

**Division of Child and Family Services  
Domestic Violence Shelter Contract Review  
Survivor File Audit (Revised 9/9/2014)**

Survivor ID: \_\_\_\_\_ Entry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Exit Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor Name: \_\_\_\_\_ Location: \_\_\_\_\_

NO.	Client File	Responses
1	(II I.1.b.) Shelter Checklist for each adult survivor entering the shelter	
2	(II I.1.g.1) Name (Protected by VAWA) (II I.1.g.2) DOB (Protected by VAWA) (II I.1.g.3) Address (Protected by VAWA) (II I.1.g.4) Marital Status (II I.1.g.5) Gender (II I.1.g.6) Race	
3	(II I.1.g.7) Children Yes/No and Number of Children	
4	(II I.1.g.8) Nature of, or history of, domestic violence	
5	(II I.2.a) SSW met with survivor within two working days of admission into the shelter Y / N  (II.I.2.b) Children’s Program Coordinator met with child(ren) within four working days of admission into the shelter to develop safety plan Y / N	
6	(II H.2.b) Provide assessment which includes:  1. If the survivor is homeless due to a domestic violence situation;  2. If the survivor requires medical attention;  3. If the survivor and/or family require any special accommodations (i.e.; size of family, physical or other disabilities, etc.);  4. Whether the survivor's children were also victims of abuse or neglect and if they were present during abuse of the survivor;  5. The survivor and/or family's basic clothing needs;  6. Whether the survivor has an open DHS/DCFS case. If the survivor is currently involved with DHS/DCFS, the Contractor shall notify DHS/DCFS by the next business day, and at the time the survivor exits the shelter.	

7	<p>(II H.2.g.) Completed Safety Plan DATE:_____</p> <p>Completed within 24 hrs. Y / N</p> <p>Following items shall be considered:</p> <ol style="list-style-type: none"> <li>1. Identifying a neighbor they can tell about the violence and ask that person to call the police if they hear a disturbance.</li> <li>2. Devising a code word or signal for them to use with family, friends, or neighbors when they need them to call the police.</li> <li>3. Opening their own savings account to increase their independence.</li> <li>4. Leaving money, an extra set of keys, copies of important documents, and extra clothes with someone they trust.</li> <li>5. Deciding where they will go if they leave their home, even if right now they don't think it will come to that.</li> <li>6. Encouraging them to call the shelter's crisis line at any time.</li> <li>7. Finding out if they have a friend or relative that will let them stay with them or lend them money.</li> <li>8. Keeping the shelter number or Utah Domestic Violence Council (UDVC) Link Line number close at hand and keeping change or a calling card on them at all times.</li> <li>9. Identifying which door, window, stairwell, or elevator offers the quickest way out of their home, and practice their escape route.</li> <li>10. Teaching their children to dial 911.</li> <li>11. Keeping cell phone charged and with them at all times.</li> <li>12. Packing a bag and having it ready to go in case they must leave home, and keeping it in a private but accessible place where they can grab it quickly.</li> <li>13. If a survivor has a Protective Order, keeping it with them at all times.</li> </ol>	
8	<p>(II I.2.a) Risk of Danger Assessment DATE:_____</p> <p>(II I.2.a) Action Plan DATE:_____</p>	
9	<p>(II I.6.a "Exit") Contractor shall ensure that an anonymous client satisfaction survey be offered to each client.</p> <p>(II I.6.b "Exit") Contractor shall complete a Termination Summary and maintain it in the clients file.</p> <p>(II I.6.c "Exit") Contractor shall document the Clients Progress. Documentation shall include information concerning referrals to outside support or service resources.</p>	
10	<p>(II J.2) The Contractor shall complete a DV01 Client form for each survivor, maintained in each client file. The Contractor shall enter data from the DV01 client form into the DHS/DCFS Domestic Violence Website ( <a href="http://www.hsemployees.utah.gov/dcfs/dv">http://www.hsemployees.utah.gov/dcfs/dv</a> ) for each client within 15 days of the survivor exiting the shelter.</p>	