**Domestic Violence Services Statistical Report Instructions**

This Guidance Document provides the steps for the preparation of the monthly Domestic Violence (DV) Statistical Report. Centers are required to use Osnium WS software as its database for case management services. Centers are to provide accurate recording and accessibility of data for monitoring and evaluation purposes.

**Reporting Procedure**

Centers shall export the Osnium report in the Excel format and submit to its assigned Contract Manager and HQW.DV.FloridaReports@myflfamilies.com within in 15 calendar days after the end of each month. Reports that are not submitted in the Excel report will not be accepted.

# To submit the monthly DV Statistical Report via Osnium WS follow the steps below:

1. From the navigation menu, select **Reports** then select **Spreadsheet Report**.
2. Select **DV Report** (Be sure to select the one with the most recent version date).
3. When the report opens, enter the Global Parameters on the left side.
4. Enter the start date and end date (this is a monthly report, therefore start to end should cover a one-month period). The blackout date for each state fiscal year is 07/01/yyyy as this is the state fiscal year.  For example, for state FY 2024/2025 the blackout date is 07/01/2024.
5. Select **Submit**.
6. Once the report appears, review your data, and select **Export to Excel** in the top right corner.
7. Email Excel spreadsheet to assigned Contract Manager and HQW.DV.FloridaReports@myflfamilies.com