SASP-CS Reporting Form Recording Transcript

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Intro Slides of Recording Session

Hello. Welcome to the training on the Sexual Assault Services Program Grants to Culturally Specific Programs Semi-Annual Progress Reporting form. Your reports are due 30 days after the reporting period ends. This means that the January through June report is due by July 30th. And the July, through December report is due by January 30th.

Thank you for accessing our recording, we hope that this training enables you to provide the most detailed and accurate reporting of your grant funded work, on your semi-annual progress report. Accurate data reporting is important for many reasons. Your quantitative and qualitative data enables VAWA's effectiveness to be measured.

VAWA MEI creates reports for OVW using your data, and data from grantees across the country. These summary data reports support OVW, to make requests for increased appropriations and to defend VAWA funding to decision makers. Your data also helps OVW to make sure federal funds are being spent appropriately, and to measure the performance of grant programs.

Additionally, every two years, the Attorney General is required to submit a report to Congress on the overall effectiveness of VAWA funding. VAWA grantee data makes up a significant part of that mandated report. The more consistently grantees fill out the report, the more accurately VAWA's effectiveness can be measured through these means.

Here are a few tips, before we look at the progress reporting form, page by page. Please read all the separate instructions you've downloaded with the progress reporting form. There are many helpful examples to assist you in filling out the reporting form. Throughout this form there are other categories listed for many questions.

In general, we ask that you use the other category, only if you can't find a way to put the information into a category that already exists and is a close fit. When we aggregate data for reports, often responses in the other category will not get included in our report. However, there are some cases where other really is the only option you have, to accurately capture what you are reporting.

And that is OK. We just ask that you take the time to rule out all other options first. Additionally, if you do not have an “Other” to report, please leave the box blank. Do not report N/A, or not yet, or nothing. Following most sections of the form, you will find optional narrative questions.

These sections you can use to talk about the unique successes of your grant funded activity. You can talk about the impact your grant funded activities have made on your community, or for survivors. These questions exist at the end of each section, so that you can provide more detail about the work being done in each area that the hard data does not capture on its own.

We encourage you to report the optional narrative questions, as to help your program most accurately capture the work you're doing with your grant funds. We ask that you try not to use acronyms or abbreviations in your data. And if you do, please provide an explanation for each acronym and abbreviation, so that we know what you're talking about while we're looking through your report.

Do not send attachments or extra documents containing data that is asked for in the report. Only data that is contained in the reporting form itself will be received and analyzed by us here at VAWA MEI. Finally, if you have any questions about reporting, give us a call or send us an email. All of us here, are happy to help you work through any scenarios or questions you have about your reporting form.

(Minute 4:00) Section A1 – Grant Information

OK. So we're going to move on to Section A1: Grant Information. As you can see, the example GMS. In **Question 1**, you're going to fill in the date you submit the report to OVW on GMS. **Questions 2**, through **4**, will be filled in by the GMS system, and you cannot change those answers. In **Question 5**, Type of lead, agency, or organization, you're going to choose an option that best describes the lead agency.

And in **Question 5A**, you'll indicate if this is a faith-based organization or not. I'm going to scroll down a bit. In **Question 6**, we're going to go over point of contact. So you're going to provide information about the person who knows the most about your day to day activities of the grant program.

And this is a person that we at VAWA MEI will be able to call and ask questions about the hard data that's submitted on this report. So this is not necessarily your project director or your fiscal agent. This is really probably the project coordinator. And in **Question 7**, you're going to indicate if you serve any tribal populations.

Please be specific. Do not say, all tribes in our state, or et cetera. Those are not valid responses here. You want to list the specific tribal populations that you're serving. And it's probably listed in your grant proposal, if you're not sure.

OK. So continuing on to **Question 8**, you're going to indicate which culturally specific population your grant serves. So this is also probably in your grant proposal for you to look back on, if you're not sure which ones to check off. And then in **Question 8A**, you're more than welcome as always to provide additional information to help us most accurately understand what you're reporting.

(Minute 6:10) Section A2 – Staff Information

Next is Section A2: Staff Information. So when considering reporting staff, only report FTE's for staff salary that is provided fully or partially my grant funds. This includes staff who have contracted work. Report the activity performed, rather than by job title. If staff members fall into two or more categories, divide their FTE among the applicable categories.

Time should be pro-rated, if necessary. Such as, when someone is part-time, was hired partway through the grant period, is a contractor. Or is full-time, but only partially funded by the SASP-CS Program Fund. Report to the second decimal. For example, 1.25 FTE's. And please use the other category sparingly.

For the most part, all activities performed by staff are included in the listed categories. If you do use the other category, please be specific. And then the other descriptor, correlate each entry within its own FTE amount. This is the FTE cheat sheet. This slide shows some examples to help you calculate FTE for a 40 hour, full-time work week.

FTE's should be based on the 26th week, or six month reporting period that is just ending. In six months, there are 1,040 working hours in a 40 hour, full-time work week.

So we're going to go over a couple of examples for calculating FTE's. In example 1, your grant funds are used to fund one full-time counselor whose salary is 35% funded by the grant. And then another full time counselor whose salary is 45% funded by the grant. In this case, you would report only the percent of salary that is grant funded.

The correct FTE under counselor would be 0.8 FTE, which is the 35% and 45% added together. You can see that in our example GMS, under the counselor category. In example 2, your grant funds a full-time employee, who spends 16 hours a week coordinating the program, and 24 hours a week providing Victim Advocacy Services.

In this case, you would divide the staff time by function. The correct FTE under program coordinator would be 0.4 FTE, which is 16 hours divided by 40 hours. And you would put 0.6 FTE's under Victim Advocate, which is 24 hours divided by 40 hours. Those are both also on the example GMS, for you to see in their corresponding categories.

In the third example, three months into the reporting period your program hired a 100% SASP-CS grant funded administrative assistant, who worked 40 hours a week. In this case, you would need to pro-rate the FTE to reflect three months out of the six months in the reporting period, because that's when the administrative assistant was hired. So the correct FTE, under support staff, would be 0.5 FTE. That represents three out of six months.

(Minute 9:50) Section B – Purpose Areas

So moving on to Section B: Purpose Areas. You should check all the purpose areas that apply to activities engaged in with your grant funding during the current reporting period. If you are not sure which purpose areas apply to your grant program, you should refer to your grant proposal.

If some of your purpose area changed, you can check them in this question. Your program specialist must approve all changes to your purpose areas.

(Minute 10:25) Section C1 – Coordinated Community Response

Next is Section C1: Coordinated Community Response. Coordinated Community Response, or CCR, provides the picture of the relationships that you have with other agencies and other organizations within your community. And the frequency with which you interact with these agencies and organizations. This should include all agencies and organizations you interact with, not just your grant, or memorandum of understanding, MOU partners.

Report the different agencies and organizations that you are engaged with, in this section. Your participation in these CCR activities should be supported with grant funds. The first section lists the agencies and organizations. The second section is about client related activities.

For this section, check the frequency with which you provide or receive referrals, consultations, and/ or technical assistance with the agencies or organizations listed in the first section. I'm going to scroll down, so you can see more of this box that I'm talking about. And then the third section is about the system related activities.

So for this section, report the frequency with which you meet with the organizations or agencies listed in the first section. These meetings are most often associated with system change. Such as, task force meetings, meetings to address changes to specific forms, or policies, or protocols. If you do not refer, or meet on a regular basis, use your judgment and estimate the closest frequency, in Sections 2 and 3.

In the fourth section, indicate if the agency or organization with which you have-- is one with which you have a memorandum of understanding, or if they are an MOU partner.

(Minute 12:15) Section C2 – Policies

Next is Section C2: Policies. Report only those protocols or policies, on which development was completed during the current reporting period. If the policy or protocol is still in the development or revision phase, you should not report the policy or protocol implemented, until the period when it is actually finished.

By substantially revised, we mean that you spend a good amount of time revising the policy or protocol. Simply adding the name of another group, under your under-served populations policy, would not constitute as a revision. Unless separate protocols around how to serve the new group were included.

(Minute 13:00) Section C3 – Products

Next is Section C3: Products. You would enter the number developed or revised, the title, topic, intended audience. Number used, not printed. And if it was produced in another language. Identify in the other or leave blank, if not. If you did not develop or revise a product in that period, but distributed it, fill in everything except the number developed or revised.

Likewise, if you just developed it, but have not distributed it yet. Fill out everything, except the number used or distributed. I'll scroll down, so you can see that box a little bit better. The first section is, what kind of product? You're going to put how many were developed or revised. Or zero, if it wasn't developed or revised during that period.

You're going to put the title on topic, intended audience. You're going to put the number used or distributed during the reporting period. And then identify any specific languages.

(Minute 14:10) Section D – Victim Services

Next is Section D: Victim Services. Most of the data requested in the Victim Services section is congressionally mandated. Congress wants to know how many of the number of victims or survivors were seeking services.

How many were served and how many could not be served. Provide information in the section that represents only those victims/survivors served, and services provided with SASP-CS program funding. OK, so when you're considering reporting your victims and survivors, these are three good things to fall back on.

What services did the victim request or accept? The victim/survivor has to request or accept services, before you can count them in this section. What services are you funded to provide under your SASP-CS Grant? Only report the grant funded requested services that you provide.

Not services you provide with other funding. Is this person a primary victim of sexual assault? Victims must be a primary victim of sexual assault to be served using these funds. So when you're deciding if someone has served, partially served, and not served, it's not as intuitive as you might think.

So you're going to think about this as the break down. You're going to count a victim as served, if they requested grant funded services and your program was able to provide all of those services. You're going to count a victim as partially served, if they've requested grant funded services, but because of programmatic issues, such as those listed in **Question 18**, your program could not provide all of the services requested.

You're going to count a victim as not served, if your program could not provide any of the grant funded services the victim requested, due to problematic issues, such as those listed in Question

18. So, before we move on, we want to take a moment to talk about partially served, and not served victims and survivors.

We find that grantees are often worried about reporting victims of partially served and not served, because they fear that it will appear that they are not meeting their goals or objectives. Or it will shed a negative light on their program. This is not the case. By reporting victims partially served and not served, grantees are helping OVW and decision and policy makers understand the scope and burden of violence that stretches far beyond what VAWA is able to fund.

OVW knows that VAWA funding is not enough to support every victim who requests services from grantees. Therefore, we want to encourage you all to carefully track and report, using both quantitative data and narrative data to highlight instances of partial and non-service. Narrative data can highlight long waiting lists for services, full emergency shelters, or our program's inability to support victims on a family court day.

Your more detailed data can help show the great need for services that does exist. So, in addition to thinking about victims as served, partially served, and not served. You're going to think about the victims that you're not going to count on this form. So victims who are not counted are those seeking only services that are not grant funded by SASP-CS program grant funds.

Victims and survivors who did not accept any of the grant funded services that were offered or recommended, should not be counted on this form. And victims and survivors who are not primary victims of sexual assault, should also not be counted on this form. So you want to make sure you're providing a unduplicated count of victims and survivors.

You can only count a single victim or survivor, once per reporting period. However, they can be counted in each reporting period that they are served. For example, a victim requested counseling at the beginning of the reporting period. They also came back at the end of the reporting period and requested civil legal advocacy.

They should not be reported twice. They should only be reported once in **Question 16**. And then counted once, under each service provided in **Question 21A**. And if this victim were to come back during the next reporting period, you would also count them on that one.

So let's go over a couple of examples. A victim called your program looking for crisis intervention and group support. Both are funded by your SASP-CS Grant funding. And you provide crisis intervention and she attends a support group. In this case, the victim received all services she requested, that you are grant funded to provide.

This victims should be reported once, as served in Question 16. And then reported once, in both crisis intervention and counseling or support group in Question 21A. So they are represented in Question 16, as served on the example GMS. And then if we go down to **Question 21**, there is one in counseling support group, and in crisis intervention.

There is a second one in crisis intervention that we'll get to in another example. I'm going to go back up. And next will be the partially served. Your program offers crisis intervention and transportation under your SASP-CS Grant. A victim asks for these two services, but your program can only provide crisis intervention, because the advocate is busy and unable to provide transportation.

In this case, the victim received some, but not all of the grant funded requested services. This victim should be reported as partially served in Question 16, which you can see on the example GMS. And then if we go down to Question 21A-- one more time. This victim is reported once, in crisis intervention.

And then Question 18. You're going to select a reason they were not fully served. So because the victim advocate was busy and not able to provide transportation, you're going to select the reason not served, as program unable to provide services due to limited resources and priority setting. And that's checked off here on the example GMS.

So in example 3, a woman is sexually assaulted, and a police officer who responded to the incident has called your program's hotline on behalf of the victim, asking if an advocate will accompany her to the hospital during her exam. There is no advocate available to do this, and it is a service funded by your SASP-CS Grant. So in this case, your program is unable to provide the grant funded requested service.

This victim should be reported as not served in Question 16. If you look to the example GMS, there should be one selected in Question 16, not served. And then we're going to go down to Question 18, again. And explain why they were not served, and it's the same reason. So program unable to provide services due to the limited resources of priority setting. And it's located, it's the same reason, that's totally fine.

We're going to go back up to **Question 17**, now. Because we skipped over it a couple of times.

So when you're reporting secondary victims in Question 16, you're going to think about these two things. Were they indirectly affected by sexual assault? And did they receive grant funded services? So this might be children, siblings, spouses, intimate partners, parents, grandparents, and other affected relatives of a primary victim.

And then additionally, even if the primary victim didn't receive services, if you're reporting on a secondary victim, the secondary victim should only be counted if they received grant funded services.

And then we've also skipped over the demographics. So after Question 18, where you report on reasons not fully served-- we're going to keep going on to **Question 19**. And you're going to report on the demographics of victims who were served or partially served. So you're not reporting demographic information on victims you do not count.

And you're not providing demographic information on victims who were not served.

In **Question 20**, you're going to report the victims/survivors relationship to offender. And this doesn't have to equal the number of victims who are served and partially served. Because sometimes, victims are victimized more than once, by more than one person. So the count here, can be larger or equal to the number of primary victims who were served or partially served.

And in Question 21A is where you're going to say what grant funded services were provided. In **Question 21B**, you're going to indicate if any immigration matters were addressed with your primary victim that were partially served or fully served. In **Question 22**, you're going to indicate hot-line calls, web-based information or referrals, and walk-in information and referrals.

And then remember to indicate if any languages other than English were used. So don't put English, or not yet, or none, or N/A. Leave it blank, unless it was a language other than English. In **Question 23**, you're going to indicate outreach activities. And then **Question 24**, you're going to indicate protection order or restraining order activities.

And then, as always, at the end of the section there is an optional narrative section that you can fill out. Feel free to elaborate on any of your grant funded activities that you were able to provide, or that you were not able to provide. Any reasons, not served that you want to elaborate on. Any information you put here is super, super helpful for OVW, and for the purposes of the reporting form.

(Minute 26:00) Section E – Narrative

Next is Section E: Narrative. All grantees must fill out **Questions 26** and **27**, every time you report. **Questions 28** and **29**, you're going to report on an annual basis. So this will be with the January to June report that is due by July 30th. That's when you have to answer **Questions 28** and **29**.

And then **Questions 30** and **31** are optional. You're going to use these two questions to provide any additional information about the submitted data. Such as, if you submitted two different reports for the same reporting period, or if you need to provide dummy data in a section in order to validate your form.

Any issues you have with the form, you're going to report that in Questions 30 and 31. Narrative questions provide the opportunity to elaborate on the work you are doing with your program funds, as well as non-funded activities that are related to your overarching goals of this project. So feel free to write as much as you want to elaborate.

So once the form is completed, you must go to the last page of the form and click the Validate button. The validation process will highlight any missing or incomplete information, and ask whether you wish to return to the section to review or change the data. When this happens, you may see one of two Warning messages.

One type is a Validation Error message, with a red x. If you receive this type of message, it means you are missing some of the required information. If you want to fix this error now, click

Yes. And it will bring you back to the exact question on the form. If not, click No, and continue with validation.

Note, you will not be able to complete the validation process until you fix a validation error. The second type of Warning is a reminder with a yellow exclamation point. This type of method indicates that something on the form looks like it might not be correct. You do not have to make a correction to the form to successfully validate, when you get this message.

If you want to review the field, click Yes, and it will bring you back to the exact question on the form. If not, click No, and continue with validation. After correcting or completing missing information, return to the bottom of the form and press Validate again, until all sections of the form are complete.

You will receive a third type of message, which is not a Warning, but it's a validation success message. At this point, your form has been successfully validated and is ready for you to submit through GMS.

If you have any questions, as you are filling out your reporting form, please feel free to call or email Muskie's VAWA MEI team, or your program specialists, or GMS, so as you can see on the page, VAWA MEI can be reached at 1-800-922-VAWA or 1-800-922-8292. To reach your OVW program specialist, you're going to call 202-307-6026. And you're going to let them know that you're a SASP-CS grantee.

And to reach out to OVW's GMS support, you're going to call 1-866-655-4482. Thank you for listening to this recording, and I hope it's been helpful. And if not, feel free to reach out to any of these three contacts. Thank you so much.