

# Performance Measurement Tool User Training

Victims of Crime Act  
Victim Assistance Grantee User Training

Updated October 2018



[Tina] Good afternoon everyone. Thank you so much for joining us today. My name is Tina Wenzlaff and I provide training and technical support for the Office for Victims of Crime's (OVC) Performance Management Team. I am joined here today by my colleague Alex Hosmar, our Performance Measurement Tool (PMT) Helpdesk Support Specialist. Before we begin, I want to provide some housekeeping items. All phone lines are muted at the moment to prevent background noise. If you have a question, you are welcome to submit it at any time using the chat box or Q&A feature. Because we have a lot of material to cover in a short amount of time today, we plan to respond to questions in writing after the webinar and those responses will be sent to all of our training participants. We will be conducting some polls throughout the course of the presentation, so be on the lookout when they pop up for you. And then at the end of the webinar, we are going to share some refreshed training and technical assistance (TTA) resources including our User Guide, frequently asked questions (FAQ) and Fact Sheets. So, we want to make sure you download those latest documents so that you have the most up to date resources.

# Agenda

---



- Overview of Performance Management at the Office for Victims of Crime
- Accessing the Performance Measurement Tool: Managing Users and Your Profile Page
- Entering Subgrant Award Reports
- Preparing the Subgrantee Data Report
- Generating the Annual Grantee Report
- Troubleshooting Tips and Additional Resources

[Tina] Our agenda for the presentation includes an overview of Performance Management at OVC, how to access the PMT: Managing Users and Your Profile Page, guidance for entering Subgrant Award Report, preparing the Subgrantee Data Report, and generating the Annual Grantee Report. We will also provide troubleshooting tips and additional resources along the way.

# Learning Objectives



Participants will learn—

- Guidance for reporting quarterly and annual performance measure data
- Processes for accessing the system, creating Subgrant Award Reports (SAR), and submitting quarterly and annual reports
- Navigational tips and troubleshooting strategies
- Resources and tools available for additional support

[Tina] By the end of today's presentation, we hope to provide you with the tools and resources to be able to:

- Report quarterly and annual performance measure data in the PMT system;
- Understand the process for accessing the PMT system, creating Subgrant Award Reports, and submitting quarterly and annual reports;
- Use our navigational tips and troubleshooting strategies to help ensure accurate data submission in the PMT;
- Receive resources and tools for additional support.

# Overview of Performance Management at the Office for Victims of Crime

[Tina] Victims of Crime Act (VOCA) Victim Assistance grants provide funds to thousands of organizations that provide vital victim services in their communities. It's important to understand your role as the grantee/State Administering Agency (SAA), the role of the subgrantee, and of OVC.

## Role of Grantees

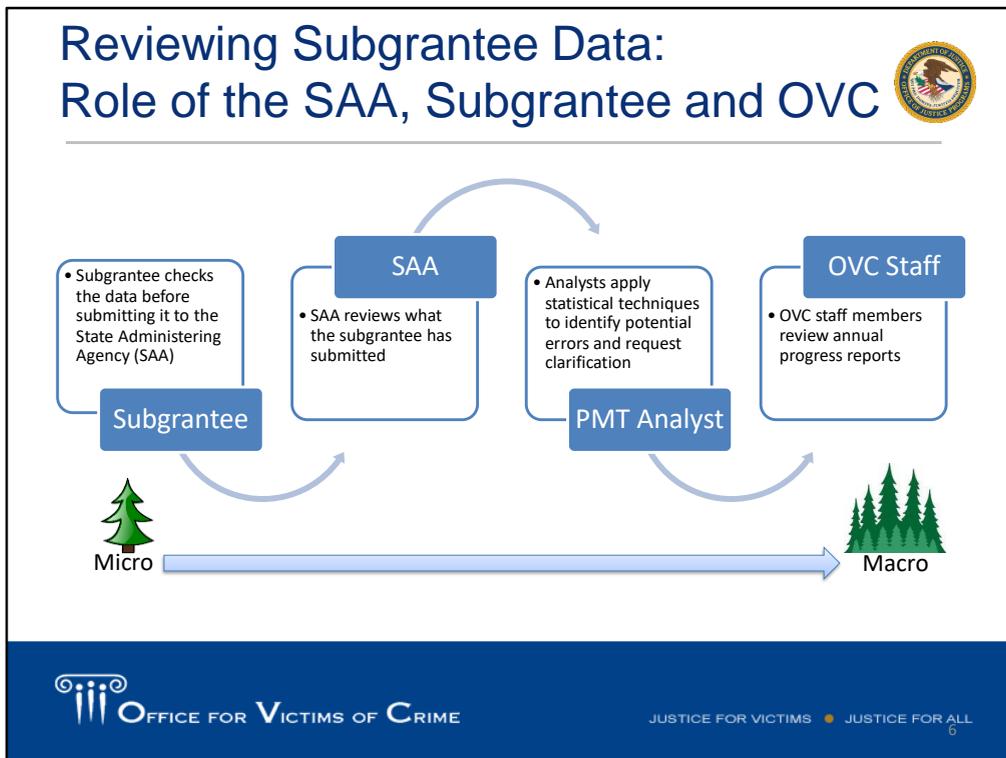


As a grantee, your role in performance measurement reporting includes the following—

- Identifying individuals in your organization who will have access to the Performance Measurement Tool (PMT) and maintaining your organization's profile page
- Entering SARs for any subawards made
- Communicating with subgrantees about reporting, monitoring subgrantee reporting, and reviewing subgrantee data in the PMT
- Submitting quarterly data reports and an Annual Grantee Report
- Clarifying and updating data in response to any inquiries from the Office for Victims of Crime (OVC)

[Tina] Starting from an administrative perspective related to the PMT system, as a grantee, your role in performance measurement reporting includes –

- Identifying who needs to have access for entering and reviewing data in the PMT system, and for maintaining your organization's profile page.
- You need to be able to enter Subgrant Award Reports (SAR) for subawards made, and determine whether you will allow your subgrantees to enter data into the PMT system directly, or if you will enter data on their behalf.
- You are responsible for communicating to your subgrantees about your state processes and internal timelines for data collection and entry, and not only making sure the data is entered into the PMT system, but that the subgrantee data is accurate and as thorough as possible.
- You are ultimately responsible for completing quarterly data reports and an Annual Grantee Report.
- And finally, if OVC has any questions about data reported, you play a role in helping to clarify or update that data.



[Tina] One of the important roles the grantee plays in performance measurement is reviewing subgrantee data for the Victim Assistance grant program. Many stakeholders besides the grantees are involved in this process. Subgrantees need to set up internal systems to collect data accurately, and they should be reviewing their own data before passing it on to you. Once the data is received, you should review subgrantee data for accuracy before submitting into the PMT system. Once the data entry is complete in PMT, then PMT Team Analysts – my teammates and I – we work under the direction of OVC’s Performance Measurement Manager, to take a look at the data reported. If we notice data that seems contradictory or really beyond the norm, we come back to you to ask for clarification. Sometimes there is a very reasonable explanation for why the data is the way it is, sometimes there may be a typo, sometimes there is confusion what the performance measure was and how the data was supposed to look. If you have questions about particular performance measures and how they should be accurately reported, please reach out to your grant managers or the OVC PMT Helpdesk for assistance. Finally, OVC staff – your grant managers – review data, and in particular review your annual progress reports, but they can also look at quarterly data to see how it fits in with everything else that they know about your project. Things that they have learned from site visits, desk reviews, financial reports and so on. PMT is one part of building your story on the ground that your program is doing in the community with your Victim Assistance funds. Each of these actors plays a role in helping to make sure Victim Assistance program data is as accurate and complete as possible.

# PMT Definitions



## *General Definitions:*

- **Performance Management:** The regular collection of data in a systematic manner to assess program outputs/outcomes, showcase program results, and improve program performance.

## *Reporting Systems:*

- **Performance Measurement Tool (PMT):** The online system maintained by OVC for collecting performance measure data from grantees and subgrantees.
- **Grants Management System (GMS):** The online data collection system maintained by the Office of Justice Programs (OJP) for all grants administered through OJP. GMS is the priority system of record for information about grants.

[Tina] The next few slides have definitions of key terms. One that I want to highlight is “performance management,” because that is our ultimate goal in collecting data from grantees – we are really trying to better manage the program to achieve our ultimate goal of helping more victims with appropriate services. There are two reporting systems that you need to use for reporting – the Performance Measurement Tool also known as the PMT, which is our focus in this training, and the Grants Management System, the official system of record for Office of Justice Programs (OJP) grants.

## PMT Definitions (cont.)

---



### *Parties Involved:*

- **Grantee:** The primary grant recipient of funds directly from OVC.
- **Subgrantee (or Subrecipient):** An entity that receives a portion of grant funding through a formal agreement with the grantee. Grantees are required to monitor subgrantees to ensure subgrant funds are appropriately spent.
- **State Administering Agency (SAA):** The grantee; the state office responsible for receiving funds and reporting data.

[Tina] You all, as the State Administering Agency, are the prime grantee of Victim Assistance funds from OVC. We use the terms subgrantee and subrecipient interchangeably.

## PMT Definitions (cont.)



### Reports:

- **Subgrant Award Report (SAR):** This report collects information about the subgrantee organization, the length of the subawards and activities to be implemented by the subgrantee, and the allocation of grant funds.
- **Subgrantee Data Report:** This report collects information quarterly on victims served with Victims of Crime Act (VOCA) plus match funding, including victim demographics, types of victimization, and services provided.
- **Annual Grantee Report:** This report collects the information on victims served with VOCA plus match funding over a federal fiscal year (October–September). The report is a PDF document that the PMT automatically generates after all data entry is complete.

[Tina] There are three different reports that you, as the grantee, are responsible for:

1. You need to set up Subgrant Award Reports (SAR) to collect information about the subgrantee organization, length of the subaward, activities to be implemented by the subgrantee and allocation of grant funds. A SAR is required for each subgrant, however only 1 subgrantee performance report is required for each subgrantee organization.
2. The subgrantee data report collects information quarterly on victims served with VOCA plus match funding.
3. Annually, you will respond to additional narrative questions as part of the Annual Grantee Report. The report is a PDF document that the PMT automatically generates after 4 quarters of data entry are complete.

We'll go over each of these during this presentation.

## How does OVC use data?



-  Grant management and program planning
-  Developing Annual Victim Assistance and Victim Compensation Data Analysis Reports
-  Responding to data requests

 OFFICE FOR VICTIMS OF CRIME

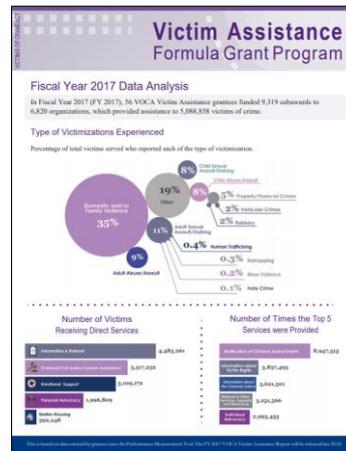
JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] It's important to note how OVC uses data and how you as grantees can use data. OVC is called upon to demonstrate the value of its agency to other federal government agencies, to the media, to the field, and the public. Each year, OVC is asked about the results of the grant funding going into the field. Sometimes OVC is aggregating data to give nationwide totals. OVC uses data to develop annual publicly available data reports such as the Victims of Crime Act Victim Assistance Annual Data Analysis report. We are currently drafting the 2017 report and we are using the data to spotlight services that are provided to domestic violence victims and offer ideas on how victim service providers can use that data to reflect on their own programs at the state or local level. I will speak more about this on the next slide. One of the great things about the PMT is it allows us to drill down to specific inquiries. Because you enter this data in the PMT, we can access the data we need and respond to these requests quickly. Sometimes we only have a few hours, so it is very important to provide thorough and complete data, so when OVC does get called upon to respond to these inquiries, it can get the best result possible. One of the most recent and notable examples is your data has helped our PMT Analysts respond to a Freedom of Information Act (FOIA) request, an inquiry from a U.S. Senator, and the Congressional Research Service.

# Annual Data Analysis Reports



- Communicate aggregate performance measure data, as reported by grantees
- Demonstrate output of grant funds
- Emphasize progress made toward achievement of OVC's strategic and program goals
- Reach target audience of grantees, subgrantees, and general public



[Tina] As I mentioned on the previous slide, annual data analysis reports are also developed with your data. These reports are used to communicate aggregate performance measure data to a wider audience, and demonstrate the output of grant funds. They also emphasize progress made toward achieving OVC's strategic goals. The reports are circulated around OVC and made publicly available on the OVC webpage so they can be accessed by everyone. Finally, and most importantly, it showcases some of the remarkable work you and your subgrantees are doing, as you help victims work through the immediate aftermath of crime, and continue to support them as rebuild their lives.

## How Can Grantees Use Data?



### Monitor Progress

Determine whether you and your subgrantees are on track to meet your project goals and objectives

### Strategic Planning

- Evaluate what has been done in the past
- Plan for how victims of crime can best be served moving forward
- Set reasonable goals, objectives, and targets for future awards

[Tina] So, I'm sure you're wondering – how can we use all of this data? Data can be used to monitor your ongoing progress, and determine if you and your subgrantees are on track to meet projected goals and objectives. It can be used to obtain a general picture of the population of victims served over time, and if that population aligned with initial expectations. Taking a look the previous victims served may identify a change in a type of victimization, direct service, or expense type that you hadn't expected. Trend analyses on these data may also be useful in helping you plan for the future. If you look at how the data are trending over a period of time (such as the past 5, 7, or 10 years), it may emphasize areas of increase or decrease within your state, and help guide your focus in the future.



Accessing the Performance  
Measurement Tool:  
Managing Users and Your  
Profile Page

## Logging into the PMT



- Visit the PMT website at this address, <https://ojpsso.ojp.gov/>, and enter your user name and password.
- The user name is the user's email address.
- If you forget your password:
  1. Enter your user name and leave the password field blank.
  2. Select Forgot Password.
  3. Enter and submit the answer to your challenge question.

[Alex] We will now address accessing the PMT system. The URL that will direct you to the PMT login page is [ojpsso.ojp.gov](https://ojpsso.ojp.gov/). Once you navigate to this page, you will see the login page (pictured here), where you are able to input your credentials before moving forward. Please have in mind that this slide only applies to users who have already created an account. New users, for example someone taking over a colleague's reporting roles or representing a new award, will have to create an account, which will be explained in greater detail later in this presentation. Your email address and password are the credentials required to enter. If you do not remember your password, you can select the "Forgot Password" link (outlined in red), using your email address. The system will ask for an answer to your security question, at which point you can reset your password.

# Updating Your User Account and Changing Your Password



- Select the Update My Account button to update your login information (see Image 1).
- Select the Change Password button if necessary (see Image 2).
- Please remember to adhere to the password guidelines that are shown on the screen.

1

Home Update My Account Change Password

First Name: [text]  
Last Name: [text]  
Email Address: [text]  
Phone Number: [text]  
Security Challenge: [text]  
Security Response: [text]  
Update

2

Home Update My Account Change Password

Enter New Password: [text]  
Verify Password: [text]  
Update

Passwords must conform to the following requirements:  
• At least 12 characters in length  
• Contains alpha characters of both upper and lower case -- at least one of each  
• Contains at least one number  
• Contains at least one special character, as follows:  
~ ! @ # \$ % ^ & \* ( ) - \_ + = { } | < > ? [ ] ; ' , . /

[Alex] When logging into the PMT, you will notice three options at the top of the page. Click on the “Update My Account” button. If there is a change of any personal information, (such as name, phone #, email, security question), you can make those changes on this page. Note that if you change your email address here, make sure to start using that address as your username when logging into the PMT going forward. When finished, ensure to hit update for these changes to take place. Additionally, if you’d like to change your password, you can select the “Change Password” button at the top. Please be mindful of the password requirements when creating a new password by including the appropriate number of letters, numbers and special characters. After you are finished, again, ensure to hit update.

# Accessing Your PMT Account Home Page



- Once you have created your account, you can update or change your account and password information.
- Click OVC PMT to continue with your data entry.

[Alex] When finished updating your account, to enter the PMT, you can select the blue “OVC PMT” button. You will now be navigated to the PMT profile page.

## Main Navigation Menu



OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
--------------	----------------	---------	-----	------------	---------	------------	--------

INFORMATION AND RESOURCES

REPORTING SCHEDULE

- OVC PMT Home:** General information about your award and reports
- Administration:** List of subawards and user information associated with your award
- Profile:** Lists contact information for your organization and POC
- SAR:** Data entry pages for all Subgrant Award Reports associated with your award
- Enter Data:** Data entry pages for the quarterly Subgrantee Data Report
- Reports:** Lists current and past reports and their status
- Need Help?:** Resources for using the PMT and submitting feedback/questions
- Logout:** Logs you out of the PMT system



OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Alex] Now that you are inside the PMT profile, please take a look at the options on the top banner.

- OVC PMT Home: Starting from the left with the “OVC PMT Home” tab, you can find general information about your award, as well as the reporting schedule.
- Next to the OVC PMT Home tab is the “Administration” tab containing a subaward “roster” and allows you to add new users to the system.
- Next is the “Profile” tab which contains general information about the State Administering Agency (SAA) and contact information for point of contact (POC) and Grant Managers associated with each active award number.
- The “SAR” tab contains a subgrantee list, data entry pages for each SAR and SAR preferences where users are able to create new SAR’s, modify amounts, change allocations to certain demographics, or change reporting requirements for a SAR. More details on handling SAR’s in the PMT will be discussed later.
- The “Enter Data” Tab is where all quarterly reporting data entry takes place. All reporting questions can be found here to complete each Subgrantee Data Report.
- The “Reports” tab aggregates what is recorded in “Enter Data.” It displays current and previous reporting periods and can be used to investigate compliance status. This tab is also where you can generate PDF’s to upload to the GMS system or export quarterly data metrics through Microsoft Excel.

# OVC PMT Home Page



<a href="#">OVC PMT Home</a>	<a href="#">Administration</a>	<a href="#">Profile</a>	<a href="#">SAR</a>	<a href="#">Enter Data</a>	<a href="#">Reports</a>	<a href="#">Need Help?</a>	<a href="#">Logout</a>
INFORMATION AND RESOURCES							
REPORTING SCHEDULE							
Reporting Period	Type of Data Required	PMT Due Date	Upload to GMS? When?				
October 1 - December 31	Program Performance Measures	February 15	No				
January 1 - March 31	Program Performance Measures	May 15	No				
April 1 - June 30	Program Performance Measures	August 15	No				
July 1 - September 30	Program Performance Measures and Narrative	November 15	Yes ( December 30 )				

- On the OVC PMT Home Page, you can view information and resources, as well as the reporting schedule.



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Alex] Along with viewing Information and Resources about the PMT and your award, you can also find the reporting schedule. Open quarterly submission periods begin on January 1, April 1, July 1, and October 1 during the year. Users are given 6 weeks to complete their reports from those dates, as indicated in the “Reporting Schedule” table.

## Administration: Federal Award List



OVC PWR Home Administration Profile SAR Enter Data Reports Need Help? Logout

Federal Awards & Subawards Table

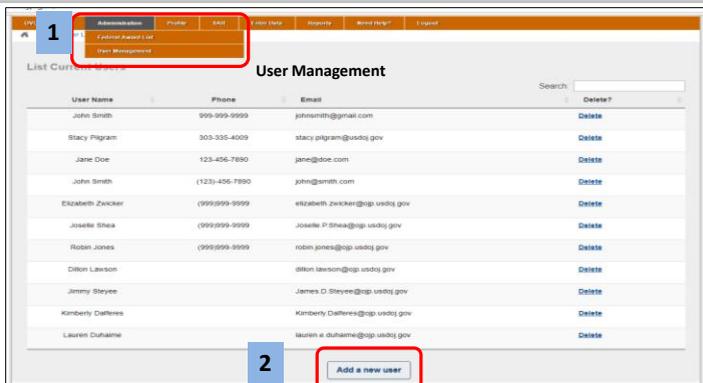
Search:  Save

Federal Award	Admin Funding	Training Funding	Total Federal Award Amount	Subaward Number (State Assigned)	Distributed Amount	Total Sub Award Amount	Subgrantee
1324587				1234	10,000.00	10,000.00	ABC ORG HT

- Hover your mouse over the Administration tab to view the Federal Awards and Subawards Table
- The Federal Awards & Subawards Table displays a list of your state's federal awards and all subawards made under those awards.
- For each active federal award, in the Admin Funding and Training Funding fields, report the funds allocated for these activities. If your state did not set aside administrative and/or training funds, please enter zero (\$0).

[Alex] Hovering your mouse over the “Administration” tab allows you to select the Federal Awards and Subawards Table, which displays a list of your state’s federal awards and all subawards made under those awards. For each active federal award, in the Admin Funding and Training Funding fields (circled in red above), report the funds allocated for these activities. If your state did not set aside admin and/or training funds, please enter zero (\$0).

# Administration: User Management- Adding a New User



1. Hover your mouse over Administration from the top navigation bar and then click User Management to manage the user accounts associated with your state.
2. To add a new user, click the Add a New User button.

[Alex] Again hovering your mouse over “Administration” from the top navigation bar, you can click “User Management” to manage the user accounts associated with your state. Click the “Add a New User” button. Adding a user will require: first name, last name, email address, and phone number. Once that information is captured, the new user will be sent a link to complete their account profile, which includes security questions and a password. Adding a user this way is going to give grantee access to a user. If you would like to add a user to a particular SAR(s), a current SAR user will have to log into the PMT using their account and add a user in the same way.

# Profile Page



- Here you can view grantee organization and grant(s) information. This information is pulled from GMS and is not editable within the PMT.
- View the contact information for each award by selecting the “+” symbol sign to the right.
- If any information in the Profile page is incorrect, you must submit a Grants Adjustment Notice (GAN) in GMS to correct it.

The top screenshot shows the 'GENERAL INFORMATION' section with the following fields:

Legal Name	AAA2-TEST Organization for CSR Assistance
ID Number	1524667
OPAWardNumber	1524667
Address	4200 N Fairfax Dr
City	Arlington
State	VA
Zip Code	

The bottom screenshot shows the expanded 'CONTACT INFORMATION' section with the following fields:

Award Amount	\$ 1,000,000.00
Project Start Date	2013-10-01
Project End Date	2017-09-30
Grant Manager	Liz Wien
POC Name	Liz Wien
POC Address	4200 N Fairfax
POC Phone	7032477156
POC Email	ewien@aaa2incorporated.com
Fiscal Year	2015
Submitter	OVCC FY15 VOCA VA
Program Title	FY 15 VOCA Victim Compensation Formula
Project Description	The grant award provides funds from the FFY 11 Crime Victims Fund to enhance State victim compensation payments to eligible crime victims. Victims of Crime Act (VOCA) compensation funds provide financial assistance to Federal and State victims of crime. NCJ162



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Alex] The “Profile” page allows you to view grantee organization and grant(s) information. This information is pulled from GMS and is not editable within the PMT. Contact information is updated each quarter in advance of the submission period. You can view the contact information for each award by selecting the “+” symbol sign to the right, which expands the accordion. If any information in the Profile page is incorrect, you must submit a Grants Adjustment Notice (GAN) in GMS to correct it.



# Entering Subgrant Award Reports

[Tina] Now that we've reviewed the PMT system and how to set everything up, I'd like to take some time to drill down about Subgrant Award Reports. To help frame the conversation, it's important to note a Subgrant Award Report (SAR) is required for each subgrant, however, only one Subgrantee Performance Data report is required for each subgrantee organization. The subgrantee performance data report should include data for all activity that occurred during each three-month reporting period that was performed under all subawards active during that period. In this section we will cover how to enter the SARs, followed by how to create the subgrantee performance data report.

## Entering Subgrant Award Reports



- A SAR is required for each subgrant that implements programming with VOCA plus match funding. See the SAR frequently asked questions (FAQ) document for details on when SARs are required.
- SAR Part 1 (Questions 1–6):
  - Subaward information
  - Must be completed by the grantee
- SAR Part 2 (Questions 7–11):
  - Information about the subgrantee
  - May be completed by the grantee or subgrantee
- SARs should be entered into the PMT system within 90 days of the subaward start date.
- SARs should be updated within 30 days of information changes (e.g., award amounts, project start and end dates).

[Tina] Thanks so much Alex. All right, so now that we've covered the PMT system and how everything is set up, in this section we'll cover how to enter SARs, followed by how to create the subgrantee performance data report. A SAR is required for each subgrant that implements programming with VOCA plus match funding. There may be a situation where a subgrantee is just a pass-through entity, such as the regional coalition, who then makes a second layer of subawards to local providers who implement programming and provide services. SARs are not required for pass through entities who do not actually implement programming, or implement and provide victim services. The SAR is divided into two parts, questions one through six focuses on basic subaward information and must be completed by the grantee. Questions 7 through 11, part two, focus on information about the subgrantee and this may be completed by either the grantee or the subgrantee. SARs should be entered into the PMT system within 90 days of subaward start date. If changes need to be made to the award amount, project start or end date, the SAR should be updated within 30 days of the information change. If you have any question about when SARs are required, please refer to the subgrant award report FAQ document.

# SAR: Adding a New Subgrantee



- Hover over the SAR tab and click the Add New Subgrantee option.
- Add subgrantee organization and POC information.
- If you select the Allow Data Entry option, the POC listed will receive an email to create a user account to gain access to the system (Item 1).

[Tina] The first step in creating a SAR is to make sure the subgrantee organization has a profile in the PMT. If you have a brand new subgrantee that you have never worked with before, you'll need to create this profile. What you will want to do hover over the SAR tab and click the add new subgrantee option. That will bring you to this page where you can enter information and the POC. A key decision to make is whether you will allow the subgrantee to enter data directly into the PMT or not. If you want them to enter data, you must select the "Allow Data Entry" radio button at the top of the subgrantee profile page. If you do allow your subgrantees to enter data, the PMT system will generate an email to the subgrantee POC that will invite them to complete their user account and gain access to the PMT system.

# Subgrantee Profile: Naming Tips



## U.S. Resource Map of Crime Victim Services & Information

If you are a victim of crime, click on your state or territory to find—

- Victim compensation and assistance.
- Victim notification programs.
- Other victim assistance programs through the Online Directory.
- Information on reporting crime victim' rights violations.



- Subgrantee names and addresses populate the public-facing U.S. Resource Map of Crime Victim Services & Information directory.
- Enter the subgrantee's legal name—
  - Avoid acronyms.
  - Avoid internal references that would not be understood by the general public.
- Create one subgrantee profile for each organization and align all of the organization's subawards to the profile.



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] This past year we've gotten several data requests related to the number of subgrantees of a particular type. For example, we responded to a four-year request for subgrantees that are tribal organizations. Using that, we are able to filter and use this field in the PMT to generate that list. We would like to provide some tips on entering the names of your subgrantees in PMT system. OVC recommends that each subgrantee have a single subgrantee profile within the PMT system, and all subgrants to that agency are aligned to one subgrantee profile. Subgrantee names should avoid using acronyms or internal reference numbers, as they are used to populate the public facing U.S. Resource Map of Crime Victim Services and Information Directory on OVC's website, which is shown here on the slide. OVC relies on this information to respond to requests from Congress, the media, four-year input inquiries, and other sources from the number of subgrantees in a particular geography or with particular characteristics. If a subgrantee is listed with multiple names in the PMT system, the subgrantee could be double counted, which leads to misinterpretation of the number of unique subgrantee organizations receiving funds and available to support victims. Providing the full legal name of subgrantees is important. For example, in early August, OVC Director Darlene Hutchinson was preparing to speak at the Parents of Murdered Children Conference and she noticed a VOCA subgrantee that was a Parents of Murdered Children chapter. We were able to search the subgrantee names to identify other Parents of Murdered Children chapters that received VOCA funding.

# SAR: Subgrantee List (Grantee-View Only)



- The Subgrantee List identifies each subgrantee organization name and key data on their SAR and data entry permission.
- Click the subgrantee name to edit the organization's name, address, and POC information (Item 1).
- The number under the Subaward Count column corresponds to the number of active subawards (Item 2).
- A "Missing POC" message in the Allow Data Entry column means subgrantee contact information is missing (Item 3).
- Expand the Subgrantee or Inactive Subgrantee Lists list to view active or inactive subgrantees by selecting the "+" sign (Item 4).

The screenshot shows the 'Subgrantee List' interface. At the top, there are navigation tabs: 'Subgrantee List', 'Subgrantee Contact', and 'Subaward'. Below the tabs, there are instructions: 'Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the "save" button before leaving the system unattended or when you're finished.' The main table has columns: 'Name', 'Address', 'POC', 'Subaward Count', 'SAR Entered', 'SAR Approved', and 'Allow Data Entry'. Three items are listed: 'ABC ORG HT', 'ACTS BVAUS', and 'Assistance Organization'. Callout 1 points to the 'Name' column, callout 2 to the 'Subaward Count' column, callout 3 to the 'Allow Data Entry' column, and callout 4 to the '+' sign in the 'Allow Data Entry' column.

Name	Address	POC	Subaward Count	SAR Entered	SAR Approved	Allow Data Entry
ABC ORG HT	1 A.A. 11111	ABC 123 abc123@abc.com 5555555555	1	0	0	<input type="checkbox"/>
ACTS BVAUS	+ A.A. 00000	+ name@corp.com 55555555	1	0	0	<input type="checkbox"/>
Assistance Organization	2000 W. Wilcox Falls Church, VA 22022	af@abc.com@corp.com 5555555555	1	0	0	<input type="checkbox"/>

[Tina] Once you create the subgrantee profile, navigate to the SAR tab in the PMT system and select "subgrantee list". This will take you to the page where you can view your subgrantees. Click the subgrantee name to edit the organization's name, address, and POC information (Item 1). You can create a SAR by clicking on the subaward count column in Item 2. This is the number of subawards associated with the subgrantees. If none, the number will be zero, if there are some, then there will be hyperlink option. We will touch more on adding and editing a SAR on the next slide. The final column highlighted by column 3 is whether or not you are allowing a subgrantee to enter data. If you see a "missing POC" message in the allow data entry column, this means subgrantee contact information is missing from the PMT and you should go back in and add that information. Expand the Subgrantee or Inactive Subgrantee Lists list to view active or inactive subgrantees by selecting the "+" sign (Item 4).

# SAR – Part 1: Subaward Information (Questions 1–6)



1. Check the box for the award number that funds the subaward.
2. Then, enter the total subaward amount and the amounts allocated toward each of the priority areas, including—
  - A. Child Abuse
  - B. Domestic & Family Violence
  - C. Sexual Assault
  - D. Underserved.

**1**

State-assigned Subaward Number: [Optional] [Required]

Subaward Amount: [Required]

Select Federal Award: [Enter Federal Funds Only (Mandatory)]

Award Number	\$\$\$ from this award	A. Child abuse	B. Domestic and Family violence	C. Sexual assault	D. Underserved
<input checked="" type="checkbox"/> 124886					
<input type="checkbox"/> 124887					

**2**

**INSTRUCTIONS:** Select the federal grant from which this subaward is funded and enter the amount(s) related to that grant. When more than one OVC/VOCA federal grant is used to fund the subaward, for the award start and end date, select each federal grant and enter the associated amount.

Secondly, enter the portion of the subaward amount that is intended for use for each priority or underserved category. If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for **Priority and Underserved Requirements**.

Project Start Date: [Required] (The date the VOCA-funded project begins.)

Project End Date: [Required] (The date the VOCA-funded project ends.)

Subaward Purpose: [Required]

- A. Continue a VOCA-funded victim project funded in a previous year
- B. Expand or enhance an existing project not funded by VOCA in the previous year
- C. Start up a new victim services project
- D. Start up a new **Native American** victim services project
- E. Expand or enhance an existing **Native American** project

**Note:** Enter the portion of the subaward amount that is intended for use for each priority or underserved category (A-D). If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for Priority and Underserved Requirements.

[Tina] Once the SAR is created, you can begin to enter the subaward information. You will check the box for the award number that's from the subaward, noted here in item one. In item two, you will enter the total subaward amount and what is allocated to each priority area. We do appreciate your efforts to report this funding breakdown in key areas. A few weeks ago, an OVC staff member was drafting a report for Congress and wanted to include data on VOCA funds supporting sexual assault services, and the types of subgrantees providing these services. We were able to look at the funding allocations and subgrantee organization types in the SAR, and provide an estimate of VOCA victims assistance funds being allocated to this issue. This is another example of how we use your data and how important it is to report accurately and thoroughly.

# SAR – Part 1: Subaward Information (Questions 1–6)



Project Start Date: -- -- -- (The date the VOCA -funded project begins.) (Required)  
Project End Date: -- -- -- (The date the VOCA -funded project ends.) (Required)

- Subgrant start and end date must be within the federal award start and end dates.
- This applies to subgrants funded with multiple federal awards. See example below.



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] OVC understands that a single subaward may be funded with multiple federal awards. Remember that the subgrant start and end date must be within the start and end date of any federal awards that fund it. For example, if a SAR is funded with the fiscal year (FY) 2016 and FY 2017 federal awards, the subaward start date must be after October 1, 2016, which is the start date of the FY 2017 federal award. The SAR end date must be before September 30, 2016, which is the end of the FY 2016 award. The funding breakdown you indicate in the funding table above will be auto populated in question six. Here you will have the option of further breaking down how those funding categories are allocated.

# SAR – Part 1: Subaward Information (Questions 1–6)



**PRIORITY AND UNDERSERVED REQUIREMENTS:**  
**INSTRUCTIONS:** This is determined by the state for each SAR. Indicate the amount of VOCA funds ONLY (federal award share, not matching funds). Match funds are reported in item 8.

For allocation of funds, reporting, and compliance purposes, States must identify services that assist "previously underserved populations of victims of violent crime," per VOCA Victim Assistance Program Final Rule, Section 94.104(c). States may still fund services for victims of non-violent crimes and can report them separately below. However, services funded for victims of non-violent crimes cannot count towards meeting the required allocation or the underserved victim category.

See Appendix for child sexual victimization definitions. Child sexual abuse or assault should be reported EITHER in category 6A, CHILD ABUSE, or in category 6C, SEXUAL ASSAULT, depending on how the state or territory tracks and reports this data. **SELECT ONLY one.**

A. Child abuse:	\$ Amount	(Required)
A1. Child physical abuse/neglect:	\$ Amount (Optional)	
A2. Child sexual abuse:	\$ Amount (Optional)	

- The subaward amounts entered in the preceding table will auto-populate to the corresponding fields, as shown above.
- For each category, you have the option of entering what portion of the funds will be used for various subcategories. The sum of the subcategories must equal the category total (e.g., A1 + A2 = A).

[Tina] In the example screenshot, you will see the required field to enter the total amount for child abuse. Please note this will be auto populated based on the funding table above. You have the option allocating what portion of that funding is for child physical abuse and neglect, and what is for child sexual abuse.

## SAR – Part 1: Subaward Information (Questions 1–6) – Underserved (D)



- For each underserved category, you have the option of entering what portion of the funds will be used for various subcategories.
- The sum of the subcategories for underserved (D) must equal the category total (D1-D9).

<b>D. Underserved:</b>	<input type="text" value="0"/>
D1. Underserved (DUI/DWI crashes)	<input type="text" value="0"/>
D2. Underserved (assault):	<input type="text" value="0"/>
D3. Underserved (adults molested as children):	<input type="text" value="0"/>
D4. Underserved (elder abuse):	<input type="text" value="0"/>
D5. Underserved (robbery):	<input type="text" value="0"/>
D6. Underserved (survivors of homicide victims):	<input type="text" value="0"/>
D7. Other Underserved (other violent crimes):	<input type="text" value="0"/>
D8. Please briefly describe "Other Underserved (other violent crimes)" :	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <small>You have 2000 characters left. (Maximum characters: 2000)</small>
D9. Other Underserved (non-violent crimes):	<input type="text" value="q"/>

[Tina] SAR part one, question D, includes information for the underserved category. Here you will have the option of entering what portion of the funds will be used for the various subcategories. Please note that the sum of the subcategories, similar to the previous child abuse category, must equal the category total, as indicated here on D1 through D9. Dates are required by the VOCA final rule to allocate 10 percent of their funding to certain priority and underserved areas. Priorities under those allocations must be entered in the PMT and updated within 30 days if there are changes to funding allocations. Data in a SAR reflects this allocation of funding. States should monitor how subgrantees implement VOCA funded activities in alignment with their subaward funds. Please contact OVC if there are any additional questions about priority or underserved victim funding amounts in the SAR.

## SAR – Part 2: Subgrantee Information (Questions 7–11)



- Grantees are able to allow subgrantees to enter data on Part 2 of the SAR, or they may complete this portion of the report themselves.

The screenshot displays a web-based form titled "SAR - PRACTICE". It contains the following sections:

- 7. Service Area (SI):** Includes a dropdown menu for "Select counties (by state)" marked as "(Required)", a text field for "Other counties served outside of the State:", and a text field for "Description:".
- 8. Subgrantee match (financial support from other sources):** Includes three input fields: "A. Value of in-kind match: \$ Amount" (Required), "B. Cash match: \$ Amount" (Required), and "C. Total match: \$ Amount (auto-calculated)" (auto-calculated). There is also a checkbox for "D. Match waiver:".
- 9. USE OF VOCA AND MATCH FUNDS: (REQUIRED)** Includes an instruction: "INSTRUCTION: For this subaward, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency. Check all that apply." Below this are two sections of checkboxes:
  - A INFORMATION & REFERRAL:**
    - Information about the criminal justice process
    - Information about victim rights, how to obtain notifications, etc.
    - Referral to other victim service programs.
    - Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
  - B PERSONAL ADVOCACY/ACCOMPANIMENT:**
    - Victim advocacy/accompaniment to emergency medical care
    - Victim advocacy/accompaniment to medical forensic exam
    - Law enforcement interview advocacy/accompaniment
    - Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
    - Performance of medical or coroner/forensic autopsy or interview or medical evidence collection

[Tina] SAR part two features information about the subgrantee. It can be completed by either you or the subgrantee. I just wanted to make a note about the service area field, and how it's very valuable. We responded to several data requests this past year on which VOCA subgrantees served particular cities or counties, and how they're able to use the service area to identify subgrantees that serve a particular area, and if a subgrantee is physically based in another city or town. Please reference the subgrantee award report for specific details on how this information should be completed.

## SAR – Part 2: Subgrantee Match



**8. Subgrantee match (financial support from other sources)**

A. Value of in-kind match: \$ Amount (Required)

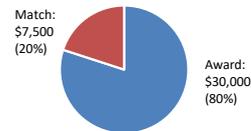
B. Cash match: \$ Amount (Required)

C. Total match: \$ Amount (auto-calculated) (auto-calculated)

D. Match waiver:

- In Question 8, please enter the values of in-kind, cash, and total match funding provided.
- The match must be 20 percent of the total project budget. For example, see the pie chart to the right: If a subgrant award is **\$30,000**, then the match requirement is **\$7,500**.
- Consult with your SAA regarding options for a match waiver.

Sample Project Budget:  
\$37,500



[Tina] Question 8 asks for details about the match provided. Here you will enter the values of in-kind, cash, and total match funding provided. As a reminder, the match must be 20 percent of the total project budget, not 20 percent of the subgrant award amount. So, for example, if a subgrant award is \$30,000, this represents 80 percent of the project budget of \$37,500. The match requirement is then 20% of \$37,500, which equals \$7,500. If any subgrantees have concerns about providing that match, they can contact their SAAS regarding match waivers.

# SAR – Part 2: Budget and Staffing (11.A – 11.B)



**11. BUDGET AND STAFFING:**  
*INSTRUCTION: Indicate below the requested information based on the subgrantee's current fiscal year. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, then only report the budget for the victim advocate unit. NOTE: Do not include in-kind match; do not report sums less than one dollar.*

Information Requested	Response										
A. Total budget for all victimization programs/services for this agency (The amount reported is for the current fiscal year. Include the subaward amount reported in Question 4.)	20000										
B. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year (Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.  Do not count funds in more than one category.  OTHER FEDERAL includes all federal funding except the subaward amount reported in Question 4.)	<table border="1"> <tbody> <tr> <td>B1. Subaward Amount:</td> <td>10000</td> </tr> <tr> <td>B2. OTHER STATE/TERRITORY:</td> <td>5000</td> </tr> <tr> <td>B3. OTHER LOCAL:</td> <td>1000</td> </tr> <tr> <td>B4. OTHER FEDERAL:</td> <td>3000</td> </tr> <tr> <td>B5. OTHER NON-FEDERAL:</td> <td>1000</td> </tr> </tbody> </table>	B1. Subaward Amount:	10000	B2. OTHER STATE/TERRITORY:	5000	B3. OTHER LOCAL:	1000	B4. OTHER FEDERAL:	3000	B5. OTHER NON-FEDERAL:	1000
B1. Subaward Amount:	10000										
B2. OTHER STATE/TERRITORY:	5000										
B3. OTHER LOCAL:	1000										
B4. OTHER FEDERAL:	3000										
B5. OTHER NON-FEDERAL:	1000										

- In Question 11.A and 11.B, indicate the total budget and sources for all of the subgrantee's programs/services for the agency's current fiscal year.
- Refer to the Subgrant Award Report FAQ for additional details on the sources of funding.

## SAR – Part 2: Budget and Staffing (cont.)



C. Total number of paid staff for all subgrantee victimization program and/or services (Count each staff member once. Both full and part time staff should be counted as one staff member. Do not prorate based on FTE.)	2
D. Number of staff hours funded through this VOCA award (plus match) for subgrantee's victimization programs and/or services (Total count of hours to be worked by all staff members supporting the work of this VOCA subaward plus match.)	3000
E. Number of volunteer staff supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services (Count each volunteer once. Do not prorate based on FTE.)	5
F. Number of volunteer hours supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services (Total count of hours to be worked by all volunteers supporting the work of this VOCA subaward plus match.)	500

- In Question 11.C–11.F, indicate the number of positions (i.e., staff members) supporting all subgrantee programs and the number of their hours funded by VOCA plus match. Also, indicate the number of volunteer staff and volunteer hours.
- Please refer to the Subgrant Award Report FAQ for additional guidance on calculating number of positions and hours and how to prorate data if staff are supported by VOCA and non-VOCA funds.

[Tina] In question 11A and 11B, you'll indicate the total budget and sources for all of the subgrantee's victim service programs, and for the subgrantee's current fiscal year. If the subaward is for one year, then you'll report one year of the subgrantee organization's budget. We understand that some states give multiple years subawards. If the subaward is for two years, then you will report here on two years of subgrantee organization's budget. Please see the SAR award FAQ for more details on how the other local, other federal, and other non-federal categories are being reported.

## SAR – Part 2: Budget and Staffing (11.C – 11.D)



- In Question 11.C, report the total **number of paid staff** for your program, regardless of funding source. You should include both VOCA-funded and non-VOCA funded positions.
  - Count each staff member once
  - Do not prorate
  - Only enter whole numbers
- In Question 11.D, report the **number of hours** funded with VOCA or match funds. Do not include non-VOCA funded hours here.
  - This question is not a percentage of staff member time (e.g., 50 percent)
  - This question is not a full-time equivalent of staff member time (e.g., 0.50).

[Tina] In questions 11C through 11F, indicate the number of positions supporting all subgrantee programs, and the number of their hours funded by VOCA plus match. In this section, you will also indicate the number of volunteer staff and volunteer hours. We will touch on 11C and 11D on the next slide. In question 11C, please report the total number of paid staff for your victim service program, regardless of the funding source. You should include both VOCA funded and non VOCA positions. In question 11D, report the number of hours funded with VOCA or match funds. Do not include non VOCA funded hours here. Please note this question is not a percentage of staff member time, and this question is not a full time equivalent of staff member time. Please be sure to include whole numbers, sometimes reducing half numbers, so please mindful of this when inputting your data. If you have any questions about determining the number of hours that people are being supported by VOCA, please feel free to contact the helpdesk. Once all the SAR data is entered, you will navigate to the review page and click mark the SAR as approved button, and then click save. You, as the grantee, do need to approve the SAR and date it for you or the subgrantee to be able to report quarterly on the victim assistance activities.

## SAR - Part 2: Volunteer Hours (11.E - 11.F)



- In Question 11.E, report the number of volunteers with VOCA plus match funds.
  - Count each volunteer once
  - Do not prorate
  - Only enter whole numbers
- In Question 11.F, report the total number of volunteer hours funded with VOCA plus match funds. Do not include non-VOCA funded hours here.
- Please refer to the Subgrant Award Report FAQ for additional guidance on calculating number of positions and hours and how to prorate data if staff are supported by VOCA and non-VOCA funds.

[Tina] If you have any questions about determining the number of hours that people are being supported by VOCA, please feel free to contact the helpdesk.

# SAR: Review & Approval



OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Subgrantee List Subgrantee Contact Subaward List Subaward Detail SAR Review

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

SAR Review

Office for Victims of Crime  
Victim Assistance Formula Grants Program  
SUBGRANT AWARD REPORT (SAR)

1 Print

FEDERAL AWARD NUMBER: [EDIT](#)

Overall Comments(Optional):

2  Mark the SAR as Approved

Add Comments

You have 500 characters left. (Maximum characters: 500)

SAVE

- Navigate to the Review page to review all SAR data. You may also print a copy (Item 1).
- Check the box to approve the SAR and click Save (Item 2).

[Tina] Once all the SAR data is entered, you will navigate to the review page and click mark the SAR as approved button, and then click save. You, as the grantee, do need to approve the SAR and date it for you or the subgrantee to be able to report quarterly on the victim assistance activities.



# Preparing the Subgrantee Data Report

[Tina] Now that we've covered how to enter the sub award reports, I'd like to provide guidance on how to prepare the subgrantee data report.

## Preparing the Subgrantee Data Report



- Grantees can notify subgrantees of reporting reminders and important information through the PMT email feature on the Need Help page.
- Grantees can allow subgrantees to enter data for the Subgrantee Data Report or enter the data on behalf of the subgrantees.
- Grantees may require subgrantees to submit data in advance of the OVC submission deadline so that the grantee has time to review and approve subgrantee data.
- Each subgrantee will be required to submit one Subgrantee Data Report, no matter the number of subgrants they receive.
  - A subgrantee may have several SARs and one Subgrantee Data Report.
- Grantees can share the Subgrantee Data Collection Template, located on the PMT Need Help page, with subgrantees to facilitate their data collection and aggregation.

[Tina] Once we have your SAR, the next big report required will be the subgrantee quarterly data report. Here are some reminders and tips to keep in mind as you prepare the subgrantee data report. You can notify subgrantees of reporting reminders and important information through the PMT email feature on the need help page. You can allow subgrantees to enter data for the subgrantee data report, or enter the data on behalf of the subgrantees. You can certainly require subgrantees to submit their data in advance of OVC submission deadlines, so that way you have some time to review and approve subgrantee data. Each subgrantee will be required to submit one subgrantee data report, no matter the number of subgrants they receive. A subgrantee may have several SARs and only one subgrantee data report. Grantees can share the grantee data collection template, which we'll cover later in this presentation, located on the PMT need help page, with your subgrantees to help facilitate their data collection and aggregation.

# Reporting Schedule: OVC Deadlines



Quarterly Reporting in PMT				Annual Reporting in GMS			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period	Annual PMT Report	Deadline
October 1– December 31	January 1– February 15	Performance Measures	February 15				
January 1– March 31	April 1– May 15	Performance Measures	May 15				
April 1– June 30	July 1– August 15	Performance Measures	August 15				
July 1– September 30	October 1– November 15	Performance Measures & Narrative Questions	November 15				
				October 1– September 30	October 1– December 30	Performance Measures & Narrative Questions	December 30

\*Subgrantees do not submit the Annual Report.



**Important Note:** Remember to only report on activities that occurred during the reporting period.



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] Grantees are responsible for submitting quarterly performance measure data in the PMT. After each quarterly reporting period, there is a 45 day submission period. During the final quarter of the federal fiscal year, subgrantees must also respond to a set of narrative questions. After all data for the fiscal year is entered, grantees must generate the annual report in PMT. The annual report aggregates data from the previous four quarters, and grantees respond to a set of narrative questions. The annual report is must be uploaded into GMS by December 30. So, grantees would typically submit the final quarterly report in PMT by November 15. OVC’s PMT Analysts would review that final quarter and clarify any data questions with the grantee. Then the grantee would generate the final annual report.

# Communicating with Subgrantees



- Grantees can use the email feature on the Need Help page to email their subgrantees.
- Select the reporting period, and report status dropdowns to select the appropriate subgrantee recipients.

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

-- All Periods -- -- All Status -- Reset Apply

Email to: #Select / Deselect All

- # ABC ORG HT
- # ACTS/SAVAS
- # Assistance Organization
- # BestTest
- # Coldbox inc
- # Compensation Test Account
- # Don't call me zero
- # Email Org
- # First Responders
- # Kingston
- # ljvirkij g
- # My brother's house beside the lake
- # SCS Organization
- # Sub Org Test (human trafficking)
- # Sub Org Test (Human violence)
- # Sunday Tester

CC Myself at evain@csrincorporated.com

Continue

[Tina] OVC understands that you may need to communicate with your subgrantees regarding state data submission processes and internal due dates. The PMT system has a feature to support sending emails to your subgrantees. Hover on the Need Help tab and a dropdown list will appear. Here you can select the reporting period in which you would like to communicate about, and the appropriate subgrantees, if you want to communicate with all or just one. Perhaps

One of the dropdown options is “Email” – click that option.

# Subgrantee Data Report: Data Entry Screens



OVC-PMI Home Administration Profile SAR Enter Data Reports Need Help? Logout

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

1 Select Reporting Period: 04/01/2018 - 06/30/2018 Upload

2 Select Subgrantee: - Select One -  
-- Kingston  
-- SOS Organization  
-- Sub Org Test (human trafficking)  
-- Sunday Tester Continue

1. Select the desired reporting period and the subgrantee (marked by two dashes) and click Continue.
2. Only subgrantees whose SARs are approved and are active during the selected reporting period will be displayed in the dropdown menu.

[Tina] Once you are ready to enter the data, you will navigate to the enter data tab, and you will select the reporting period and the subgrantee you want to enter data for. One thing I would like to note, is if you are not seeing a reporting period as an option, you need to make sure of the following –

- All previous reporting periods have been marked as complete. If for whatever reason the data was not marked as complete and saved, the system will not allow you to move forward and report on the current reporting period.
- Check to make sure the subgrant award report (SAR) actually include the reporting period. It's easy to lose track, maybe the SAR ended and the grantee does not need to report this period.
- Check to make sure the SAR is marked as active.
- Check to make sure the subgrantee has been allowed to enter data. Entering the subgrantee profile page where you marked if they can enter data or not.

If you are unable to select the current reporting period, contact your SAA to make sure all of the conditions have been met.

# Performance Measure Screens



The screenshot shows the OVC PMT Home page. At the top is a navigation bar with tabs: OVC PMT Home, Administration, Profile, SAR, Enter Data, Reports, Need Help?, and Logout. Below the navigation bar, the reporting period is set to 'Assistance Organization'. A red warning message states: 'Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, please save your work frequently. Do not leave the system unattended or when you're finished entering data.' Below the warning is a secondary menu bar with four tabs: POPULATION DEMOGRAPHICS, DIRECT SERVICES, SUBGRANTEE ANNUALLY REPORTED QUESTIONS, and REVIEW. A yellow box below the menu bar contains the text: 'This section should be completed each reporting period. Source of data: Activities conducted at the subgrantee level.'

- Users can navigate to different data entry screens by clicking on the secondary menu bar above the data entry fields.
- Please refer to the Subgrantee Data Report FAQ and the Subgrantee User Guide for more detailed information about subgrantee performance measures.



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] As you are entering data, the PMT system has the performance measures broken up into a couple of different tabs. Population Demographics, Direct Services, and in the last quarter of the fiscal year, the subgrantees will have the option to report on the subgrantee annual reported questions. OVCs optional subgrantee data tracking template is an excellent resource to help with data entry. Users can download this template from the Need Help section of the PMT. This resource may help subgrantees or grantees track and aggregate individual-level performance data on activities funded by VOCA plus match funds so they can more readily report the data into the PMT. Advanced users can modify this tracking tool as needed to support their own data collection needs.

The first demographic information collected is whether the client is new, an anonymous contact (e.g., someone who called in through a help line), or a continuing client who we served in previous quarters. Individuals should be counted as new during the first quarter of a subgrantee subaward. Subgrantees only need to enter demographic data for new individuals. The spreadsheet does include an option of “Not Tracked” if the subgrantee organization is not able to collect this data for new clients. However, OVC expects that subgrantees are actively working to update their data collection systems so that they can collect all required performance measure data. When completing narrative fields to describe a selection of “other,” we encourage you to be as brief and consistent in your terminology as possible – this helps us at OVC to analyze the data. As you complete each set of demographic data, the spreadsheet auto-calculate the total data entered will remind you that the total must equal the number of new individuals. OVC collects data on a wide range of victimization types, and subgrantees should enter the type or types of victimization presented by each client served. OVC also collects data on special classifications. In question 9, OVC is collecting two pieces of information. First, OVC wants to know the number of individuals who receive each category of service. Second, OVC wants to know how many times each subcategory of service was provided. Lastly, the

spreadsheet includes columns for some of the annual narrative questions that require numeric responses.

Please refer to the Subgrantee Data Report FAQ and the Subgrantee User Guide for more detailed information about subgrantee performance measures.



## Number of Individuals Served

POPULATION DEMOGRAPHICS    DIRECT SERVICES    **SUBGRANTEE ANNUALLY REPORTED QUESTIONS**    REVIEW

This section **should** be completed each reporting period.  
Source of data: Activities conducted at the subgrantee level.

1. **TOTAL** number of individuals who received services during the reporting period.
2. **TOTAL** number of anonymous contacts received during the reporting period.
3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency **for the first time** during the reporting period.

We cannot track new individuals

- Enter the total number of **individuals served** during the reporting period and the number of **anonymous contacts**. See the **Performance Measures: Subgrantee Data Report (October 2018)** document for definitions of “individuals served” and “anonymous contacts.”
- Enter the number of **new individuals** served for the first time during the reporting period. All individuals served will be counted as new during the first quarter of the subaward.
- Check the box if you **cannot track** new individuals.


OFFICE FOR VICTIMS OF CRIME
JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] I’m not going to spend much time on these next two slides, but you can see how the subgrantee performance measure questions appear in the PMT. OVC uses your data in several ways, for example, the number of victims served is one of OVC’s agency performance measures that gets reported up to OJP’s leadership. When entering data, the total number of individuals who receive services should include all individuals who receive services funded by VOCA plus match funds, regardless of how your organization or state classifies them.

If a victim advocate is funded through several sources, subgrantees should prorate the total number of victims served by that advocate. For example, if a victim advocates salary is funded 50 percent by VOCA funds, then the subgrantee may report on 50 percent of the total victims served by this advocate in the Subgrantee Data REPORT. If the advocate served a total of 16 victims during the reporting period, then the subgrantee can report 8 (50 percent) as supported by VOCA funds.

All individuals served will be counted as new during the first quarter of the subaward. If the total count of people you served includes any people who may have been counted more than once during the reporting period, please check the box indicating that you cannot track new individuals. If a subgrantee’s services are funded through multiple streams, please ask us if there are any questions on how many individuals to report here. Another tool, I wanted to point that out, is the subgrantee data report FAQ, and that provides some additional information for this section.

## Population Demographics



- Question 4: Enter demographics for only **new individuals** served.
  - The total for each demographic category (e.g., race/ethnicity, gender identity) must equal the total of new individuals identified in question 3.
  - Use the “Not Tracked” and “Not Reported” options as appropriate. See slide 50 of this user guide or the Performance Measures: Subgrantee Data Report (October 2018) for definitions of these terms.
- Question 5: Enter the types of victimization presented by **all individuals served and anonymous contacts**. List all types of victimization presented by each individual.



If subgrantees have questions about the data collection systems, they should contact their grantee.

[Tina] Enter demographics for only new individuals served. The total for each demographic category (e.g., race/ethnicity, gender identity) must equal the total of new individuals identified in question 3. Use the “Not Tracked” and “Not Reported” options as appropriate. See slide 50 of this user guide or the Performance Measures: Subgrantee Data Report (October 2018) for definitions of these terms. Question 5: Enter the types of victimization presented by all individuals served and anonymous contacts. List all types of victimization presented by each individual.

## Types of Victimization



- There are 25 types of victimization available for selection.
- The final field captures “other” types of victimization.
- Grantees/subgrantees should classify experiences using the 25 listed types as frequently as possible – use “other” only when no other type of victimization can apply.
- The victimization types are not meant to reflect formal legal definitions defined by statute in a jurisdiction – they should be viewed more broadly.
- More information on determining victimization types will be forthcoming.

[Tina] I want to take a moment to speak about the types of victimization section. There are 25 types of victimization available for selection including bullying, cyber crimes, hate crimes, robbery and so forth. The final field captures “other” types of victimization. Grantees and subgrantees should classify experiences using the 25 listed types as frequently as possible – use “other” only when no other type of victimization can apply. The victimization types are not meant to reflect formal legal definitions defined by statute in a jurisdiction – they should be viewed more broadly. More information on determining victimization types will be forthcoming.

Please see the Subgrantee Data Report FAQ for examples on how to accurately report for the victimization types.

# Direct Services



A. Information & Referral

Enter the number of individuals who received services in this category	<input type="text" value="10"/>	1
A1. Information about the criminal justice process	<input type="text" value="10"/>	2
A2. Information about victim rights, how to obtain notifications, etc.	<input type="text" value="20"/>	
A3. Referral to other victim service programs	<input type="text" value="2"/>	
A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	<input type="text" value="4"/>	

- Report the **number of individuals** who receive each category of service (Item 1).
- Report the **number of times** each subcategory of service is provided (Item 2).
  - When you add the subcategory occurrences (A1 + A2 + A3 + A4), the total should be equal to or greater than the number of people who received services.
  - In this example,  $10 + 20 + 2 + 4 > 10$  people served.

[Tina] As a reminder, in direct services you report on two types of data – the number of individuals who received services in each category (the five main headings), and the number of times each particular service (subcategory) was provided. Because some clients may receive multiple services, or receive the same service multiple times, the total number of times services provided with a category may be greater than the number of clients who received those services.

Also, I want to point out that different states have different guidelines on what services are “allowed” or not allowed. As the PMT is used by all states, OVC included a wide range of services to accommodate any differences among states. OVC will only provide guidance on what is required by the program guidelines and legislation. It is not OVC’s intent to suggest services that states should offer with VOCA funds, however the purpose of the subgrantee data report is to capture the data on the services offered by subgrantee organizations funded in your state.

## Reviewing Subgrantee Data



- Grantees are required to review subgrantee data reports.
- Ensure that your subgrantee has completed all required fields, marked data entry as complete on the Review page of the report, and saved the report to lock it.
- SAA grantees play an important role in reviewing data along with subgrantees and OVC staff.

[Tina] Once your subgrantees have completed their data entry, you, as the prime grantee, should review it for completeness and reasonableness. Then on the review tab, mark the data entry as complete and save the report. Once you click save, the report is going to lock and you can no longer edit. If you need to go back and make any changes after saving, you will need to contact the OVC PMT Helpdesk so that they can unlock that report for you.



## Reviewing Subgrantee Data (cont.)

As grantees review subgrantee data, they should ask:

- Are all questions fully answered?
- Is anything missing?
- Does this report make sense given the subgrantee's funding, staffing, and objectives?
- Is the subgrantee counting non-VOCA funded activities in their report?
- Are there any illogical responses? (e.g. entering N/A or "0" as a response, then including a narrative response about the related activity)

[Tina] You should have a subgrantee monitoring process in place to ensure subgrantees are accurately collecting data and maintaining supporting documentation. If subgrantees are not currently collecting data to support their reporting in the PMT, they should develop their data collection processes and tools as soon as possible so they can fully and accurately report on all of the required performance measures.

## Reviewing Subgrantee Data (cont.)



### Common PMT Data Entry Errors:

- Q3 in PMT system: “Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period.”
  - Issue: Subgrantees indicated that they cannot track new individuals, but the number of new individuals served differed from the total individuals served.
- Q5A in PMT system: “Number of individuals who received services based on a presenting victimization during the reporting period.”
  - Issue: Subgrantees stated in the explanation box for Q5A (Hate Crime) and Other explanation that their datum for this entry should be “0,” but the PMT would not allow them to proceed with no data entered.

[Tina] Some of the common PMT data entry errors are noted on this screen. We will review these more in depth during our targeted training on October 30. We hope you can join us for that. One issue that we see is that a subgrantee will check the box that they cannot track new individuals, but then will report a number of new individuals that is different than the total individuals served. Because of these different numbers, our team isn't sure if they can or cannot track new individuals. Question 5 is a victimization type question. Remember that you need to complete the narrative field for hate crime, even if you did not serve any individuals for hate crimes. The narrative explanation should be consistent with the numeric data entered. If the subgrantee served zero hate crime victims, then the narrative could read N/A or did not serve.

# Reports Page: Subgrantee Report Status



- Grantees can monitor subgrantee reporting statuses on the Reports page.
- The Reports page contains the reporting period, total number of grantees, and the status of subgrantee reporting (Item 1).
- Grantees can also export quarterly reports and annual report PDFs (Item 2).

**Reports Page**

OVC PMT Home Administration Profile SAR Enter Data Reports **Need Help?** Logout

Select Reporting Period: 04/01/2018 - 06/30/2018

After marking data entry complete every reporting period, your ability to enter/edit data will be locked and the PMT will create a report in PDF.

- If changes are needed and it's during a data submission period, select "unlock" to return the data entry status back to "In Progress".
- If changes are needed and the data submission period has ended, please contact the OVC PMT help desk (844-884-2503) to request that the report is unlocked.

After completing data entry for all 4 quarters of the Federal Fiscal Year (October through September), the PMT will automatically create an Annual Performance Measurement Report. As the state grantee, you must save a copy of this annual report in PDF to your computer and upload it as an attachment to your annual progress report in the Grants Management System (GMS) by December 30.

If any changes are made to the data, please remember to again mark data entry as complete to recreate the PDF. Replace the previous version in your files.

Reporting Period	1 Total Subgrantees	Subgrantee Completed	Subgrantee In Progress	Subgrantee Not Required to Report	Subgrantee Not Started	Quarterly Reports
04/01/2018 - 06/30/2018	18	0	2	13	3	In Progress
01/01/2018 - 03/31/2018	18	1	4	11	2	Data Export In Progress
10/01/2017 - 12/31/2017	18	0	3	11	4	In Progress
Annual Report - 2017						PDF
07/01/2017 - 09/30/2017	18	1	5	8	4	Data Export In Progress
04/01/2017 - 06/30/2017	18	2	4	8	4	Data Export In Progress

[Tina] You can monitor the completion status of your subgrantees on the Reports page. This table indicates whether your subgrantees have not started, are in progress, or have completed their data entry. You can also see how many are not required to report (perhaps because their award period has not yet begun or they are otherwise inactive.) I want to highlight the different data entry status in the system and how the system determines that status.

The system moves from "not started" to "in progress" once the grantee clicks the "save and continue button" the first time (not when the grantee enters the first field of data). Complete is when the grantee checks the box (not when the grantee enters the last field of data). Once subgrantees have completed their data entry, you do have the option to export those reports so you can further review or save for their records.



# Generating the Annual Grantee Report

[Tina] The purpose of the grantee report is to collect qualitative data from grantees on VOCA-funded victim assistance activities in their state over the past year. Grantees may choose to contact their subgrantees for information that may help them complete this report, however the ultimate purpose of the grantee report is to provide a state-level perspective.

# Grantee Annually Reported Questions (Grantees Only)



- Grantees will respond to annual questions for activities in the October–September period.
- Grantees can access these questions by selecting the grantee organization name on the Enter Data page.
- If there are any items missing in these questions, click the Required button to go back to complete them.
- **Subgrantees will not see these questions.**

[Tina] Grantees will respond to annual questions about activities in the October to September period. Grantees can access these questions by selecting the grantee's organization name on the enter data page. If there are any items missing in these questions, click the required button to go back to complete them. Please note, your subgrantees will not see these questions.



# Generating Reports

Reporting Period	Total Subgrantees	Subgrantee Completed	Subgrantee In Progress	Subgrantee Not Required to Report	Subgrantee Not Started	Quarterly Reports
04/01/2018 - 06/30/2018	18	0	2	13	3	In Progress
01/01/2018 - 03/31/2018	18	1	4	11	2	<a href="#">Data Export</a> In Progress
10/01/2017 - 12/31/2017	18	0	3	11	4	In Progress
<b>Annual Report - 2017</b>						<a href="#">PDF</a>
07/01/2017 - 09/30/2017	18	1	5	8	4	<a href="#">Data Export</a>

- After completing all four quarters of data entry for the federal fiscal year (October–September), the system will generate an annual report.
- Grantees must download the Annual Data Report PDF and upload it into the GMS system by December 30.
- Subgrantees do not report in GMS, however, they can save a copy of their data for their personal records by selecting the Data Export button to download an Excel version of the Subgrantee Data Report.

**AA Annual State Performance Report**  
Victim Assistance Formula Grant Program  
Reporting Period: [Oct 1, 2016 to Sept 30, 2017]

This aggregated data is self-reported by the grantees and subgrantees in each state/territory.

OVC VOCA Assistance Funds		
	1324567	1324568
Federal Award Amount	\$1,000,000.00	\$1,000,000.00
Total Amount of Subawards	\$240,614.00	\$32,669.00
Total Number of Subawards	16	14
Administrative Funds Amount	\$111.00	\$1.00
Training Funds Amount	\$1,239.00	\$2.00

Example of an Annual Report PDF



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Tina] After completing all four quarters of data entry for the federal fiscal year, the system will generate an annual report. Grantees must download the annual data report PDF and upload it into the GMS by December 30. Subgrantees do not report in GMS, however, they can save a copy of their data for personal records by selecting the data export button to download an Excel version of the subgrantee data report.

## Quarterly Report Excel Export



A	B	C	D	E
Subgrantee	State	Date of Data	TOTAL number of individuals who received services during the reporting period.	Is your agency able to track individuals throughout the Federal fiscal year? (No)
Sub Org Test (human trafficking)	AA	06/22/2018		

- Grantees can also export the subgrantee data reports in an Excel spreadsheet, if all reports from the period have been completed.
- The file displays subgrantees due to report in the quarter based on SAR period of performance.
- Column D begins the current performance measures.
- Performance measures with a “yes/no” check box in the system are exported with a “1” for a “yes” response and blank field for a “no” response.

[Tina] Grantees can also export the subgrantee data reports in an Excel spreadsheet if all reports in the previous period have been completed. The file displays subgrantees due to report in the quarter based on SAR period of performance. Column D begins the current performance measures, starting with the total number of individuals who received services during the reporting period. Performance measures with a yes no checkbox in the system are exported with one for a yes and a blank field for the no response.



# Troubleshooting Tips and Additional Resources

[Tina] As Alex is talking about these tips, I am going to transfer to you all the updated resources. Please be sure to download these documents so you have the most updated.

[Alex] Now that we've completed the presentation, I do want to talk about some troubleshooting tips and additional resources. If you encounter system error, you may want to try these options on the screen, such as logging out and logging back in, accessing the site with a different browser, or clearing the cache and cookies on your browser. You may want to also access the PMT during non-peak periods when fewer people are using the site.



## General Troubleshooting Tips

---

- General trouble-shooting tips if you encounter a system error—
  - Log out of your PMT account and login again using the same browser
  - Try to access your report from a different browser (Internet Explorer, Firefox, or Google Chrome)
  - Clear the cache and cookies on your browser
  - Restart your computer
  - Access the PMT during non-peak periods such as the early morning or late evening
  - Ensure that JavaScript is enabled on your computer.



## Need Help Page

- **Performance Measures:** A list of all performance measures with explanations
- **Subgrantee Data Tracking Template:** A tool to help subgrantees collect data
- **Frequently Asked Questions:** Provides additional information on reporting performance measures
- **PMT User Guides:** Includes tips for navigating through the PMT system
- **Training Materials:** Allows you to watch recordings and view presentations about reporting performance measures

**Need Help Page**

<a href="#">OVC PMT Home</a>	<a href="#">Administration</a>	<a href="#">Profile</a>	<a href="#">SAR</a>	<a href="#">Enter Data</a>	<a href="#">Reports</a>	<a href="#">Need Help?</a>	<a href="#">Logout</a>
------------------------------	--------------------------------	-------------------------	---------------------	----------------------------	-------------------------	----------------------------	------------------------

Performance Measures

- [Victim Assistance – Subgrant Award Report \(SAR\)](#) (June 2017)
- [Victim Assistance – Subgrantee Performance Measures Report](#) (June 2017)
- [Victim Assistance – Grantee Report](#)
- [Victim Assistance – Subgrantee Data Tracking Template \(Excel\)](#)

PMT User Materials

- [Victim Assistance User Guide for Grantees](#)
- [Victim Assistance User Guide for Subgrantees](#)
- [Victim Assistance – FAQs](#)
- [PMT Fact Sheet](#)

Trainings (conference presentations and recorded webinars)

- [June 2017 – Victim Assistance – PM Training](#)
- [October 2016 – Victim Assistance – Performance Measures Training](#)
- [October 2016 – Victim Assistance – PMT Training](#)
- [August 2016 – VOCA National Conference – PMT Update \(Assistance\)](#)
- [January 2016 – Victim Assistance – Performance Measures and PMT Training](#)
- [November 2015 – Victim Assistance – PMT Demo](#)
- [October 2015 – Victim Assistance – Performance Measures Training](#)
- [September 2015 – Victim Assistance – Performance Measures Training](#)

[Alex] The need help page includes a variety of resources including the performance measures. This is a list of all performance measures with explanations. The subgrantee data tracking template, which was the tool that we showed you in the example. FAQs, so we have a grantee FAQ and a subgrantee FAQ that provides additional information on reporting performance measures. We also have PMT user guides, which include tips for navigating the PMT system, and we have a user guide for the grantee and for the subgrantee. We also have training materials that allow you to watch recordings, such as this one, and view presentations about reporting performance measures. Now, these resources are available on the need help page, but please contact the OVC PMT Helpdesk for the most updated resources.

## Additional Information



### OVC PMT Helpdesk

You can contact the OVC PMT Helpdesk Monday–Friday, 8:30 a.m.–5:00 p.m. ET via email at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or call the toll-free number: 1–844–884–2503.

### GMS Helpdesk

To contact the GMS Helpdesk, please call 1–888–549–9901 and dial 3 when prompted or email the GMS Helpdesk at [GMS.Helpdesk@usdoj.gov](mailto:GMS.Helpdesk@usdoj.gov).



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

[Alex] If you need to reach us, please contact the OVC PMT Helpdesk, Monday through Friday from 8:30 am to 5:00 pm, Eastern Time. You can see on the screen here that email is [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or you can give us a call at 1-844-884-2503. When you're entering information for GMS, you can contact their helpdesk, and the information is available here on the screen. We have one more training opportunity. It's listed here on the screen.

[Tina] Thank you for taking time out of your day to join us for this webinar. I hope that we provided you with guidance and tips to accurately report in the PMT system. Have a great day.