 Newport News
 Norfolk
 Northern Neck/Essex
 Pulaski
 City of Richmond
 Roanoke Valley
 Washington/Bristol

Uses: Indicates the locality/location of the team that reviewed the case.

3 Date of death:**Response Options:**

(Numerical field in mm/dd/yyyy format)

Uses: Provides the date of death for the primary decedent.

Discussion: If the date of death is unknown, enter the date the decedent was discovered.

Example:

- *If the decedent died on March 2nd, 2010, enter: **03/02/2010***
- *If the decedent was last known alive November 29th, but was found dead on December 2nd, 2001, enter: **12/02/2001***
- *If the decedent was injured on June 17th, 2012, but died on June 18th, 2012, enter: **06/18/2012***

4 Zip Code where primary decedent was fatally injured**Response Options:**

(Numerical field in XXXXX format, Unknown=00000)

Uses: Indicates where the fatal assault occurred.

Discussion: The fatal assault may take place in a different location than where the decedent died or was found by authorities. Enter where the fatal assault occurred, not where the decedent was found or died.

Example:

- *If the decedent was injured at their workplace located in Zip Code 23234, but died after being transported to a hospital located in Zip Code 23219, enter: **23234***
- *If the decedent was killed at a home in Zip Code 23227 but dumped and later found by authorities in Zip Code 23222, enter: **23227***
- *If the location where the decedent was injured is unknown, enter: **00000***

5 Type of location where fatal event occurred:**Response Options (Select one):**

Primary Decedent's residence/home, including yard, driveway, parking lot

Alleged Offender's residence/home, including yard, driveway, parking lot

Hotel/motel, including parking lot and lobby

Primary Decedent's workplace

Alleged Offender's workplace

Business/store, including parking lot

Woods, body of water, clearing/field

Street, alley, sidewalk

Motor Vehicle

Other (specify)

Unknown

Uses: Describes the location where the decedent was fatally assaulted.

Discussion: The place where the fatal violence occurred can provide important information about when and where victims are in the most danger, and how to target interventions for prevention (e.g., workplace policies on domestic violence).

Examples:

- *If decedent was fatally assaulted while walking from the parking lot to go into work, enter: **Primary Decedent’s workplace***
- *If decedent was fatally injured at the home they share with the Alleged Offender, enter: **Primary Decedent’s residence/home***

6 Death type:

Response Options (Select one):

Homicide

Suicide

Homicide-Suicide

Uses: Indicates the manner of death that occurred.

Discussion: A suicide is part of a Homicide-Suicide if the suicide occurred within one week of the homicide.

Examples:

- *If one or more homicides and no suicide occurred, then select: **Homicide***
- *If one suicide and no homicide occurred, then select: **Suicide***
- *If one homicide and one suicide occurred, then select: **Homicide-Suicide***
- *If one or more homicides AND one or more suicides occurred, select: **Homicide-Suicide***

7 Number of people that died in fatal event:

Response Options:

(Free text, whole number only)

Uses: Indicates the total number of people who died during the fatal event.

Discussion: This number should include all homicide and suicide victims associated with the fatal event.

Example:

- *If the event involved a single homicide, enter: **1***
- *If the event resulted in 3 homicide victims, enter: **3***
- *If the event involved one homicide victim and one suicide victim, enter: **2***
- *If the event involved 4 homicide victims and one suicide victim, enter: **5***

8 Status of alleged offender at time of review:

Response Options (Select one):

- Not Charged
- Deceased
- Awaiting trial
- Convicted
- Acquitted
- Case dismissed/dropped
- Fled
- Other (specify)

Uses: Indicates the legal status of the alleged offender as a result of the fatal event as of the date of review. **If “Convicted,” go to Item 8a.**

Discussion: See the Glossary for definitions of legal status.

Examples:

- *If the alleged offender committed suicide as part of a homicide-suicide event or from any manner after the homicide, enter: **Deceased***
- *If the alleged offender was never apprehended, enter: **Fled***

8a If “Convicted,” of what charge(s)?

Response Options (Select one):

- Involuntary Manslaughter
- Voluntary Manslaughter
- Second-Degree Murder
- First-Degree Murder
- Other (specify)
- Unknown

Uses: If the alleged offender was convicted of a crime as a result of the fatal event, indicates the charge the alleged offender was convicted of.

Discussion: See the Glossary for definitions of legal terms.

9 If suicide alone, decedent’s death was the result of abuse in:

Response Options (Select one):

- The decedent’s intimate partner relationship (IP)
- Another person’s intimate partner relationship (IPA)
- Decedent’s Family (Family)
- Other relationship (Other)

Uses: Indicates how a suicide decedent’s death was related to Domestic Violence. See the Glossary for definitions of family and intimate partner relationships. **Do not answer for Homicide-**

Suicide cases. Go next to Item 16.

Discussion: A suicide death comes under the purview of Virginia’s Domestic Violence Fatality Review statute when it occurs “as a result of abuse between family members or intimate partners” (Virginia Code 32.1-283.3). The suicide could be related to abuse as an escape from it, or as an act of abuse itself (e.g., an abuser who commits suicide to punish the victim).

Examples:

- *If the decedent committed suicide to escape from abuse from a spouse, enter: **The decedent’s intimate partner relationship***
- *If the decedent committed suicide as an act of abuse against a family member, enter: **Decedent’s family***
- *If the decedent committed suicide because allegations of child physical/sexual abuse had come to light, enter: **Decedent’s Family or Other relationship** (for a non-related child)*
- *If the decedent committed suicide as part of an attempted homicide-suicide (where the targeted homicide victim survives) involving a stranger/stalking victim, enter: **Other relationship (Other)***

*Items 10-15 are used in cases involving homicide to determine the relationship between the Alleged Offender and the Primary Decedent, and the fatality Case Type. The relationship to the Primary Decedent determines the Case Type, which can be used in reports to group similar cases together (e.g. Intimate Partner Homicides or Family Homicides). **For cases involving suicide alone, skip to Item 16.***

10 Was the primary decedent a past or current intimate partner of the alleged offender?

Response Options (Select one):

- Yes
- No

Uses: Indicates whether the involved parties were or ever had been involved in an intimate relationship. See the Glossary for a definition of intimate partner. **If “Yes,” go to Item 10a.**

Discussion: A homicide involving a past or current intimate partner is automatically defined as an Intimate Partner Homicide.

Examples:

- *If the primary decedent was married to the alleged offender (even if divorced, estranged or separated), enter: **Yes***
- *If the primary decedent and alleged offender ever lived together, enter: **Yes***
- *If the primary decedent and alleged offender were not ever married, dating, or cohabitating, but have a child together, enter: **Yes***
- *If the alleged offender was seeking an intimate relationship with their friend/acquaintance who was the primary decedent (even if not reciprocated), enter: **Yes***
- *If the alleged offender was stalking the primary decedent, but the primary decedent did not otherwise know the alleged offender, enter: **No***

10a If “Yes” (Intimate Partner Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Dating partner
- Current Girlfriend/Boyfriend, never married
- Current Girlfriend/Boyfriend, previously married
- Ex-Girlfriend/Boyfriend, never married
- Fiancé
- Spouse, separated
- Spouse, not separated
- Ex-Spouse
- Desired partner (unrequited love)
- Other (specify)

Uses: Indicates the specific type of intimate partner relationship between the Primary Decedent and the Alleged Offender. **Answer only for Intimate Partner Homicide (past or current intimate partners); Skip next to Item 16.**

Discussion: Intimate Partner Homicide involves a variety of relationships, regardless of whether the relationship is past or current.

Examples:

- *If the primary decedent and alleged offender did not consider themselves “boyfriend/girlfriend” and/or were not sexually involved, but were known to date romantically, enter: **Dating partner***
- *If the primary decedent was married to the alleged offender, but estranged (not legally separated), enter: **Spouse, not separated***
- *If the primary decedent was divorced from the alleged offender, but currently involved in an intimate relationship, enter: **Current Girlfriend/Boyfriend, previously married***
- *If the primary decedent and alleged offender were never known to date or cohabitate, but have a child in common, enter: **Other***
- *If the primary decedent and alleged offender were never known to date or have a child together, but ever lived together, enter: **Other***

11 Did this death occur as either a direct or indirect result of the relationship between two intimate partners?

Response Options (Select one):

- Yes
- No

Uses: Indicates that while the Primary Decedent and Alleged Offender were not intimate partners themselves, the fatal violence occurred as either a direct or indirect result of another intimate partner relationship. **If “Yes,” go to Item 11a.**

Discussion: A homicide related to another party’s past or current intimate partner relationship is defined as an Intimate Partner Associated Homicide.

Examples:

- *If the fatal violence occurred because the Primary Decedent got caught in the cross-fire of violence between two intimate partners (e.g., a bystander or someone trying to intervene), enter: **Yes***
- *If the fatal violence occurred because of a “love triangle” or dispute over an intimate partner in common (where the Alleged Offender and Primary Decedent were both involved with the same intimate partner, but not each other), enter: **Yes***
- *If the Alleged Offender killed their former intimate partner’s new intimate partner, friend, or family member, enter: **Yes***
- *If the Alleged Offender kills their former intimate partner while attempting to assault their new intimate partner, friend, or family member, enter: **No***

11a If “Yes” (Intimate Partner Associated Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Friend
- Family member (including child)
- Co-worker
- Neighbor
- Bystander
- Law enforcement officer
- Former/current intimate partner of the alleged offender’s former/current intimate partner
- Friend of alleged offender’s former/current intimate partner
- Family member of alleged offender’s former/current intimate partner
- Co-worker of alleged offender’s former/current intimate partner
- Subject of law enforcement
- Acquaintance
- Other (specify)

Uses: Indicates the specific relationship between the Primary Decedent and Alleged Offender.
Answer only for Intimate Partner Associated Homicide; Skip next to Item 16.

Discussion: Intimate Partner Associated Homicide can involve any relationship outside of a former or current intimate partner, most commonly someone who attempts to intervene during a violent episode or otherwise interfere in an abusive relationship.

Examples:

- *If the primary decedent was the current intimate partner of the alleged offender’s current intimate partner (e.g. “love triangle”), enter: **Former/current intimate partner of the alleged offender’s former/current intimate partner***
- *If the primary decedent was the domestic violence perpetrator killed by law enforcement during their response to a domestic incident, enter: **Subject of law enforcement***

12 Is the decedent a family member of the alleged offender?

Response Options (Select one):

- Yes
- No

Uses: Indicates whether the Primary Decedent was a family member of the Alleged Offender. **If “No,” go to Item 14.**

Discussion: Excludes family or household relationships that fall under the definition of Intimate Partners (e.g., current or former spouses). Includes biological, adopted, foster, and step-family relationships; see the Glossary for definitions of family member relationships. Homicides involving family members may fall into several different Case Types.

13 For family members, was the alleged offender a caretaker for the decedent?

Response Options (Select one):

- Yes
- No

Uses: Indicates whether the Alleged Offender was a family caretaker for the Primary Decedent. **If “Yes,” go to Item 15.**

Discussion: Homicides involving family caretakers may fall into several different Case Types. See the Glossary for more definitions of caretaker relationships.

Examples:

- *If the alleged offender was a parent, older sibling, or other relative providing temporary or ongoing care for a child, enter: **Yes***

13a If “No” (Family Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Biological parent
- Step-parent
- Adopted parent
- Foster parent
- Biological child
- Step-child
- Adopted child
- Foster child
- Biological sibling
- Step-sibling
- Adopted sibling
- Foster sibling
- Grandparent
- Aunt/uncle

Niece/nephew
 Cousin
 Other (specify)

Uses: Answer only for homicides involving non-caretaker family members (Family Homicide); Skip next to Item 16.

Discussion: Family Homicide cases can involve any type of familial relationship, including biological, adopted, foster, and step-family members.

14 For non-family members, was the alleged offender a caretaker for the decedent?

Response Options (Select one):

Yes
 No

Uses: If “Yes,” go to Item 15.

Discussion: A homicide involving a non-family caretaker may fall into several different Case Types.

Examples:

- *If the alleged offender was providing care for the minor child of their non-married intimate partner, enter: **Yes***

14a If “No” (Other Domestic Violence Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

Stranger
 Stalking victim
 Other (specify)

Uses: Answer only for homicides involving no family, intimate partner, or caretaker relationship (Other Domestic Violence Homicide); Skip next to Item 16.

Discussion: Other Domestic Violence Homicide cases can include any fatality related to Domestic Violence that did not involve a family member, caretaker, or intimate partner. An example of this is an Alleged Offender who is stalking and/or seeking a relationship with someone where there is no past or current dating or intimate relationship, such as an acquaintance or stranger.

Examples:

- *If the alleged offender is stalking and/or seeking a relationship with someone where there is no past or current dating or intimate relationship, such as an acquaintance or stranger, enter: **Stranger** or **Stalking Victim***

15 Was the decedent a minor?

Response Options (Select one):

- Yes
- No

Uses: If “No,” go to Item 15b.

Discussion: A homicide involving a minor decedent may fall into several different Case Types.

15a If “Yes” (Child by Caretaker Homicide), Relationship of decedent to the alleged offender:

Response Options:

- Child of alleged offender’s former/current intimate partner
- Biological child
- Step-child
- Adopted child
- Foster child
- Biological sibling
- Step-sibling
- Adopted sibling
- Foster sibling
- Babysittee
- Day Care Client
- Other (specify)

Uses: Answer only for homicides involving a caretaker and a minor (Child by Caretaker Homicide); Skip next to Item 16.

Discussion: Child by Caretaker Homicides can involve a variety of caretaker relationships where the decedent is a child, such as guardians, babysitters, day care professionals, and other formal and informal caretakers.

Examples:

- *If the alleged offender is a non-relative providing informal childcare, enter: **Babysittee***
- *If the alleged offender was a licensed day care provider, enter: **Day Care Client***

15b If “No” (Adult by Caretaker Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Biological parent
- Step-parent
- Adopted parent
- Foster parent
- Biological child

Step-child
 Adopted child
 Foster child
 Biological sibling
 Step-sibling
 Adopted sibling
 Foster sibling
 Grandparent
 Aunt/uncle
 Cousin
 Patient of in-home care
 Nursing home resident
 Other (specify)

Uses: Answer only for homicides involving a caretaker and a dependent adult (Adult by Caretaker Homicide).

Discussion: Adult by Caretaker Homicides can involve a variety of caretaker relationships where the decedent is an adult who depends on either part- or full-time care, such as an elderly or disabled person.

Examples:

- *If the alleged offender was providing professional support as an in-home care provider, enter: **Patient of in-home care***
- *If the alleged offender was an employee at a nursing home where the primary decedent resided, enter: **Nursing home resident***

16 The Alleged Offender/Primary Decedent was:

Response Options (Select one):

Domestic Violence Perpetrator
 Domestic Violence Victim
 Other/3rd Party

Uses: Identifies the primary aggressor of the fatal assault and/or the ongoing abuse that lead up to the event. Indicates the perpetration role for the alleged offender and the primary decedent.

Discussion: Where there is no evidence of ongoing abuse prior to the death, indicate who was the perpetrator or primary aggressor of the fatal violence. Where there was prior domestic violence, indicate who was the primary aggressor of the abuse (regardless of whether they were the perpetrator of the fatal assault). See the Glossary for more definitions.

Examples:

- *If the alleged offender was a bystander or law enforcement officer (as in some Intimate Partner Associated Homicides), enter: **Other/3rd Party***

16a Summary Screen:

*“Based on your responses in section 1, the type of fatality for this case # ___ is: _____.
Involved Parties Include (Persons you will answer questions about):_____.”*

Response Options:

Case Types

- Intimate Partner Homicide
- Intimate Partner Associated Homicide
- Family Homicide
- Child by Caretaker Homicide
- Adult by Caretaker Homicide
- Other Domestic Violence Homicide
- Intimate Partner Violence Suicide
- Intimate Partner Violence Associated Suicide
- Family Violence Suicide
- Other Domestic Violence Suicide

Involved Parties

- Alleged Offender
- Primary Decedent
- Domestic Violence Perpetrator (if different from Alleged Offender)
- Domestic Violence Victim (if different from Primary Decedent)
- Secondary Decedent #1, 2, etc.

Uses: Provides a summary of Section 1 case information, to include Case Type and a list of Involved Persons. This information determines which questions and skip patterns will be available in other sections of the database.

Discussion: Case Type is determined by the responses to Items 9-15. The list of Involved Parties is determined by Item 16. Review the Summary Screen carefully to ensure that it is correct. If not, return to these items in Section 1 and correct your responses.

Remember that in some cases the Alleged Offender of the fatal event may not be the Domestic Violence Perpetrator, such as in a case of self-defense committed by a Domestic Violence Victim. See below for examples.

Examples: See Page 13

Section 2: Event Factors

Answer the following questions about the fatal event that occurred between the Alleged Offender and the Primary Decedent:

17 How many children were present during the fatal assault?

Response Options (Select one):

(Numbers 1-8)

Unknown

None

Uses: Indicates how many children under the age of 18 were exposed to the fatal violence. **If >0, go to Item 17a.**

Discussion: Do not include children who were killed during the fatal assault. Include children who were in the home or on the premise of the location of the event.

17a Describe each child's exposure to the assault:

Response Options (Select all that apply):

Injured during the fatal event

Was within visual range of the assault

Was within hearing range of the assault

Found the decedent injured or dead

Other (specify)

Unknown

Uses: For children who were present during the fatal assault, indicates the way in which each child was exposed to the fatality, including whether they were physically injured. Answer this question for each child present, as indicated in Item 17.

Discussion: For younger children and infants, it cannot always be determined whether they "witnessed" the assault, because they cannot communicate what they heard or saw. However, it is important to capture this possible exposure since we can't be sure of the impact on the child. For example, if a child was in the same room or nearby during the event, it is reasonable to presume that s/he was within visual or hearing range of the assault even if they were otherwise not involved (e.g., they were asleep).

Examples:

- *If child was physically harmed, not killed, during this fatal event, enter: **Injured***
- *If a child was present but it is unclear whether or how the child was exposed, enter: **Unknown***
- *If a child was in the car with the decedent at the time of the injury, enter: **Was within visual range of the assault***
- *If a child was in another room (not within visual range), enter: **Was within hearing range of the assault***

18 Was a firearm involved in the fatal event?**Response Options** (Select all that apply):

Not involved
 Used as fatal agent
 Used to threaten an involved party
 Subject of an argument/conflict
 Present in the home where injury occurred
 Other (specify)
 Unknown

Uses: Indicates whether a firearm was involved or associated in any way with the fatal event, including whether it was the fatal agent. **If “Not involved” or “Unknown,” go to Item 19.**

Discussion: The presence of a firearm in an abusive relationship is a risk factor for lethality, so it is useful to capture how firearms may have been related to the fatal event beyond whether the death was caused by a gunshot wound.

Examples:

- *If Decedent and Alleged Offender argued about a stolen firearm, select: **Subject of an argument/conflict***
- *If a firearm was present in the home (even if locked and/or unloaded), select: **Present in the home where injury occurred***
- *If no firearms were present, used, or referred to, select: **Not involved***

18a If a firearm was involved, how did the owner come to possess it?**Response Options** (Select one):

Owned it legally
 Owned it illegally
 Stole it from family/friend
 Stole it from other
 Borrowed it from family/friend
 Other (specify)
 Unknown

Uses: Indicates how a firearm came into possession of an involved person before the event.

Examples:

- *If the person owned a firearm while under a Brady Law restriction, select: **Owned it illegally***
- *If the firearm was lent to the person by a friend or family member, select: **Borrowed it from family/friend***
- *If the firearm belonged to a friend or family member, and the person had possession of it without their knowledge and/or consent, select: **Stole it from a family/friend***

18b If a firearm was involved, what kind?

Response Options (Select all that apply):

- Handgun
- Rifle
- Shotgun
- Automatic
- Semi-Automatic
- Other (specify)
- Unknown

Uses: Indicates what kind of firearm was involved in the fatal incident. See the Glossary for more definitions of firearm categories.

Examples:

- *If the firearm was a semi-automatic pistol or a revolver, enter: **Handgun** and **Semi-Automatic***
- *If the firearm was a bolt-action rifle, enter: **Rifle***

19 What factors were related to the motive or argument/conflict that immediately precipitated the fatal event?

Response Options (Select all that apply):

Intimate Partner and Intimate Partner Associated Cases Only:

- Disparaging past or current partner
- Infidelity
- Existence/perception of a new partner
- Termination of relationship/break up
- Two persons fighting over the same intimate partner
- Non-biological child/children
- Pregnancy/addition of new child

Child by Caretaker Cases Only:

- Neglect by caretaker
- Difficulty with child’s needs (crying, not eating, hygiene)
- Disciplining a child

Adult by Caretaker Cases Only:

- Neglect by caretaker
- Difficulty with adult’s needs (hygiene, support)

All Case Types:

- Argument, topic not specified by source
- Party felt “disrespected”
- Existing mental health issues
- Drugs
- Money

- Property
- Sexual assault/attempted sexual contact
- Child custody, visitation, or support
- Civil/criminal court proceedings (divorce, custody, battery)
- 3rd party intervention, including law enforcement
- Financial issues
- Assisted death (i.e., mercy killing)
- Commission of a crime (e.g., burglary)
- Self defense
- Alcohol/substance use/abuse
- Other (specify)
- Unknown

Uses: Indicates the factors or events that lead up to the fatal violence or that constituted the Alleged Offender’s motive. Case Type-specific factors will display according to the Case Type determined in Section 1.

Discussion: Consider what issues or events *immediately* preceded the fatal violence, such as that occurred in the hours or days leading up to the assault. In addition, consider any factors that are known to have directly contributed to the death as a motive for the violence (such as an ongoing dispute).

Examples:

- *An argument or conflict over the actual or perceived addition of a newborn or unborn child to the family and/or household, select: **Pregnancy/Addition of a new child***
- *An argument over child/children in common over custody, visitation, and/or support (financial or otherwise), regardless of whether legal action was taken by an involved party, select: **Child custody, visitation, or support***
- *An argument/conflict regarding issues not specified by sources or in the options above, select (and specify): **Argument, topic not specified by source***
- *A third party (including law enforcement) came in between involved parties to prevent violence, altercations, argument/conflict, select: **Death due to 3rd party intervening***
- *An involved party assisted in the death of the other party, such as in mercy killing/euthanasia, select: **Assisted death***
- *Larceny, robbery and/or burglary of money, property, and other possessions, select: **Commission of a crime***
- *If no known argument, conflict, or other issue can be identified, select: **Unknown***

Section 3: Relationship Factors

Answer Items 20-24 only for Intimate Partner and Intimate Partner Associated Cases (for IPA, answer about the Domestic Violence Perpetrator and Domestic Violence Victim to whom the case is related).

For all other Case Types, skip to Item 25.

Answer the following questions about the relationship between the Domestic Violence Perpetrator and the Domestic Violence Victim:

20 Relationship Status:

Response Options (Select one):

- Dating
- Married
- Civil Union/Domestic Partnership
- Divorced
- Separated
- Other (specify)
- Unknown

Uses: Indicates what the legal and/or social relationship status of the involved Intimate Partners was at the time of the event. **Answer only for IP/IPA cases.**

Discussion: Married, Civil Union/Domestic Partnership, Divorced, or Separated refer to the legal status of the partners, regardless of whether they are living together or otherwise maintaining the relationship socially or financially.

Examples:

- *If partners are still legally married but estranged or living separately, enter: **Married***
- *If partners are legally married in another state or country but not recognized in Virginia (e.g., same-sex couples), enter: **Married***
- *If partners have a legal separation in another state, enter: **Separated***

21 Length of Relationship (in years):

Response Options (Select one):

- <1 year
- Years 1-50
- >50 years
- Unknown

Uses: Indicates the length of time the Intimate Partners have been in an intimate relationship, in years. **Answer only for IP/IPA cases.**

Discussion: Provide the best estimate, including years that partners were together before marriage where applicable.

Examples:

- Partners dated for 2 years before their 4-year marriage, enter: **6 years**
- Partners dated off and on for 6 months, enter: **<1 year**

22 Cohabitation Status:

Response Options (Select one):

Living together at time of event
 Lived together previously
 Never lived together
 Other (specify)
 Unknown

Uses: Indicates whether the partners ever lived together prior to the fatal event. **Answer only for IP/IPA cases. If never lived together, skip to Item 23.**

Discussion: Use the best available information to determine whether partners were living or had lived together.

Examples:

- Partners had separate residences, but almost always slept over, enter: **Never lived together**
- Partners slept over occasionally, enter: **Never lived together**
- Partners shared a residence, but one partner was staying at a friend's house temporarily because of domestic conflict, enter: **Living together at time of event**

22a Length of cohabitation (in years):

Response Options (Select one):

<1 year
 Years 1-50
 >50 years
 Unknown

Uses: Indicates the length of time in years that the partners ever lived together.

Discussion: Use the best available information to determine how long the partners ever lived together.

23 Children in common?

Response Options (Select one):

Yes
 No
 Unknown

Uses: Indicates whether the partners had biological children together. Answer only for IP/IPA cases.

Discussion: Refers to biological children only, regardless of custody arrangements.

24 Indicate which lethality factors were present in the relationship before the fatal event:

Response Options (Select all that apply):

Increased severity or frequency of physical violence over the year leading up to the event
 Perpetrator owned or had access to a firearm at time of the event
 Victim left perpetrator after living together during the year leading up to the event
 Perpetrator was unemployed at time of event
 Perpetrator ever used/threatened victim with a weapon
 Perpetrator ever threatened to kill victim
 Perpetrator ever avoided being arrested for domestic violence
 Victim had a child(ren) not in common with perpetrator
 Perpetrator ever sexually assaulted victim
 Perpetrator ever tried to strangle victim
 Perpetrator abused illegal or prescription drugs
 Perpetrator abused alcohol
 Perpetrator was controlling of victim
 Perpetrator was jealous toward victim
 Perpetrator ever beat victim while pregnant
 Perpetrator ever threatened or tried to commit suicide
 Perpetrator threatened to harm victim's children
 Victim believed the perpetrator was capable of killing him/her
 Perpetrator stalked victim
 Victim ever threatened or tried to commit suicide
 None
 Unknown

Uses: Indicates which established risk factors for lethal violence were present in the relationship prior to the event. Answer only for IP/IPA cases.

Discussion: This list is limited to items from the Danger Assessment Tool. Other risk factors should be described in Item 25. Unless otherwise specified, refers to factors present *before* but not including the fatal assault itself and surrounding circumstances or events.

Examples:

- *If the perpetrator tried to strangle the victim, then later that day fatally assaulted him/her, do not include strangulation as a lethality factor.*

25 What other factors were present in the relationship between the Perpetrator and the Victim before the fatal event?

Response Options (Select all that apply):

Intimate Partner and Intimate Partner Associated Cases Only:

Infidelity

Two persons fighting over the same intimate partner

Victim tried/did leave relationship

Child Homicide by Caretaker Cases Only:

Caretaker not biologically related to child

Child under age 5

Child with special needs

Difficulty with child's needs (crying, not eating, hygiene)

Lack of suitable childcare

Lack of support/social isolation

Low income of parents/caretakers

Parent/caretaker is young

Parent/caretaker unable to care for too many children in household

Prior reported or investigated neglect/abuse by caretaker

Single parenthood

Unstable housing

Adult Homicide by Caretaker Cases Only:

Assumption of care-giving responsibility

Caretaker is young

Difficulty with adult's needs (hygiene, support)

Adult with special needs

Financial exploitation

Inadequate training on care for the adult

Lack of support/social isolation

Prior reported neglect/abuse by caretaker

Professional care not affordable

Professional care unavailable

All Homicides:

Prior violence against victim:

Domestic violence incidents between the perpetrator and victim, including physical and verbal abuse

Perpetrator held victim against his/her will

Perpetrator sexually assaulted victim

Perpetrator strangled or choked victim

Perpetrator threatened victim with a weapon (including guns)

Perpetrator threatened to kill victim

Perpetrator used suicide threats

Increased physical violence over past year (frequency and/or severity)

Perpetrator dominance or control in relationship

Other domestic violence events

Violence against domestic violence victim's associates/property

Perpetrator attempted/threatened/did break and enter into victim's home
 Perpetrator attempted/threatened/did harm victim's children
 Perpetrator attempted/threatened/did destroy victim's property
 Perpetrator attempted/threatened/did harm victim's pet (not livestock)
 Perpetrator attempted/threatened/did harm victim's family or friends

Criminal justice system involvement

9-1-1 calls involving the perpetrator and victim
 Civil/criminal court proceedings (divorce, custody, battery)
 Other law enforcement involvement between perpetrator and victim
 Perpetrator violated a protective order granted to victim
 Perpetrator was arrested for domestic violence against the victim (i.e. physical/sexual assault)
 Perpetrator was convicted of domestic violence offenses against the victim (i.e. physical/sexual assault)
 Perpetrator avoided arrest
 Victim sought protective order against perpetrator
 Victim was granted protective order against perpetrator

Other factors:

Child custody, visitation, and/or support issues
 Financial issues
 Relationship instability
 Victim believed perpetrator was capable of killing her/him
 Victim was dependent on perpetrator
 Victim was emotionally insecure
 Substance or alcohol abuse/use
 Family dissolution/violence
 Perpetrator owned or had access to a firearm
 History of resentments or conflicts
 Property in dispute

Perpetrator/Victim History:

Perpetrator was a victim of child abuse (including sexual abuse)
 Perpetrator was witness to violence in household as a child
 Victim experienced prior physical or psychological abuse by another person
 Victim was a victim of child abuse (including sexual abuse)
 Victim was witness to violence in household as a child

Other factor not listed (specify)

Unknown

Uses: Identifies risk factors present in the intimate partner relationship before the fatal event.

Discussion: This list includes characteristics present prior to the fatality or fatalities which might have placed the victim or victims at an increased probability for abuse, violence or

homicide/suicide. Response options will be displayed based on Case Type. “Other Homicide Risk Factors” will be available for selection for every type of homicide case. For example, if the case under review is an *elder homicide by caretaker*, both “elder homicide by caretaker” and “other homicide” risk factors will be available for selection.

Section 4: Demographic Information

Answer the following questions for each involved person at the time of the incident:

26 Sex:

Response Options (Select one):

Male

Female

Transgender/transitioning (male to female)

Transgender/transitioning (female to male)

Other (specify)

Unknown

Uses: Indicates how the individual identifies with regard to sex.

Discussion: Individual can be identified in many ways, including but not limited to: medical records, police records, identification cards, verbal information. If information conflicts, use the most recent and reliable descriptor/reference.

27 Age (in years only) at last birthday:

Response Options (Select one):

<1 year

Years 1-98

99 or older

Unknown

Uses: Specifies age at the time of the event.

28 Race/ethnicity:

Response Options (Select all that apply):

White

Black

Hispanic

Native American or Alaska Native

Asian

Other (specify)

Unknown

Uses: Indicates individual's racial and/or ethnic identity.

Discussion: Individual can be identify in many ways, including but not limited to: medical records, police records, identification cards, verbal information. If information conflicts, use the most recent and reliable descriptor/reference.

Examples:

- *Hispanic ethnicity should be reported in addition to race, where possible. For example, if a person identifies as White/Hispanic, enter: **White** and **Hispanic***

29 Employment status:

Response Options (Select one):

Full-time
Part-time
More than one job
Not employed
Other (specify)
Unknown

Uses: Identifies the degree of or level of work for alleged offender at death. **If "Not employed," go to Item 29a.**

Examples:

- *If individual worked at least 35 hours a week for at least one job, or identified or is identified as a full-time employee by his/her employer, select: **Full-time***
- *If individual worked at less than 35 hours a week a job, or identified or is identified as a part-time employee by his/her employer, AND is not have other employment, select: **Part-time***
- *If individual did not have full-time employment (as defined above), but had more than one part-time job (as defined above), select: **More than one job***
- *If individual was not employed, select: **Not employed***

29a Reason for "Not employed":

Response Options (Select one):

Child
Retired
Disabled
Laid off, terminated, or in between jobs (eg. Construction worker), but actively seeking employment
Not seeking employment (e.g., homemaker)
Student
Other (specify)
Unknown

Uses: Specifies why the individual was not working.

Discussion: None.

Examples:

- *If not working but it is unknown why or whether they are actively seeking employment, enter: **Unknown***

30 Military status:

Response Options (Select one):

- None/civilian (never served)
- Active
- Retired
- Veteran, discharged before retirement
- Dependent of military personnel
- Other (specify)
- Unknown

Uses: Indicates military affiliation, if any.

Discussion: None.

Examples:

- *If honorably or dishonorably discharged, enter: **Veteran, discharged before retirement***
- *If the spouse or child of active duty military, enter: **Dependent of military personnel***

31 Highest level of educational attainment:

Response Options (Select one):

- Not Applicable (e.g., child)
- Elementary School (K-5)
- Middle School (6-8)
- High School (9-12)
- Vocational trade/services school (ed. Electrical, cosmetology, nursing assistance)
- College or graduate school
- Post graduate school (e.g., medical, law, seminary)
- Other (specify)
- Unknown

Uses: Identifies individual’s highest level of education. Select the level of education most recently completed:

- *Elementary school is kindergarten through 5th grade*
- *Middle school is 6th grade through 8th grade*
- *High school is 9th grade through 12th grade*
- *Vocational trade/services school examples: Electrical, cosmetology, nursing assistance programs*
- *Post graduate school examples: medical, law, seminary programs*

Examples:

- *For someone who was in high school at the time of the event, enter: **Middle School***
- *For someone who completed some college but did not graduate, enter: **High School***
- *For someone who graduated high school or earned a G.E.D., enter: **High School***

32 Pregnant at the time of the fatality?**Response Options** (Select one):

Yes
 No
 Unknown
 Not Applicable

Uses: Indicates whether the involved person was known to be pregnant at the time of the event.**33 Described as disabled at the time of the fatality?****Response Options** (Select one):

Yes
 No
 Unknown

Uses: Indicates whether the involved person was known to be disabled at the time of the fatality

Discussion: The Americans with Disabilities Act (ADA) has a three-part definition of disability. Under ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment.

A physical impairment is defined by ADA as "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine."

34 Parenting status (including step, biological, adopted, and foster children):**Response Options** (Select all that apply):

No living children
 Minor children
 Adult children
 Not applicable (e.g., child)
 Unknown

Uses: Indicates whether the involved person was a parent or primary caregiver during their life.

Discussion: Provides information about the impact of fatal violence on children and family members, and areas where intervention or ongoing support is needed. Includes biological children regardless of custody status, any child they provided the majority of care for, had legal guardian status over, or lived with at least part time.

35 Marital status at time of event:

- Response Options** (Select one):
- Not Applicable (e.g., child)
 - Single, never been married
 - Married
 - Civil Union/Domestic Partnership
 - Divorced
 - Legally Separated
 - Widowed
 - Unknown

Uses: Identifies legal marital status.

Discussion: In some cases, a person’s marital status may not be legally recognized in another state (e.g. a same-sex marriage). Indicate a person’s marital status as it stands in the state where it was acquired, not in the state where they resided at the time of the event.

36 United States citizenship status:

- Response Options** (Select one):
- U.S. Citizen
 - Not a U.S. Citizen
 - Unknown

Uses: Identifies U.S. citizenship status.

37 Any history of substance abuse :

- Response Options** (Select all that apply):
- None
 - Alcohol
 - Illegal drugs
 - Prescription drugs
 - Other (specify)
 - Unknown

Uses: Indicates whether there is any information or evidence to support a history of substance abuse.

Discussion: Includes any problematic or abuse drinking or drug-taking, regardless of whether they had sought or received treatment.

38 Any history of mental health issues:

- Response Options** (Select all that apply):
- None

Anxiety
Post traumatic stress
Depression
Bipolar disorder
Schizophrenia
Attempted suicide
Other (specify)
Unknown

Uses: Indicates whether there is any information or evidence to support a history of mental health issues.

Discussion: Includes any mental health issue that disrupted their daily living, regardless of whether they had sought or received treatment.

39 Any history of criminal activity prior to the fatal event:

Response Options (Select all that apply):

None
Arrests
Charges
Convictions
Other (specify)
Unknown

Uses: Indicates whether there was any history of involvement in the criminal justice system.

Discussion: This item including arrests and/or charges that did not result in convictions, as well as any other relevant involvement, such as a warrant for arrest.

40 Alcohol or substance use at time of fatal event:

Response Options (Select all that apply):

No evidence/suspicion of use
Cocaine
Opiates/Opioids
Benzodiazepine
Amphetamine
Alcohol
Other (specify)
Unknown

Uses: Indicates whether there is any evidence that the involved person was using drugs/alcohol during or around the time of the fatal event.

Discussion: Evidence may include witness statements, confessions, or labwork.

Examples:

- If Benzoyllecgonine, cocaethylene select: **Cocaine**
- If Heroin, Codeine, Morphine/ Methadone, Oxycodone, Oxycontin, Tylenol with Codeine, select: **Opiates/Opioids**
- If Xanax, select: **Benzodiazepine**
- If Ecstasy, MDMA, MDA, select: **Amphetamine**
- If evidence of other drug use during/around time of fatal event, select: **Other**

41 If alcohol use at the time of event, indicate BAC level if available.

Response Options:

(Numerical value only in 0.000 format; Unknown=8.888)

Uses: When Alcohol is selected in Item 40, this question follows to indicate the BAC level if available through police or autopsy records.

Discussion: When referring to autopsy toxicology reports, use only results obtained from blood samples (e.g. not vitreous fluid).

Example:

- If BAC is .08, enter: **0.080**

42 Was victim of a sexual assault during the fatal event:

Response Options (Select one):

- No Evidence
- Suspected
- Confirmed
- Other (specify)
- Unknown

Uses: Indicates whether there is any evidence that the involved party was the victim of sexual assault during or in connection with the fatal event.

Discussion: Evidence may include witness statements, confessions, and forensic evidence.

Examples:

- If a confession or other statement is available indicating a sexual assault occurred, enter: **Confirmed**
- If evidence collected at the scene or during the investigation suggests sexual assault but is not conclusive, enter: **Suspected**

43 Received a Sexual Assault PERK exam:

Response Options (Select one):

- Yes
- No

Unknown

Uses: Indicates whether the involved person received a Physical Evidence Recovery Kit exam after the fatal event.

Discussion: A PERK exam may have been performed by the Medical Examiner in the case of decedents, or on living victims by another qualified healthcare provider such as a Sexual Assault Nurse Examiner.

Section 4 (Continued)

Answer the following question for each Decedent (Primary and Secondary), including the Alleged Offender in cases of Homicide-Suicide:

44 Fatal agent, as indicated in the medical examiner’s report.

Response Options (Select all that apply):

- Firearm
- Sharp instrument
- Blunt instrument
- Motor vehicle
- Poison/drugs/carbon monoxide
- Fire/smoke inhalation
- Strangle/choke/hang
- Smother/suffocate
- Drown
- Personal weapon (hand, foot, other body parts used to strike, kick, or shake)
- Push/slam/throw to ground or against wall or object
- Undetermined
- Other (specify)
- Unknown

Uses: Indicates the weapon, force, and/or action used by alleged offender that caused the death.

Discussion: Fatal agency is the instrument, force, substance, or other implement that produced the condition(s) for death. The fatal agency may not be included in the direct cause of death, but may be indicated or apparent from the autopsy report, or from the legal investigation.

Examples:

- *Undetermined=skeletal remains*
- *Other=neglect, dehydration, medical causes*
- *Select multiple=COD “with X contributing” or “in addition to”*
- *Unknown=information on the cause of death is unavailable*

Section 4 (Continued)

Answer the following questions for each Secondary Decedent:

45 Was the secondary decedent a past or current intimate partner of the alleged offender?

Response Options (Select one):

- Yes
- No

Uses: Indicates whether the involved parties were or ever had been involved in an intimate relationship. See the Glossary for a definition of intimate partner. **If “Yes,” go to Item 45a.**

Discussion: A homicide involving a past or current intimate partner is automatically defined as an Intimate Partner Homicide.

Examples:

- *If the secondary decedent was married to the alleged offender (even if divorced, estranged or separated), enter: **Yes***
- *If the secondary decedent and alleged offender ever lived together, enter: **Yes***
- *If the secondary decedent and alleged offender were not ever married, dating, or cohabitating, but have a child together, enter: **Yes***
- *If the alleged offender was seeking an intimate relationship with their friend/acquaintance who was the secondary decedent (even if not reciprocated), enter: **Yes***
- *If the alleged offender was stalking the secondary decedent, but the secondary decedent did not otherwise know the alleged offender, enter: **No***

45a If “Yes” (Intimate Partner Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Dating partner
- Current Girlfriend/Boyfriend, never married
- Current Girlfriend/Boyfriend, previously married
- Ex-Girlfriend/Boyfriend, never married
- Fiancé
- Spouse, separated
- Spouse, not separated
- Ex-Spouse
- Desired partner (unrequited love)
- Other (specify)

Uses: Indicates the specific type of intimate partner relationship between the Secondary Decedent and the Alleged Offender. **Answer only for Intimate Partner Homicide (past or current intimate partners); Skip next to Section 5.**

Discussion: Intimate Partner Homicide involves a variety of relationships, regardless of whether

the relationship is past or current.

Examples:

- If the secondary decedent and alleged offender did not consider themselves “boyfriend/girlfriend” and/or were not sexually involved, but were known to date romantically, enter: **Dating partner**
- If the secondary decedent was married to the alleged offender, but estranged (not legally separated), enter: **Spouse, not separated**
- If the secondary decedent was divorced from the alleged offender, but currently involved in an intimate relationship, enter: **Current Girlfriend/Boyfriend, previously married**
- If the secondary decedent and alleged offender were never known to date or cohabit, but have a child in common, enter: **Other**
- If the secondary decedent and alleged offender were never known to date or have a child together, but ever lived together, enter: **Other**

46 Did this death occur as either a direct or indirect result of the relationship between two intimate partners?

Response Options (Select one):

- Yes
- No

Uses: Indicates that while the Secondary Decedent and Alleged Offender were not intimate partners themselves, the fatal violence occurred as either a direct or indirect result of another intimate partner relationship. **If “No,” skip to Item 47.**

Discussion: A homicide related to another party’s past or current intimate partner relationship is defined as an Intimate Partner Homicide.

Examples:

- If the fatal violence occurred because the Secondary Decedent got caught in the cross-fire of violence between two intimate partners (e.g., a bystander or someone trying to intervene), enter: **Yes**
- If the fatal violence occurred because of a “love triangle” or dispute over an intimate partner in common (where the Alleged Offender and Secondary Decedent were both involved with the same intimate partner, but not each other), enter: **Yes**
- If the Alleged Offender killed their former intimate partner’s new intimate partner, friend, or family member, enter: **Yes**
- If the Alleged Offender kills their former intimate partner while attempting to assault their new intimate partner, friend, or family member, enter: **No**

46a If “Yes” (Intimate Partner Associated Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Friend
- Family member (including child)

- Co-worker
- Neighbor
- Bystander
- Law Enforcement Officer
- Former/current intimate partner of the alleged offender’s former/current intimate partner
- Friend of alleged offender’s former/current intimate partner
- Family member of alleged offender’s former/current intimate partner
- Co-worker of alleged offender’s former/current intimate partner
- Subject of law enforcement
- Acquaintance
- Other (specify)

Uses: Indicates the specific relationship between the Secondary Decedent and Alleged Offender. **Answer only for Intimate Partner Associated Homicide; Skip next to Section 5.**

Discussion: Intimate Partner Associated Homicide can involve any relationship outside of a former or current intimate partner, most commonly someone who attempts to intervene during a violent episode or otherwise interfere in an abusive relationship.

Examples:

- *If the secondary decedent was the current intimate partner of the alleged offender’s current intimate partner (e.g. “love triangle”), enter: **Former/current intimate partner of the alleged offender’s former/current intimate partner***
- *If the secondary decedent was the domestic violence perpetrator killed by law enforcement during their response to a domestic incident, enter: **Subject of law enforcement***

47 Is the decedent a family member of the alleged offender?

Response Options (Select one):

- Yes
- No

Uses: Indicates whether the Secondary Decedent was a family member of the Alleged Offender. **If “No,” skip to Item 49.**

Discussion: Excludes family or household relationships that fall under the definition of Intimate Partners (e.g., current or former spouses). Includes biological, adopted, foster, and step-family relationships; see the Glossary for definitions of family member relationships. Homicides involving family members may fall into several different Case Types.

48 For family members, was the alleged offender a caretaker for the decedent?

Response Options (Select one):

- Yes
- No

Uses: Indicates whether the Alleged Offender was a family caretaker for the Secondary

Decedent. **If “Yes,” skip to Item 50.**

Discussion: Homicides involving family caretakers may fall into several different Case Types. See the Glossary for more definitions of caretaker relationships.

Examples:

- *If the alleged offender was a parent, older sibling, or other relative providing temporary or ongoing care for a child, enter: **Yes***

48a If “No” (Family Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

- Biological parent
- Step-parent
- Adopted parent
- Foster parent
- Biological child
- Step-child
- Adopted child
- Foster child
- Biological sibling
- Step-sibling
- Adopted sibling
- Foster sibling
- Grandparent
- Aunt/uncle
- Niece/nephew
- Cousin
- Other (specify)

Uses: **Answer only for homicides involving non-caretaker family members (Family Homicide); Skip next to Section 5.**

Discussion: Family Homicide cases can involve any type of familiar relationship, including biological, adopted, foster, and step-family members.

49 For non-family members, was the alleged offender a caretaker for the decedent?

Response Options (Select one):

- Yes
- No

Uses: **If “Yes,” skip to Item 50.**

Discussion: A homicide involving a non-family caretaker may fall into several different Case Types.

Examples:

- *If the alleged offender was providing care for the minor child of their non-married intimate partner, enter: **Yes***

49a If “No” (Other Domestic Violence Homicide): Relationship of decedent to the alleged offender:

Response Options (Select one):

- Stranger
- Stalking victim
- Other (specify)

Uses: Answer only for homicides involving no family, intimate partner, or caretaker relationship (Other Domestic Violence Homicide); Skip next to Section 5.

Discussion: Other Domestic Violence Homicide cases can include any fatality related to Domestic Violence that did not involve a family member, caretaker, or intimate partner. An example of this is an Alleged Offender who is stalking and/or seeking a relationship with someone where there is no past or current dating or intimate relationship, such as an acquaintance or stranger.

Examples:

- *If the alleged offender is stalking and/or seeking a relationship with someone where there is no past or current dating or intimate relationship, such as an acquaintance or stranger, enter: **Stranger** or **Stalking Victim***

50 Was the decedent a minor?

Response Options (Select one):

- Yes
- No

Uses: If “Yes,” go to Item 50a; If “No,” go to Item 50b.

Discussion: A minor is someone who was 17 years old or younger at the time of their last birthday before the fatal event. A homicide involving a minor decedent may fall into several different Case Types.

50a If “Yes” (Child by Caretaker Homicide), Relationship of decedent to the alleged offender:

Response Options:

- Child of alleged offender’s former/current intimate partner
- Biological child
- Step-child
- Adopted child
- Foster child
- Biological sibling
- Step-sibling
- Adopted sibling
- Foster sibling

Babysitree
 Day Care Client
 Other (specify)

Uses: Answer only for homicides involving a caretaker and a minor (Child by Caretaker Homicide); Skip next to Section 5.

Discussion: Child by Caretaker Homicides can involve a variety of caretaker relationships when the decedent is a child, such as guardians, babysitters, day care professionals, and other formal and informal caretakers.

Examples:

- *If the alleged offender is a non-relative providing informal childcare, enter: **Babysitree***
- *If the alleged offender was a licensed day care provider, enter: **Day Care Client***

50b If “No” (Adult by Caretaker Homicide), Relationship of decedent to the alleged offender:

Response Options (Select one):

Biological parent
 Step-parent
 Adopted parent
 Foster parent
 Biological child
 Step-child
 Adopted child
 Foster child
 Biological sibling
 Step-sibling
 Adopted sibling
 Foster sibling
 Grandparent
 Aunt/uncle
 Cousin
 Patient of in-home care
 Nursing home resident
 Other (specify)

Uses: Answer only for homicides involving a caretaker and a dependent adult (Adult by Caretaker Homicide).

Discussion: Adult by Caretaker Homicides can involve a variety of caretaker relationships where the decedent is an adult who depends on either part- or full-time care, such as an elderly or disabled person.

Examples:

- *If the alleged offender was providing professional support as an in-home care provider, enter: **Patient of in-home care***
- *If the alleged offender was an employee at a nursing home where the secondary*

*decedent resided, enter: **Nursing home resident***

Section 5: Perpetrator Criminal History

Answer the following questions about the Domestic Violence Perpetrator (and his/her history with the Domestic Violence Victim):

51 History of criminal offenses:

Response Options (Select all that apply):

None
 Abduction
 Assault/Battery
 Breaking and Entering
 Burglary/Theft/Robbery
 Destruction of Property
 DUI
 Larceny
 Malicious/Unlawful wounding
 Manslaughter
 Murder
 Neglect/Abuse
 Public Intoxication
 Sexual assault
 Stalking
 Status offense (e.g. smoking)
 Strangulation
 Substance possession/distribution
 Trespassing
 Truancy
 Violation of Protective Order
 Weapons-related
 Other (specify)
 Unknown

Uses: Where the perpetrator has a history of involvement with the criminal justice system, indicates what charges were related to their involvement. **If "None," go to Item 53.**

Discussion: This item involves alleged or suspected offenses, not just substantiated charges or criminal convictions.

Examples:

- *If a warrant was issued or an arrest made for Trespassing, but the perpetrator was never charged for the offense, select: **Trespassing***

52 Of these offenses, how many were related to domestic violence?**Response Options** (Select one):

All
 Most
 Some
 A few
 None
 Unknown

Uses: Indicates approximate proportion of the offenses selected in Item 51 were related to domestic violence. **If “None” or “Unknown,” skip to Item 53.**

Use the scale:

All=100%
 Most=67-99%
 Some=34-66%
 A few=1-33%
 None=0%

Discussion: Some offenses are perhaps by definition DV-related (assault, stalking, strangulation, etc.). Other offenses may be deemed to be related to DV if they occurred in the context of a domestic incident.

Examples:

- *If the person was arrested for public intoxication after walking out during a fight; or, if the person was arrested for breaking and entering the home of a former intimate partner.*
- *The following offenses are included in Virginia’s Domestic Violence Statute:*
 - *Assault and battery against a family or household member*
 - *Strangulation*
 - *Threats of death or bodily injury to a person or member of his family; threats to commit serious bodily harm to persons on school property*
 - *Stalking*
 - *Rape, Marital sexual assault*
 - *Trespass*
 - *Harassment*
 - *Unlawful use of, or injury to, telephone and telegraph lines; copying or obstructing messages*
 - *Purchase or transportation of firearm by persons subject to protective orders*
 - *Abuse and neglect of incapacitated adults*
 - *Use of profane, threatening or indecent language over public airways*
 - *Giving certain false information to another by telephone*
 - *Causing telephone to ring with intent to annoy*
 - *Violation of stalking or family abuse protective order*

52a What were the results of any history of DV-related criminal offenses?

Response Options (Select all that apply):

- Convicted of DV-related offense
- Convicted of lesser charge
- Dismissed (never proceeded to trial)
- Nolle Prossed
- Not guilty (proceeded to trial)
- Dismissed (deferred disposition)
- Treated as 1st Offender
- Other (specify)
- Unknown

Uses: Where there is any history of DV-related involvement in the criminal justice system, indicates what legal consequences resulted, if any. **If “Convicted of DV-related offense,” go to Item 52b.**

Examples:

- *If never arrested or charged, select: **Other***

52b If ever convicted of a DV-related offense, what sentence or treatment were ever mandated:

Response Options (Select one):

- Jail or prison time
- Anger management program
- Batterer intervention program
- Counseling/mental health therapy
- Domestic violence program/therapy
- Probation
- Substance abuse therapy/treatment
- Community Service
- Restitution
- Firearm Restrictions
- Other (specify)
- Unknown

Uses: Where there is any history of a DV-related conviction, indicates what sentencing was imparted. **If sentenced to “Jail or prison time,” go to Item 52c.**

52c If sentenced to jail or prison time, was time served ever suspended or commuted?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Where the offender had ever been sentenced to jail or prison time for a DV-related conviction, indicates whether time served was ever partially or entirely suspended or commuted.

52d For any history of sentencing or treatment mandate, was the Perpetrator compliant with these mandates as of the date of the fatal event?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether the offender was compliant or up-to-date in completing any court-ordered mandates at the time of the fatal event.

Discussion: The offender is considered compliant if they made satisfactory progress toward completing mandated activities at the time of the event, such as having enrolled in or completed a treatment program within any court-defined timeline.

Examples:

- *Having enrolled in a treatment program, but missed sessions, select: **No***
- *Having not completed a treatment program, but attended all scheduled sessions to date, select: **Yes***

53 Any history of calls for service (emergency and non-emergency) involving the perpetrator, prior to fatal event:

Response Options (Select one):

- Calls for service
- Calls for service related to DV
- Calls for service involving victim
- Calls for service related to DV involving the victim
- Other (specify)
- Unknown

Uses: Indicates whether there is any history of a call for service having been made involving the perpetrator. **If “Calls for service related to DV involving the victim,” go to Item 53a.**

Discussion: This item includes both emergency (911) and non-emergency response requests made by an involved party or other concerned party (e.g., a neighbor or bystander), for any medical or criminal safety issue.

Examples:

- *Bystander called police after seeing the Perpetrator fleeing the scene of a crime, select: **Calls for service***
- *Neighbor called police to complain about drug activity at Perpetrator’s home: **Calls for service***
- *Neighbor called 911 to report domestic disturbance involving the Perpetrator and a person other than the Victim, select: **Calls for service related to DV***
- *Bystander called 911 after witnessing an accident involving the Perpetrator and Victim, select: **Calls for service involving the victim***

- *Victim called police or 911 during a previous DV incident involving the perpetrator, select: **Calls for service related to DV involving the victim***

53a For any DV-related calls for service involving the victim, indicate what actions were ever taken as a result:

Response Options (Select all that apply):

- None
- Perpetrator was arrested on DV charges
- Perpetrator was arrested on non-DV charges
- Victim was arrested on DV charges
- Victim was arrested on non-DV charges
- Perpetrator was identified as predominant physical aggressor
- Victim was referred to DV/other resources
- Victim was provided information on POs
- Victim was informed of victim rights
- Medical assistance was offered/provided
- Transported victim to hospital, shelter, or magistrate
- EPO was issued on behalf of victim
- Incident report
- Other (specify)
- Unknown

Uses: Indicates what actions were ever taken by responders as a result of any DV-related calls for service involving the victim.

Discussion: May include any action taken by responders as a result of the call for service.

Examples:

- *If responders were never dispatched as a result any of call(s) for service, select: **None***
- *If responders were dispatched but no other actions were taken, select: **Other***

Section 5a: Civil Proceedings and Other Conflicts

Answer the following questions about the Domestic Violence Perpetrator (and his/her history with the Domestic Violence Victim):

54 Was there a history of protective orders involving the perpetrator?

Response Options (Select all that apply):

None

Unknown

Against perpetrator to protect the victim

Against perpetrator to protect a person other than the victim

Against victim to protect the perpetrator

Uses: Indicates whether a protective order was ever granted that involved the perpetrator. **If “None” or “Unknown,” skip to Item 56.**

Discussion: Includes any type of protective order (Emergency, etc.) that was applied for and granted with the perpetrator as either the subject or protected party, whether or not the order had been served at the time of the event.

54a If there was a history of protective orders, what types of protective orders were granted?

Response Options (Select all that apply):

Emergency

Preliminary

Permanent

Other (specify)

Unknown

Uses: Where there is a history of protective orders involving the perpetrator, indicates what type of order(s) was ever granted.

Discussion: Includes any protective order that was granted, regardless of whether it had been served at the time of the event.

Examples:

- For an Order of Protection issued by a Magistrate and/or the Juvenile and Domestic Relations Court against a family or household member, select: **Emergency, Preliminary, or Permanent**
- For a protective order from another state or jurisdiction that does not fall under the above categories (e.g., Temporary Restraining Order), select: **Other**
- For a protective order that falls under a statute other than for Domestic Violence (e.g., Protective Order for an Act of Violence), select: **Other**
- For a Military Protective Order, select: **Other**

54b Was there a history of protective orders against the perpetrator being denied to the victim?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether the victim every applied for a protective order against the perpetrator, but was denied.

Discussion: This includes any type of protective order, on behalf of any person.

55 Was there a history of perpetrator violating any protective orders (other than violations that resulted in a criminal offense as indicated in Item 51)?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether the perpetrator had any history of violating any protective order.

Discussion: Does not include violations that resulted in a warrant or arrest recorded in Item 51 (e.g., witness statements or other evidence that a violation occurred, but was never communicated to law enforcement).

Examples:

- *If friends/family of Victim report the Perpetrator had been calling or visiting the Victim in violation of an active protective order, select: **Yes***

56 Was there a history of any other type of civil proceedings between the perpetrator and the victim?

Response Options (Select all that apply):

- Child Custody
- Child Visitation
- Child Support
- Divorce (or Legal Separation)
- Other (specify)
- Unknown

Uses: Indicates whether there was any history of any type of civil proceeding between the perpetrator and victim, not including protective orders.

Discussion: Includes any past or current civil proceedings, regardless of whether they are resolved or ongoing. Does not include any history of protective orders.

Examples:

- If one of the parties paid child support to the other either now or in the past, select: **Child Support**

57 Were any criminal or civil proceedings between perpetrator and victim still pending or ongoing at the time of the event?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Where there was a history of any criminal or civil proceedings, indicates whether any were unresolved at the time of the fatal event.

Discussion: Includes both criminal and civil proceedings, such as charges filed or court hearings scheduled.

Examples:

- Perpetrator was out on bail
- A warrant for arrest had been issued but not served
- Divorce had been filed, but wasn't yet finalized

58 Was an active protective order in place between perpetrator and victim at the time of the fatal event?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether an active protective order was in place at the time of the event. **If "Yes," go to Item 58a.**

Discussion: Includes any kind of order between the victim and perpetrator. Must be active and enforceable.

58a If "Yes," what kind of protective order?

Response Options (Select all that apply):

- Emergency
- Preliminary
- Final
- Other (specify)
- Unknown

Uses: Where an active protective order was in place at the time of the event, indicates what type.

Discussion: See Item 54a for more detail.

59 Was the perpetrator deployed on active military duty for 6 months or longer within a year of the fatality?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether the perpetrator was serving a deployment of 6 months or longer within the year prior to the event. **If “Yes,” go to Item 59a.**

Discussion: The entire 6 months or more did not have to be completed within the past year, just concluded within that timeframe.

Examples:

- *If the perpetrator returned from a 10-month deployment 6 months prior to the event, select: **Yes***

59a If “Yes,” was the perpetrator an abuser prior to active duty deployment?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Where the perpetrator had been deployed within a year of the event, indicates whether there was any history of abuse prior to his/her deployment.

Section 6: System Assessment

Answer the following questions about the community response to this fatal event, including the Domestic Violence Perpetrator and Victim's history of contact with community services and resources:

60 Date of first review meeting:

Response Options:

(Numerical field in mm/dd/yyyy format.)

Uses: Indicates the date of first meeting where the current case was reviewed.

Discussion: Provides the beginning timeframe for case review. This in combination with Item 61 captures the date range of review, in order to facilitate the organization of cases for analysis and reporting.

61 Date of final review meeting:

Response Options:

(Numerical field in mm/dd/yyyy format.)

Uses: Indicates the date of that the current review was concluded.

Discussion: Provides the ending timeframe for the case review. Where the case was reviewed in a single meeting, enter the same date as in Item 60.

62 Total number of meetings to review this case:

Response Options:

(Numerical field, open text.)

Uses: Indicates the number of meetings convened to conduct the current review.

Discussion: Provides information on the format and timeframe of review.

Examples:

- *For cases reviewed in a single meeting, enter: 1*
- *For cases that were reviewed over multiple, non-consecutive meetings, enter only the number of meetings at which the case review was conducted.*

63 Challenges/barriers encountered during this review:

Response Options (Select all that apply):

Attendance

Continuity of membership

- Scheduling
- Time management
- Engagement
- Conflict of interest
- Focus/Distractions
- Complex timeline/relationship tree
- Access to records/information
- Stakeholder buy-in
- Participation of necessary entities
- Other (specify)
- None

Uses: Indicates what challenges the team faced in conducting the current review.

Discussion: Provides insight into the case review process, what barriers the team may be facing, and identifies areas for improvement.

Examples:

- For a case where members recused themselves from the review process (e.g., a local judge or magistrate who heard the case), select: **Conflict of interest**
- For a case where the team was slowed down or overwhelmed by the process of organizing and understanding a complex set of events or relationships, select: **Complex timeline/relationship tree**

64 What types of community services did the victim and/or perpetrator receive prior to the fatal event? Select whomever received services and whether services were being received at the time of the fatal event or within the year prior.

Response Options (Select all that apply):

- Victim
- Perpetrator
- Within 1 year of fatal event
- At the time of the fatal event

List of Entities:

- Domestic/Sexual violence program/shelter*
- Batterer intervention program*
- Legal Aid/Court Services*
- Community Corrections (probation, parole)*
- Victim/Witness Services*
- Health/Emergency medical care*
- Mental health care*
- Substance abuse treatment*
- Schools/Educational program*
- Housing/Shelter program*
- Workforce development/job placement services*
- Financial assistance program (e.g., general, energy, childcare)*

Public Assistance (e.g., TANF, Medicaid, SNAP)
 Homeless services
 Immigrant/Refugee services
 Veteran Affairs
 Disability services
 Church/Religious program
 Neighborhood/Community Center
 Other (specify)
 Unknown

Uses: Indicates what involvement the victim and/or perpetrator ever had in available community services.

Discussion: For each type of service, indicate both who ever received the service, as well as whether they were receiving the service within the year prior to the event or at the time of the event.

Examples:

- *If the Victim received mental health counseling as a child (i.e., more than a year ago), select: **Victim***
- *If the Perpetrator was receiving disability services at the time of the event, select: **Perpetrator, at the time of the event***

65 Which entities provided information on this case at the fatality review team meeting?

Response Options (Select all that apply):

Family/friend of perpetrator
 Family/friend of victim
 Witness/bystander
 Domestic/Sexual violence program/shelter
 Sexual Assault or Coordinated Community Response Team (SART/CCR)
 Batterer intervention program
 Law Enforcement
 Courts
 Magistrate’s Office
 Commonwealth’s Attorney
 Community Corrections (Probation, Parole)
 Victim/Witness Services
 Health care professionals/emergency medical services
 Mental health professionals
 Substance Abuse Services
 Schools/educational facilities/institutions
 Other (specify)

Uses: Indicates which agencies or individuals participated in the current review.

Discussion: Includes those who attended the review, or who contributed records, expertise, or other information/resources during the review process.

66 Did purged or destroyed records reduce the Team’s access to information in this case?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether the team’s access to records or information regarding the current case was impacted by an entity’s policy to purge or destroy records after a certain time lapse. **If “Yes,” go to Item 66a.**

Discussion: Provides information on the availability of case information at the time of review. For access issues not related to purged records, refer to Item 63.

66a If “Yes,” which entity’s records were purged or destroyed?

Response Options (Select all that apply):

- Family/friend of perpetrator
- Family/friend of victim
- Witness/bystander
- Domestic/Sexual violence program/shelter
- Sexual Assault or Coordinated Community Response Team (SART/CCR)
- Batterer intervention program
- Law Enforcement
- Courts
- Magistrate’s Office
- Commonwealth’s Attorney
- Community Corrections (Probation, Parole)
- Victim/Witness Services
- Health care professionals/emergency medical services
- Mental health professionals
- Substance Abuse Services
- Schools/educational facilities/institutions
- Other (specify)

Uses: Where records were unavailable due to purging policies, indicates which entity had purged documents.

67 Was a lethality assessment ever conducted?

Response Options (Select one):

- Yes
- No
- Unknown

Uses: Indicates whether a lethality assessment had ever been conducted with the Victim prior to the event. **If “Yes,” go to Item 67a.**

Discussion: Can include any risk assessment or similar tool used to assess risk for fatal domestic violence, such as MOSAIC, Danger Assessment, etc., whether performed by a professional or lay person (including a self-assessment such as an online survey or phone app).

67a If “Yes,” by which entity?

Response Options (Select all that apply):

- Family/friend of perpetrator
- Family/friend of victim
- Witness/bystander
- Domestic/Sexual violence program/shelter
- Sexual Assault or Coordinated Community Response Team (SART/CCR)
- Batterer intervention program
- Law Enforcement
- Courts
- Magistrate’s Office
- Commonwealth’s Attorney
- Community Corrections (Probation, Parole)
- Victim/Witness Services
- Health care professionals/emergency medical services
- Mental health professionals
- Substance Abuse Services
- Schools/educational facilities/institutions
- Other (specify)

Uses: Where a lethality assessment had been conducted, indicates which entity(s) conducted the assessment.

68 Did jurisdictions outside of the team’s locality have records pertinent to the review?

Response Options (Select one):

- Yes, able to get all records
- Yes, able to get some records
- Yes, but unable to get records
- No
- Unknown

Uses: Indicates whether external localities had any records pertaining to the perpetrator or victim, and whether they were made available to the team during the review process.

Discussion: This may include court records pertaining to a criminal history in another jurisdiction or state.

Examples:

- For cases where external records were not researched or requested, select: **Unknown**
- For cases where there was no known involvement in services outside the team’s locality, select: **No**

69 Did a third party know prior to the fatal event about past violence or the threat of future violence?

Response Options (Select all that apply):

- Adult family/friend of victim
- Adult family/friend of perpetrator
- Minor child of victim/perpetrator
- Neighbor
- Co-Worker
- Church/clergy
- Domestic/Sexual violence program
- Sexual Assault or Coordinated Community Response Team (SART/CCR)
- Batterer intervention program
- Law Enforcement
- Courts
- Magistrate’s Office
- Commonwealth’s Attorney
- Community Corrections (Probation, Parole)
- Victim/Witness Services
- Health care professionals/emergency medical services
- Mental health professionals
- Substance Abuse Services
- Schools/educational facilities/institutions
- Other (specify)
- None
- Unknown

Uses: Indicates whether anyone was aware of prior or ongoing abuse between the involved parties.

Discussion: This could include any entity who saw or heard the abuse, was told about the abuse by the Victim, or had evidence of the abuse (such as an injury).

Examples:

- *If a neighbor states they suspected abuse because “she always had cuts and bruises,” select: **Neighbor***

70 In the team’s opinion, did the availability or coordination of community services contribute to the cause of death?

Response Options (Select one):

- Definitely
- Probably
- Unsure
- Probably not
- Not at all

Uses: Indicates the degree to which the team considered the death preventable. If “Definitely” or

“Probably,” go to Item 70a.

Discussion: A preventable death is one in which with retrospective analysis, the Team determines that a reasonable intervention might have prevented the death.

70a If definitely or probably, explain why:

Response Options:
(Open text.)

Uses: Indicates the team’s reasoning for why they considered the death preventable.

71 What gaps in services or service coordination were identified?

Response Options:
(Open text.)

Uses: Indicates what the team identified as an unmet need(s) relating to the current case.

72 Of the interventions that were provided, what needed to be expanded and improved?

Response Options:
(Open text.)

Uses: Of the services that were provided relating to the case, indicates what improvements were identified as needed by the team.

73 What strengths or assets were identified?

Response Options:
(Open text.)

Uses: Indicates what positive characteristics were identified by the team in the case.

Discussion: May include characteristics on behalf of involved persons, their family and friends, and service providers in the community.

74 List recommendations for improvements to each applicable service sector, below.

Response Options:
(Open text.)

- Law Enforcement
- Prosecution
- Courts
- Corrections
- Probation

Victim Services
Medical Services
Mental & Behavioral Health Care
Legislation & Public Policy
Other Community & Social Services

Uses: For each service sector, indicates the team's recommendations for improvements to services and coordination pertaining to the current case.

75 Use this space to add any information pertaining to the team's review and recommendations that was not captured in this section:

Response Options:
(Open text.)

**76 Check here when all data entry has been completed for this case.
Initials of person(s) entering data:**

Response Options:
(Open text.)

Uses: When data is entered over multiple log-in sessions, marks the record as completed.

Discussion: After completing this item, the user is still able to return to the record to add or change responses.

Glossary

Adult Homicide by Caretaker: A homicide in which a victim was a dependent adult 18 years or older who was killed by a caretaker. A dependent adult could include someone who is elderly or disabled, and requires part- or full-time care from another person.

Alleged offender: A person who law enforcement suspects or charges with the commission of a homicide.

Assault/battery: Assault is a violent or forceful attempt to physically injure someone. Physical contact is not necessary to meet the legal requirements of assault. Battery is the physical and violent contact with a person to cause harm or injury.

Burglary/theft/robbery: Burglary is entering a place with intentions of committing a felony or larceny (theft of personal property). Robbery is the taking of personal property of another from one's person or in one's presence and against one's will, by violence, threat, or fear. Robbery involves the intent to steal.

Caretaker: A person responsible for the care and/or supervision of another person. This is not limited to a biological parent, but can include a babysitter or person of no biological relation who is in charge of or responsible for the care of another person. In Virginia a parent of a minor is always considered a caretaker, unless their parental rights have previously been terminated.

Child Homicide by Caretaker: A homicide in which a victim was a child under the age of 18 killed by a caretaker.

Child/children: A person under the age of 18.

Decedent: A person who has died. In this data tool, decedent refers to someone who died as a result of injuries inflicted by the Alleged Offender during the fatal event.

Disabled: "A person with a physical or mental impairment that substantially limits one or more of the major life activities..."¹ This may include illnesses or conditions such as HIV, impaired hearing, paralysis, broken bones, severe arthritis, seizure disorder, Alzheimer's disease, and degenerative back conditions. Pregnancy should not be coded as a disability.

Domestic violence: Any abusive, violent, coercive, forceful, or threatening act or word inflicted by one member of a family or household on another.

Domestic Violence Homicide, Other: A homicide in which a victim was killed by an individual who was not related biologically or by marriage. The victim was also not in an intimate relationship with the alleged offender.

Domestic violence perpetrator: Person who was the primary aggressor of abuse towards an intimate partner or family member. The perpetrator is often times the alleged offender, but this is not always the case, such as in a case where a domestic violence victim's new boyfriend murders the victim's abuser or perpetrator. In this case, the new boyfriend is the alleged offender but not the domestic violence perpetrator.

Domestic Violence Suicide, Other: A suicide committed to escape from or as an act of abuse against a person other than a family member or intimate partner.

Domestic violence victim: Person who was the primary target of abuse from the domestic violence perpetrator. The victim is often times the primary decedent, but this is not always the case, such as in a case where the domestic violence victim's new boyfriend murders the victim's abuser or perpetrator. In this case, the decedent is the domestic violence perpetrator, not the domestic violence victim.

DUI (Driving Under the Influence): Circumstance where a person operates a motor vehicle under the influence of alcohol with a blood alcohol concentration of 0.08 or higher and/or when a person is under the influence of a narcotic drug to a degree which impairs his or her ability to operate a vehicle safely.

Educational attainment: The degree or completed number of years of education.

Family Homicide, Other: A homicide in which a victim was killed by an individual related to them biologically or by marriage with the exception of spouses (e.g. grandparent, [step] parent, [step] sibling, cousin, in-law).

Family dissolution/violence: Family or household characterized by separation/break-up/divorce, intimate partner or family abuse.

Family member: Includes parents, children, siblings, grandparents and grandchildren (in-laws, adopted, biological, foster, half-siblings, etc.), or another person related by blood or marriage excluding spouses

Family Violence Suicide: A suicide committed to escape from or as an act of abuse against a family member.

Fatal agent: The instrument or method causing the death of a victim (e.g., firearm, poison, strangling).

Fatal assault/event: A homicide(s) with shared circumstances. Information describing the characteristics and circumstances of homicides is provided in two ways, by individual case and event. For instance, if two persons are killed in a car accident, there are two victim cases and one event.

Financial issues: Difficulty making income and/or paying debts or expenses (e.g., living at or below the poverty level, unemployment, excessive debt, and inability or difficulty paying rent/utilities).

Financial strife: Conflict or disagreement regarding finances (e.g., income, paying debts, division of assets, and ownership of property).

History of resentments or conflicts: A past or long term history of arguments, anger, struggle, or opposition (e.g., two siblings who never get along or see eye to eye).

Homicide: "Occurs when death results from an injury or poisoning or from a volitional act committed by another person to cause fear, harm, or death. Intent to cause death is a common element but is not required for classification as homicide."ⁱⁱ

Homicide-Suicide: A homicide which is followed within one week by the suicide of the alleged offender.

Intimate partner: May include a current or former spouse; any individual who has a child in common with the person; or, any individual who cohabits or who, within the previous 12 months, cohabited with the person.

Intimate Partner Associated Homicide: A homicide in which a victim was killed as a result of abuse and/or violence stemming from an intimate partner relationship (e.g., persons caught in the crossfire of intimate partner violence: such as friends, co-workers, neighbors, new intimate partners, or bystanders).

Intimate Partner Homicide: A homicide in which a victim was killed by one of the following: current or former spouse; current or former boyfriend; girlfriend; same-sex partner; or dating partner.

Intimate Partner Violence Associated Suicide: A suicide committed to escape from the abuse between two intimate partners.

Intimate Partner Violence Suicide: A suicide committed to escape from or as an act of abuse against an intimate partner.

Lethality Factors: Events or characteristics that when present in an intimate partner relationship indicate an elevated risk for lethal domestic violence.

Mandated treatment or intervention: Treatment or interventions required by Virginia courts (e.g., participation and compliance with counseling, probation, parole, batterer intervention, and/or drug/alcohol rehabilitation programs).

Manslaughter: The unjustifiable, inexcusable, and intentional killing of another person without deliberation, premeditation, and malice.

Mental health issues: Mental health issues include all disorders and syndromes identified in the DSM-IV (e.g., depression, anxiety, schizophrenia, eating disorders, personality disorders, and dementia).

Murder: The willful, deliberate, and premeditated killing of another person.

Neglect: Behaviors causing injury or harm, characterized by inadequate supervision or failure to provide essential care (e.g., food, medicine, health care).

Precipitating factor: A circumstance that occurred immediately before or during the fatal event and might be considered a trigger or motive for the violence.

Primary decedent: The decedent who was the main target during a fatal event.

Protective order: A legal order issued by a court to protect one person from abuse or threatening behavior by another.

Secondary decedent: Someone who died as a result of the fatal event, but who was not the main target of the violence.

Risk factor: Characteristics present prior to the occurrence of a homicide which might have placed the victim at an increased probability for abuse.

Sexual assault: Sexual contact without consent and with or without the use or threat of force.

Stalking: When a person becomes fearful of their safety because someone is repeatedly pursuing, harassing, and/or following them, which is unwanted and serving no legitimate purpose.

Substance abuse: The recurrent pattern of the use of drugs, alcohol, or other substances for purposes other than intended and/or impairs the user's life.

Suicide: A death that "results from an injury or poisoning as a result of an intentional, self-inflicted act committed to do self-harm or cause the death of one's self."ⁱⁱ

Suicide Alone: A fatality involving a single decedent whose manner of death was suicide.

Trespassing: An unlawful entry in a place where a person has been prohibited from entering.

Truancy: The act of a child who habitually is absent from school without justification.

ⁱ Americans with Disabilities Act of 1990, Pub. L. No. 101-336, §2, 104 Stat. 328 (1991).

ⁱⁱ Centers for Disease Control and Prevention. (2003). *Medical Examiners' and Coroners' Handbook on Death Registration and Fetal Death Report*.