Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Assistance Program

VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

Who We Are

Our Mission

- **Support OVW in tracking and measuring the work of VAWA grantees**

- **Provide technical assistance to VAWA grantees**

We are the experts on progress reporting so you don't have to be!

COVID-19 General Reporting Guidance

➤ **The progress report due date remains January 30, 2022**

- Use narrative questions to discuss the impact of COVID-19 on grant supported activities

- Use question 74 to discuss issues with data collection

➤ **If you are unable to collect data for the report**

- Do not estimate

- Any numbers reported should have adequate source documentation

- Use narrative fields to explain missing data or activities you are unable to quantify right now

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COVID-19 General Reporting Guidance (Continued)

➢ **Do <u>not</u> use a future period's progress report to report activities that took place in July to December 2021**

- ◼ Contact your OVW Program Specialist if data becomes available after you submitted the July-Dec 2021 report

➢ **Tips for validating the progress report if a data field should be blank but is giving a validation warning**

- ◼ Enter "1" in any field which cannot remain blank
- ◼ Then use question 74 to explain "*We entered 1 in question 29 in order to validate the form. The number should be deleted.*"

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COVID-19 Reporting Guidance for Narrative Questions

➢ **Include words like "COVID-19" and "pandemic" when describing COVID-19 related adjustments to programing or when explaining incomplete or missing data**

- Use Question 73 to explain how the pandemic has impacted the status of your grant goals and objectives

- Speak to any no cost-extensions or other delayed or revised activities that have been approved by your program specialist

Reporting Guidance for Policy Changes Related to COVID-19

➢ **For policy changes that have been implemented as a result of the pandemic**

- Use Section C4 Policies, narrative question 23, to describe the policy changes

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COVID-19 Reporting Guidance for Training

➢ **Tracking training attendees for events that were switched to online platforms**

- Collect information on registrants' professional fields in online registration forms
- Report webinar registration and participant numbers as people trained

➢ **Reporting events that were planned but later canceled due to COVID-19**

- Describe training format changes and delayed or canceled events in the narrative questions of the form

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COVID-19 Reporting Guidance for Remote Services

➢ **Continue to report activities held remotely as you would have when they were conducted face-to-face**

- For example, if your offender monitoring activities are now being conducted over Zoom, report these virtual visits in the Probation and Parole section as face-to-face meeting with offenders

- Use a narrative field to clarify how many of the reported visits were conducted remotely and how many were face-to-face this period

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COVID-19 Reporting Guidance for Victim Services Data

➢ **If you are experiencing data collection challenges related to victim services information**

- ■ Report missing demographic information in the "unknown" categories
- ■ Use the narrative fields to explain missing data and data collection challenges
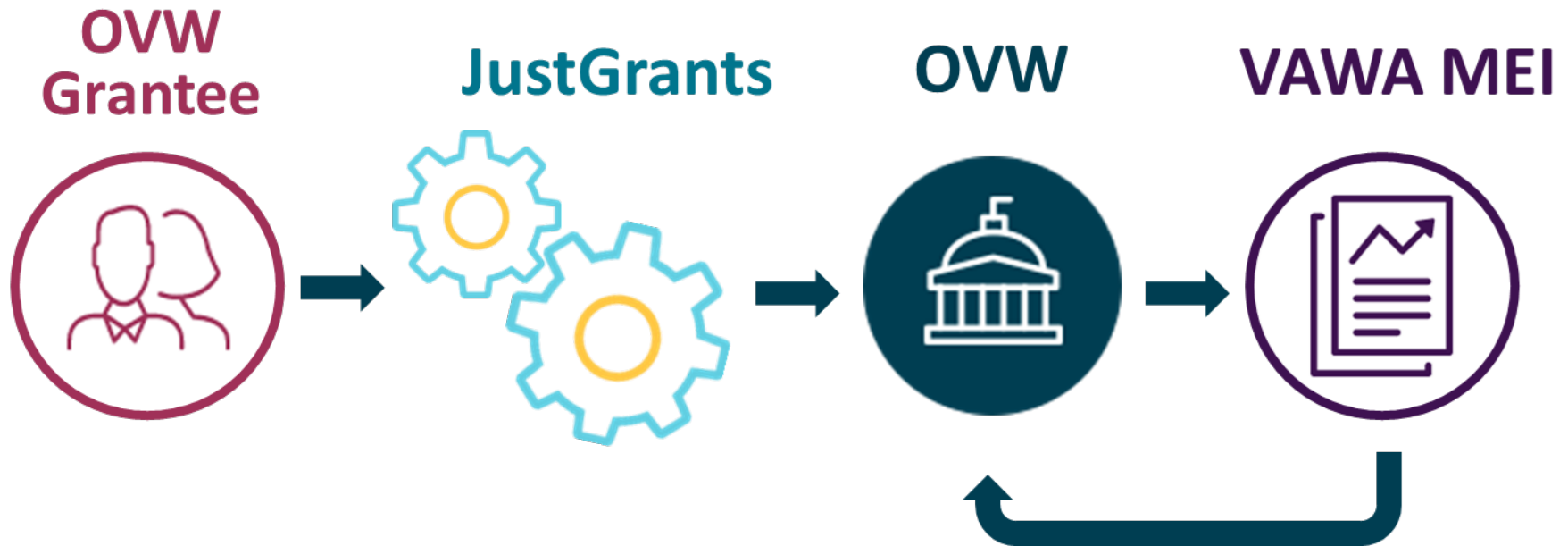
COVID-19 Resources

➢ **Office on Violence Against Women (OVW) guidance for grantees**
  ▪ https://www.justice.gov/ovw/resources-and-faqs-grantees#covid

➢ **Futures Without Violence resource list**
  ▪ https://www.futureswithoutviolence.org/get-updates-information-covid-19/

➢ **TA2TA COVID-19 resource hub**
  ▪ https://www.ta2ta.org/resources-and-information-on-covid-19-response.html

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VAWA MEI COVID-19 Resources

➢ **VAWA MEI COVID-19 FAQs and Contact Us Form**
- https://www.vawamei.org/tools-resources/faqs/category/covid-19-faqs/

- https://www.vawamei.org/contact-us/

➢ **Reporting in a Pandemic "Office Hours" recording**
- https://www.vawamei.org/tools-resource/reporting-in-a-pandemic-training-video/

➢ **Crafting Narratives Webinar Video & Narrative Examples**
- https://www.vawamei.org/tools-resource/crafting-narratives-training-video/

- https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/

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The Reporting Cycle

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Data Reporting Request from OVW (1 of 2)

➢ OVW is looking to gather more information on what grantees find helpful or unhelpful in the training and technical assistance that is offered to them.

➢ OVW is encouraging grantees to use the additional information narrative question (question 73) to discuss the OVW-sponsored training and technical assistance they have received.

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Data Reporting Request from OVW (2 of 2)

Example questions you might answer:

➢ Did you go to an OVW-funded training and bring back some policies or concrete practices?

➢ Did you learn something new and useful from an OVW-funded webinar?

➢ Did you get help from an OVW-funded TA provider to navigate a challenging issue in your community?

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Why Your Data Matters!

➤ Your data directly communicates to OVW about the work you are doing and your successes and challenges

➤ Grantee data helps shed light on the scope of domestic and sexual violence – including trends, promising practices, and areas of need

➤ Grantee data contributes to performance measurement and is used for special data requests and the Attorney General's Reports to Congress

Section A1: Grant Information, Q1, Q2, Q3, Q4, Q5, and Q5a

➢ **All grantees must fill out this section**

- The form will not validate if this section is not filled out

➢ **Question 1**

- Fill in the date you submit the report

➢ **Questions 2-4**

- The reporting period is pre-populated. Enter the "Entity Legal Name" and federal grant number assigned to your OVW award.

➢ **Questions 5-5a**

- Provide information about the type of agency/organization administering the Rural Grant

Section A1: Grant Information, Q6 and Q7

➢ Question 6

- ▪ Provide contact information for the person who knows the most about the day-to-day activities of the grant program
- ▪ This is who we will contact if we have questions about your report

➢ Question 7

- ▪ Identify if this grant specifically addresses tribal populations

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Section A1: Grant Information, Q8 and Q9

➢ Question 8

- Estimate the percent of grant funds directed to each area – you determine this each period

- Please note that the definitions of SA, DV, Stalking and Child Sexual Abuse are in the reporting form and separate instructions

➢ Question 9

- Report the percentage of Rural Program funds that were used for prevention activities

Section A2: Staff Information (1 of 2)

➢ **Funded under the Rural grant**

▪ Only report FTEs for staff whose salary is provided, fully or partially, by Rural funds (including staff time of contracted work)

➢ **Report by activity performed rather than job title**

▪ If staff members fall into 2 or more categories, divide FTEs among applicable categories

➢ **Report to the second decimal (i.e. 1.00 FTE)**

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Section A2: Staff Information (2 of 2)

➢ **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 Rural program funds

➢ **Use of "Other" category**

- Be specific and correlate each entry with FTE amount
- Do no report "consultant" or "intern" in other since those do not describe the function of the position

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A2 Staff: Calculating FTEs Guide

Calculations: based on 40 hours per week for 26 weeks or 1,040 working hours in a six-month reporting period

Worked 40 hours/week for 26 weeks = 1.00 FTE

Worked 20 hours/week for 26 weeks = 0.50 FTE

Worked 16 hours/week for 26 weeks = 0.40 FTE

Worked 10 hours/week for 26 weeks = 0.25 FTE

Worked 4 hours/week for 26 weeks = 0.10 FTE

FTE = hours worked in the 6-month reporting period, divided by 1,040

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Staff Example 1

Your organization received a Rural program grant that was used to fund one full-time outreach worker whose salary is 75% funded by the grant and another full-time outreach worker whose salary is 15% funded by the grant. What FTE would you report?

A.   0.90 FTE

B.   1.50 FTE

C.   2.00 FTE

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Staff Example 1 Answer

Remember: Report only grant-funded staff time

In this case, you would report only Rural program funded personnel time. The correct FTE under "Outreach worker" would be 0.90 FTE (0.75 + 0.15).

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Staff Example 2

Your Rural grant was used to fund a full-time program coordinator who spends 26 hours per week coordinating program activities and 14 hours per week providing victim advocacy. What FTE(s) would you report?

A.   1.00 FTE Program Coordinator

B.   0.65 FTE Program Coordinator and 0.35 Victim Advocate

C.   0.50 FTE Program Coordinator and 0.50 Victim Advocate

Staff Example 2 Answer

Remember: Report by job function, not title

In this case, you would divide staff time by function. The correct FTE under "Program Coordinator" would be 0.65 FTE (26 hours/40 hours) and "Victim Advocate" would include 0.35 FTE (14 hours/40 hours).

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Staff Example 3

Convert funding used for contractors or consultants

The Rural Program grant paid for a trainer for 65 hours of work.

In this case, you would need to convert this time into FTEs. The correct FTE under "Trainer/educator" would be 0.06 (65 hours /1,040 hours).

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Common Staff Reporting Discrepancies

➢ **High numbers of FTEs in a single category**

➢ **Staff are not prorated by job function**

■ For example, the staff member facilitating trainings is only reported under the Program Coordinator FTE to match their job title, instead of a more appropriate breakdown between Training/educator and Program Coordinator to represent their job functions

➢ **FTEs have not been prorated by hire date and/or receipt of funds**

■ For example, the narrative states that a full-time employee was only employed for 2 months but was reported as 1.00 FTE

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Section B: Purpose Areas

➢ **All grantees must fill out this section**

  ■ The form will not validate if this section is not filled out

➢ **Question 11. Purpose areas/strategies**

  ■ Refer to your grant proposal to check all that apply

  ■ Program Specialists must approve all changes to your purpose areas

➢ **Questions 12. Priority areas**

  ■ Priority areas vary by solicitation

  ■ Only fill out this question if you applied under a priority area

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Section C1: Training

Training means providing information on SA, DV, stalking and child sexual abuse to <u>professionals, or volunteers acting in the role of a professional</u>, to improve their response to victims/survivors as it relates to their role in the system

- Do not report staff development of grant-funded staff or community education in this section

- A training event can be a 30-minute meeting or class, or a three-day conference. An event is determined by each separate audience that attends.

Section C1: Training, Q13 and Q14

➢ **Question 13**

■ Report the number of training events provided by grant-funded staff or directly supported by grant funds

➢ **Question 14**

■ Report people trained in the professional category that most closely fits with their profession

■ Do not report students here unless they are pre-professional

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Section C1: Training, Q15 and Q16

➢ **Question 15**

- ▪ Check off all training content areas that apply

➢ **Question 16**

- ▪ Use this optional narrative question to describe the effectiveness of grant-funded training activities

- ▪ Use this question to describe the professional development of grant-funded staff

Training Example

The Rural Program grant-funded Trainer/educator held **12** training events for professionals this reporting period. Your organization also supported **4** training events with other funds.

225 professionals attended the grant-funded training events. **45** professionals attended training events provided with other funds.

A.   12 training events, 270 people trained

B.   16 training events, 270 people trained

C.   12 training events, 225 people trained

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Training Example Answer

In this case, you would only report the 12 grant-funded trainings in q.13 and the 225 professionals that attended those grant-funded training events in q.14.

Remember, only report grant-funded activities

Section C2: Community Education

Education is defined as the dissemination of general information that may increase awareness of dating violence, domestic violence, sexual assault, stalking and/or child sexual abuse to those who are not working professionally in these fields

- Examples of education events include: rallies, speak outs, and presentations to the general public, students, and parents

Section C2: Education

➢ **Question 17**

- Report the education events provided by grant-funded staff or directly supported by grant funds

➢ **Question 18**

- Report attendees of the education events reported in q.17
- Use the category that is the most descriptive of the people who attended the event

➢ **Question 19**

- Check off all education topics that apply

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Common Training and Education Reporting Discrepancies

➢ **No Trainer/educator FTE**

- If training or education activities are reported, we expect to see trainer/educator FTEs report in Section A2. Staff

➢ **High number in single categories**

- The other category is high without an accompanying narrative explanation

➢ **Including non-professionals in the training section**

- Survivors, community members, parents, and students who are not pre-professional should not be reported as trained

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Section C3: Coordinated Community Response

➢ **All grantees must fill out this section**

➢ **Question 20**

- Provides a picture of the relationships your organization has with other agencies/organizations within your community and the frequency with which you interact with them
- This should include all agencies and organizations, not just your grant partners

➢ **Question 21**

- Use this optional narrative question to describe the effectiveness of CCR activities

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Section C4: Policies

➢ **Questions 22 & 23**

- Report the protocols/policies completed during the reporting period that were supported by grant funds

➢ **Definitions**

- **Develop**: to create a new policy or protocol
- **Substantially revise**: to make a significant amendment to an existing policy or protocol
- **Implement**: to carry out a new or revised policy or protocol as standard practice

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Section C5: Products

➢ **Question 24**

- Report the products that were developed or revised using grant funds during the reporting period

➢ **Definitions**

- **Develop**: to create a new product

- **Substantially revise**: to make a significant amendment to an existing product

Section C6: Data Collection and Communication Systems

➢ **Questions 25 & 26**

- Report grant funds used to develop, install, or expand data collection and/or communications

- Check all that apply for both systems (q.25) and purpose of systems (q.26)

- Report the purchase of equipment only in the period you purchased the equipment. Do not report it as purchased again during the next reporting period, unless you purchased additional equipment during the following reporting period

Section C7: Specialized Units

➢ **Question 27a**

▪ Report Rural funded specialized units including if Rural grant funded staff are part of a specialized unit or if Rural funds were used to directly support a specialized unit

➢ **Question 27b**

▪ Check all victimizations addressed by each specialized unit in this reporting period

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Section C8: System Improvement

➢ **Question 28**

- Report grant funds used for system improvement during the current reporting period

- Data recorded here should describe improvements made that influence a broad, system-wide response

- If you report the purchase of equipment in Section C6: Data Collection and Communications Systems, you can also report it again in this section if it is also a system improvement

- If you use other, please be specific

Section D: Victim Services/Legal Services (1 of 2)

➢ **Most of the data requested in this section is congressionally mandated**

- Congress wants to know how many of the victims/survivors seeking services were served and how many could not be served

➢ **Provide information in this section that represents only those victims/survivors served and services provided with Rural Program funding**

Section D: Victim Services/Legal Services (2 of 2)

➢ **Report all grant-funded victim services provided, whether by legal services, a victim service agency, or by staff providing victim services within law enforcement, prosecution, or the court system**

- Victim Services - questions 29-39
- Legal Services – questions 40-43

Section D: Victim Services – When to Report a Victim/Survivor

➢ **To report a victim/survivor in this section**

- They must have requested or accepted a service(s)
- The service(s) must be Rural grant-funded
- The victim/survivor must be a primary victim of domestic violence, dating violence, sexual assault, stalking or child sexual abuse

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Section D: Victim Services, Q29 (1 of 2)

➢ **Question 29**

■ **Served:** received all requested services that are supported by Rural funds

■ **Partially served:** received some but not all supported services that are provided by Rural funds

■ **Not served:** received none of the requested services that are supported by Rural funds

Section D: Victim Services, Q29 (2 of 2)

➢ **Question 29 continued**

- Victims reported as served, not served or partially served are an **unduplicated** count and should be reported only **once in each reporting period** they receive grant-funded services

- Victims need to be reported under their **presenting victimization**, even if they have experienced more than one type of victimization

Section D: Victim Services, Q33

➢ **Question 33**
- Indicate the reasons victims/survivors were partially served, not served, or both
- Check all that apply
- Use of "other" almost always indicates the victim/survivor should have been reclassified or should not have been counted in this section

➢ **Common reporting errors in "other"**
- Victim did not return
- Victim refused services
- Services not provided by our program
- Could not locate victim

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Victim Services Example 1

Your Rural grant funds crisis intervention and transportation. A victim of domestic violence requests crisis intervention and transportation. You provide crisis intervention, but do not provide transportation because your office is closed during the time the transportation is requested for.

In this case, the victim received only some of the services they requested and that you are funded to provide under your grant. The victim should be reported as "partially served" under "domestic violence" in q.29 and in q.33 you would check off the reason "hours of operation" in the first column that is labeled "partially served."

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Victim Services Example 2

Your program offers counseling and legal advocacy. A victim of stalking requests these two grant-funded services and you are unable to provide either because your program is filled to capacity.

You would report this victim as not served in q.29 because you were not able to provide either grant-funded service. You would also check off the reason "program reached capacity" in the second column of q.33 that is labeled "not served."

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Section D: Victim Services, Q30

➢ **Question 30**

- Report the number of <u>new</u> victims/survivors served or partially served during the current reporting period

- Report all victims/survivors that you are serving for the first time using Rural Program funds during the current reporting period

- Do not report a victim/survivor in this question if they received Rural funded services in a previous period

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Section D: Victim Services, Q31

➢ **Question 31**

- Report any additional types of victimizations for which a victim/survivor received Rural Program grant-funded services during the current reporting period

- Report in the row that corresponds to the victimization you reported in 29A and 29B – <u>report the victim/survivor only once under each additional victimization</u>

- Trafficking is an additional victimization in this question and is defined on the form

Section D: Victim Services, Q32

➢ **Question 32**

- Report number of secondary victims served

- Secondary victims are those who are indirectly affected by domestic violence, dating violence, sexual assault, stalking, or child sexual abuse and may include children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives

- This should be an unduplicated count in one of the listed categories and should correspond to the victimization of the victim/survivor reported in q.29

Section D: Victim Services, Q34

➢ **Question 34**

- ■ Report the demographic information for each survivor

- ■ Victims may be reported in more than one "race/ethnicity" category

- ■ Total race/ethnicity will be <u>equal to or greater than</u> the total of victims served and partially served (q.29A&B)

- ■ Victims can only be reported once in the "age" and "gender" categories

- ■ Total age and gender will both be <u>equal to</u> the total of victims served and partially served (q.29A&B)

Section D: Victim Services, Q35

➢ **Question 35**

- Report the victim's relationship to the offender(s) by type of victimization

- If a victim has experienced more than one type of victimization and/or was victimized by more than one perpetrator, report them under each applicable category, not just the primary victimization

- The total reported under each type of victimization should equal or be higher than the total of q.29A&B

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Section D: Victim Services, Q36a

➢ **Question 36a**

- Report only the grant-funded services provided to victims reported in q.29A&B

- Report a victim once for each type of service they received (column 1) and then include the number of times they receive each grant-funded service (column 2)

- The total in any individual service category (column 1) should not be greater than q.29A&B (the total of served and partially served victims)

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Section D: Victim Services, Q36b

➢ **Question 36b**

- ■ Reported shelter services should be an unduplicated count for both victims and family members
- ■ To calculate number of bed nights:
  - ■ (Number of victims + number of family members) x (Number of nights in shelter) = Number of bed nights

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Section D: Victim Services, Q37, Q38 and Q39

➢ **Question 37**

■ Report hotline requests received from victims/survivors and the total requests that were responded to by Rural Program-funded staff or with Rural Program funds

➢ **Question 38**

■ Report the number of grant-funded unsolicited letters, phone calls, or visits you provided to victims

➢ **Question 39**

■ Report total number of requests for temporary and final protection orders, as well as those granted

■ These are orders completed with grant-funded victim service staff

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Section D: Legal Services, Q40, Q41, Q42 and Q43

➢ Only answer questions 40-43 if your Rural Program funds supported an attorney and/or paralegal who provided legal services to victims/survivors during the current reporting period

Section D: Legal Services, Q40

➢ **Question 40**

- Report the total number of legal issues addressed by Rural Program-funded attorneys or paralegals during the current reporting period

- Count a victim once in each category of legal issues [A-J] for which they received services

- For B. Family law matters and G. Immigration matters, provide an unduplicated count of survivors who received assistance in one or more of the subcategories listed under each of those general categories

  - Then report the number of survivors who received assistance with each of the subcategories

Legal Services Example 1

During the current reporting period, two victims of DV requested assistance with divorcing their abusive spouses. In one case, your Rural-funded attorney filed a divorce complaint with no other issues. In the other case, the attorney filed a divorce complaint and also obtained temporary family court orders addressing custody/visitation and child support.

In this case you would report 2 in the general category of B. Family law matters. Then, in the subcategories, you would report 2 in i. Divorce, 1 in ii. Custody/visitation, and 1 in iv. Child/spousal support.

Legal Services Example 2

You provide grant-funded information and advice to assist someone with obtaining an emergency protection order on their own behalf; later you represent that person at a contested court hearing in which they obtain a final order.

In this case you would report this victim once in the protection order category of q.40 – Legal issues and then in q.43 you would report in both "Information/referral/advice" and "Court decision." The reason is that the temporary order and the final order each have independent legal outcomes, and they are not the same protection order.

Section D: Legal Services, Q41 and Q42

➢ **Question 41**

- Report an unduplicated count of the number of victims that received assistance with legal issues in q.40

- If they received assistance with more than one legal issues, count them only once here and report them in q.42

➢ **Question 42**

- Report an unduplicated count of the number of victims that received assistance with multiple legal issues

  - Consider all family law matters (B) as one category and all immigration matters (G) as one category

Section D: Legal Services, Q43 and Q44

➢ **Question 43**

- Report legal outcomes for all cases closed or issues resolved during the current reporting period for which services were provided by Rural Program-funded attorneys or paralegals

- Report the highest level of service or outcome achieved for each issue

➢ **Question 44**

- Use this optional narrative question to describe the effectiveness of victim services or legal services funded by the Rural grant

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Section E: Criminal Justice System

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Section E1: Tips for Law Enforcement

➢ If you have an advocate employed by or located at the law enforcement agency but Rural grant funds are not supporting the law enforcement activities, you would **not** complete this section but would report activities in Section D. Victim Services

➢ However, if you are **funding** a prosecution-based investigator, you **would** report their activities here

Section E1: Law Enforcement, Q45 and Q46

➢ **Question 45**

- Report the number of law enforcement activities related to SA, DV, stalking, and/or child abuse cases/incidents for the current reporting period
  - If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization

➢ **Question 46**

- Report the total number of victim referrals made by Rural program funded law enforcement officers to victim services, governmental and non-governmental
  - These referral numbers are not unduplicated since a survivor could receive a referral to both

Section E1: Law Enforcement, Q47 and Q48

➢ Question 47

- Report the total number of temporary and/or final protection orders requested and granted
- Protection orders should be reported only if Rural funded law enforcement provided assistance to victims/survivors in obtaining them

➢ Question 48

- Use this optional narrative question to describe the effectiveness of law enforcement activities funded or supported by the Rural grant

Section E2: Tips for Prosecution (1 of 2)

➢ If you have an advocate employed by or located at the prosecutor's office but Rural grant funds are not supporting the prosecution activities, you would **not** complete this section but would report activities in Section D. Victim Services

➢ All data reported in the Prosecution Section is based on **cases** rather than charges

Section E2: Tips for Prosecution (2 of 2)

➢ Cases should be characterized by the **most serious offense** and may include **numerous** charges or counts. In most instances, a case will refer to one victim, one offender, and one incident

➢ Domestic violence cases should be reported as DV regardless of the actual charge (assault, vandalism, criminal threatening, etc.). Sexual assault cases could include rape, gross sexual misconduct, etc.

Section E2: Prosecution, Q49a

➢ **Question 49a**

- Report the number of cases received, accepted for prosecution, declined, transferred, or referred for federal prosecution

  - Report the number of DV, SA, stalking, and/or child sexual abuse case referrals received

  - Of those cases reported as received in row a, next report if the cases were accepted, declined, transferred, or referred (row b, c, d, & e)

Section E2: Prosecution, Q49b and Q49c

➢ **Question 49b**

■ Report the reasons for declining cases

■ Of those cases reported as declined in 49a.(b), report the primary reasons for declining the case, reporting by type of crime

■ Please be very specific if using "other"

➢ **Question 49c**

■ If you are a tribal agency or government, report the number of SA, DV, stalking and/or child sexual abuse cases that were referred to state or federal prosecutors during the current reporting period

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Section E2: Prosecution, Q50 and Q51

- ➢ **Question 50**
  - ▪ Report the dispositions of cases resolved during the current reporting period, supported by Rural grant funds, by type of case and disposition
    - ▪ If the case is not resolved yet, do not report anything
- ➢ **Question 51**
  - ▪ Other issues present in cases that reached disposition
    - ▪ Discuss the extent to which cases reported also included additional charges or elements of DV, SA, stalking, and/or child sexual abuse beyond the case characterization

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Section E2: Prosecution, Q52, Q53 and Q54

➢ **Question 52**

■ Report the number of victim/survivor referrals to victim services for both governmental and non-governmental

➢ **Question 53**

■ Report the total number of temporary and/or final protection orders requested and granted for which survivors received assistance from grant-funded prosecution personnel

➢ **Question 54**

■ Use this optional narrative question to describe the effectiveness of prosecution activities funded or supported by the Rural grant

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Section E3: Tips for Courts (1 of 2)

➢ If you have an advocate employed by or located at the court but Rural grant funds did not support additional court activities, you would **<u>not</u>** complete this section but would report activities in Section D. Victim Services

➢ All data reported in the Courts Section is based on **<u>cases</u>** rather than charges

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Section E3: Tips for Courts (2 of 2)

➢ Cases should be characterized by the **most serious offense** and may include **numerous** charges or counts. In most instances, a case will refer to one victim, one offender, and one incident

➢ Domestic violence cases should be reported as DV regardless of the actual charge (assault, vandalism, criminal threatening, etc.). Sexual assault cases could include rape, gross sexual misconduct, etc.

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Section E3: Courts, Q55 and Q56

➢ **Question 55**

- Report the dispositions of SA, DV, stalking, and/or child sexual abuse related cases resolved during the current reporting period

➢ **Question 56**

- Report the number of SA, DV, stalking, and/or child sexual abuse offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions

Section E3: Courts, Q57 and Q58

➢ **Question 57**

- ■ Report the number of SA, DV, stalking, and/or child sexual abuse cases in which there were dispositions of violations during the current reporting period

➢ **Question 58**

- ■ Report the number of victims/survivors that court personnel referred to victim services, governmental and non-governmental

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Section E3: Courts, Q59, Q60 and Q61

➢ **Questions 59 and 60**

- Report the total number of temporary and/or final <u>civil</u> protection orders (q.59) and <u>criminal</u> protection orders (q.60) requested and granted by the court during the current reporting period

➢ **Question 61**

- Use this optional narrative question to describe the effectiveness of court activities supported by the Rural grant

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Section E4: Probation and Parole, Q62 and Q63

➢ **Question 62**

- ■ Report an unduplicated count of DV, SA, stalking, and/or child sexual abuse offenders

- ■ Report the number of offenders that completed probation without and with violations

➢ **Question 63**

- ■ Report the number of monitoring activities engaged in during the current reporting period

- ■ Report the number of times the probation officer engaged in outreach to a victim/survivor

Section E4: Probation and Parole, Q64, Q65 and Q66

➢ **Question 64**

- Report the number of DV, SA, stalking, and/or child sexual abuse cases in which there were dispositions of violations

- The violation does not need to occur during the current reporting period, only the disposition

➢ **Question 65**

- Report the number of victims/survivors referred to victim services, governmental and non-governmental

➢ **Question 66**

- Use this optional narrative question to describe the effectiveness of probation and parole activities supported by the Rural grant

Section E5: Batterer Intervention Program, Q67, Q68 and Q69

➢ **Question 67**

- Report the number of offenders in your BIP during the current reporting period

➢ **Question 68**

- Report the number of DV offenders in your BIP who completed the program, were terminated from the program, or returned after the termination during the current reporting period

➢ **Question 69**

- Report the number of weeks batterers are expected to remain in the program to achieve successful completion

Section F: Narrative

➢ All grantees <u>must fill out</u> **Question 70** every time you report and **Questions 71 & 72** annually on the January to June reporting form

➢ **Questions 73 & 74** are optional

- Use q.74 to provide any additional information about the submitted data, such as if you submitted two different reports for the same period or you need to provide "dummy data" in a section in order to validate

Validating Your Form

Validate

Warning: JavaScript Window - Validation Error

❌ The field 'Date of Report' (question #1) on page 1 must be filled in.

Would you like to correct this now?

If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

[Yes] [No] [Cancel]

Warning: JavaScript Window - Reminder

⚠️ A field in 'Staff FTE(s)' (question #9) on page 3 is greater than 9.99.

Would you like to review this now?

If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

[Yes] [No] [Cancel]

Warning: JavaScript Window - Validation Success

ℹ️ Your form has been successfully validated and is ready for submission.

[OK]

Who do I call for help? (1 of 3)

➢ **If you have questions or need technical support with your JustGrants account**
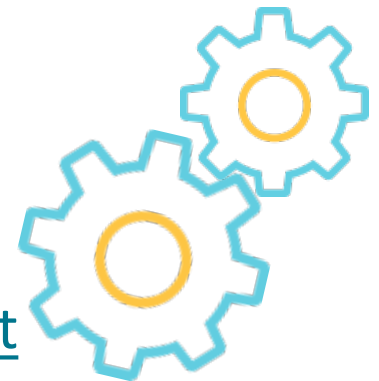
> **JustGrants OVW Support phone and email:**
> 1-866-655-4482
> OVW.JustGrantsSupport@usdoj.gov
> **JustGrants Support website:**
> https://justicegrants.usdoj.gov/user-support

Who do I call for help? (2 of 3)

➤ **If you need to verify grant-supported activities**

➤ **If you need approval for products**

➤ **Cannot submit your progress report by the deadline**

Please contact your OVW Grant Specialist!

Office on Violence Against Women
202-307-6026
https://www.justice.gov/ovw

Who do I call for help? (3 of 3)

➢ **If you have questions on the content of the reporting form**

➢ **If you would like to receive technical assistance directly from staff via email or phone**

VAWA Measuring Effectiveness Initiative
1-800-922-VAWA (8292)
vawamei@maine.edu
www.vawamei.org

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Tips for Successful Data Reporting

➢ Read the grant-specific "Reporting Form Instructions" pdf found on our website

➢ Be specific if you use the "other" category

➢ Use optional narrative questions to discuss successes, provide more detail, or explain data

➢ Do not use acronyms or abbreviations

➢ Do not include extra documents as a way to report data

Give us a call and/or send us an email!

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