

Enhanced Training and Services to End Violence and Abuse of Women Later in Life

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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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 (1 of 2)

- **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 37 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

COVID-19 General Reporting Guidance (2 of 2)

- **Do not 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 37 to explain "*We entered 1 in question 26 in order to validate the form. The number should be deleted.*"

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 33 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 C3 Policies, narrative question 24, to describe the policy changes

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

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

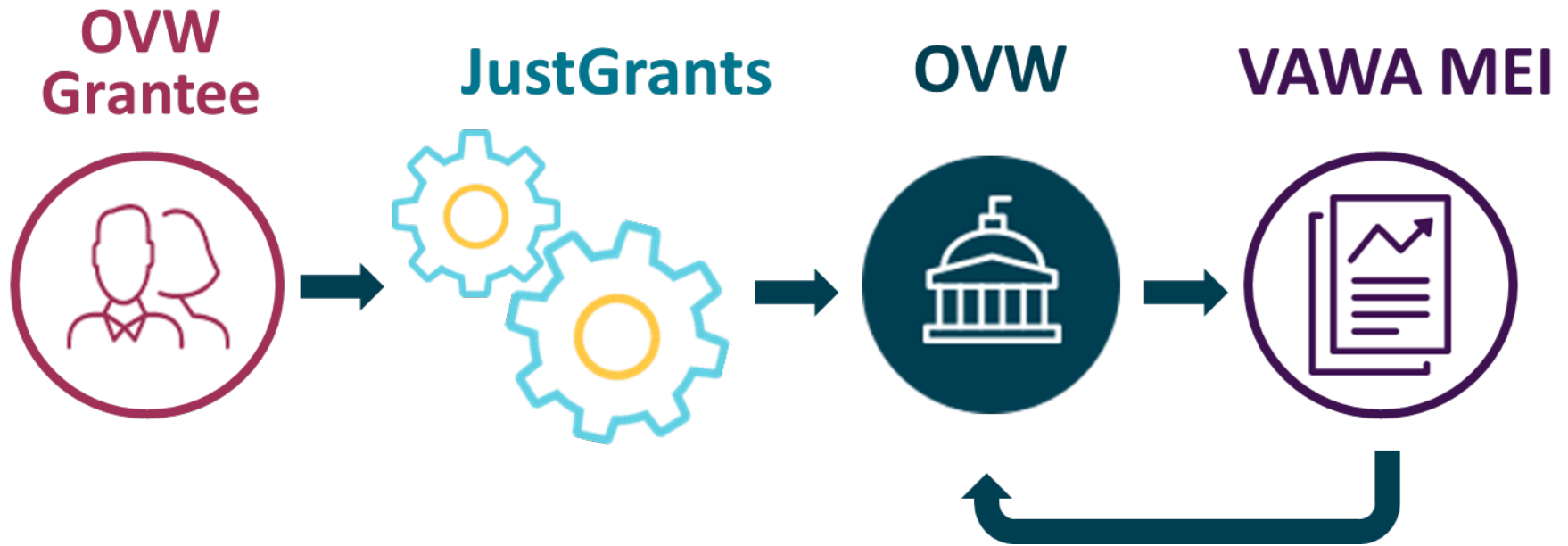
COVID-19 Resources

- **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>

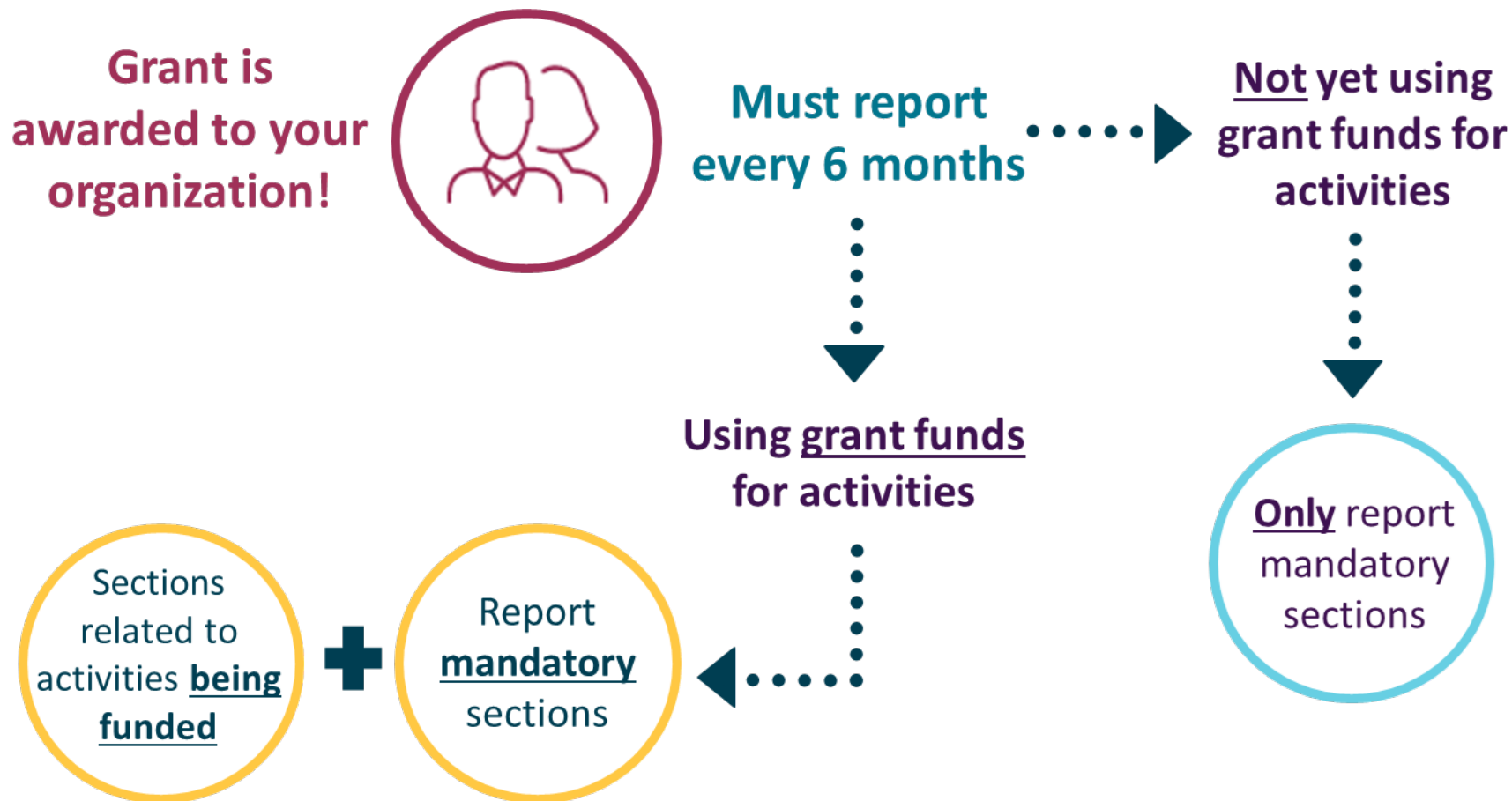
VAWA MEI COVID-19 Resources

- **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/>

The Reporting Cycle



How to Approach the Reporting Process



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

Data Reporting Request from OVW (1 of 2)

Training and Technical Assistance:

- 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 36) to discuss the OVW-sponsored training and technical assistance they have received.

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?

Data Reporting Update from OVW

- As of the July to December 2019 reporting period, OVW is no longer asking grantees to report number of products distributed.
 - If you would like to share information about products distributed, please use the narrative
- Grantees should still report all other parts of the products section:
 - Number developed/revised
 - Title/topic
 - Intended audience
 - Other languages

Section A1: Grant Information (1 of 2)

- **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 organization funded by this grant

Section A1: Grant Information (2 of 2)

➤ 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

➤ Question 8

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

Section A2: Staff Information (1 of 2)

- **Funded under the Abuse in Later Life grant**
 - Only report FTEs for staff whose salary is provided, fully or partially, by Abuse in Later Life 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)**

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 Abuse in Later Life program funds
- **Use of “Other” category**
 - Be specific and correlate each entry with FTE amount
 - Do not report “consultant” or “intern” in other since those do not describe the function of the position

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 hrs/week for 26 weeks = 1.00 FTE

Worked 20 hrs/week for 26 weeks = 0.50 FTE

Worked 16 hrs/week for 26 weeks = 0.40 FTE

Worked 10 hrs/week for 26 weeks = 0.25 FTE

Worked 4 hrs/week for 26 weeks = 0.10 FTE

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

Staff Example I

Your organization received an Abuse in Later Life Program grant that was used to fund one full-time counselor whose salary is 75% funded by the grant and another full-time counselor 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

Staff Example I Answer

Remember: Report only grant-funded staff time

In this case, you would report only Abuse in Later Life program funded personnel time. The correct FTE under “Counselor” would be 0.90 FTE ($0.75 + 0.15$).

Staff Example 2

Your organization received an Abuse in Later Life Program grant that was used to fund a full-time program coordinator who spends 26 hours per week coordinating program activities, and 14 hours per week providing training. What FTE(s) would you report?

- A. 1.00 FTE Program Coordinator
- B. 0.65 FTE Program Coordinator and 0.35 FTE Trainer
- C. 0.50 FTE Program Coordinator and 0.50 FTE Trainer

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 “Trainer” would include 0.35 FTE (14 hours/40 hours).

Staff Example 3

Pro-rate FTEs for staff who work only part of the reporting period

The Abuse in Later Life Program grant you received funded a full-time victim advocate that was hired 2 months into the reporting period.

In this case, you would need to pro-rate the FTE to reflect four months of the six-month reporting period. The correct FTE under “Victim Advocate” would be 0.67 FTE (4 months/6 months).

Staff Example 4

Convert funding used for contractors or consultants

The Abuse in Later Life Program grant contracted with a translator. The grant paid for 65 hours of translation services.

In this case, you would need to convert this time into FTEs. The correct FTE under “Translator/Interpreter” would be 0.06 (65 hours /1,040 hours).

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

Section B: Purpose Areas

- **All grantees must fill out this section**
 - The form will not validate if this section is not filled out
- **Question 10: purpose areas**
 - Refer to your grant proposal to check all that apply
 - Purpose areas will vary by solicitation

Section C I: Training

Training is defined as activities for professionals, or volunteers acting in the role of a professional, 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 in this section

Section C I: Training, Q I I, Q I 2

➤ Question 11

- Report people trained at the mandatory law enforcement training of trainers event
- If a grantee sent a multidisciplinary training team, report the number of people who attended by type of organization
- For the July-December reporting period, grantees should not have any data to report for this question

➤ Question 12

- Report the number of mandatory law enforcement training events that were provided during the current reporting period
- Report the number of advanced law enforcement training events provided during the current reporting period

Section C I: Training, QI3, QI4, QI5

➤ Question 13

- Report the total number of people who attended the local mandatory and/or advanced law enforcement training events that you reported in q.12

➤ Question 14

- Report the total number of prosecutors who attended the two and a half day national prosecutors' workshop sponsored by OVW

➤ Question 15

- Report the total number of judges who attended a four day national judicial institute training on elder abuse, neglect, and exploitation sponsored by OVW

Section C I: Training, QI 6, QI 7

➤ Question 16

- Report the number of people trained in the mandatory direct services training of trainers event
- This is a national level training event sponsored by OVW

➤ Question 17

- Report the number of people trained in the mandatory local direct services training events
- This is referring to the local two day direct services training events

Section C I: Training, Q I 8

➤ Question 18

- Each ALL grantee must bring a national expert to their community to conduct one cross-training event for victim services organizations, governmental agencies, the courts, law enforcement agencies, and nonprofit, nongovernmental organizations working with older victims
- It is usually held in the beginning of the grant period and may be called a “kick-off” event
- Report here only if the cross-training event occurred during the current reporting period

Section C I: Training, Q19, Q20

➤ Question 19

- Report the total number of people trained in the cross-training event you reported in q.18

➤ Question 20

- Use this optional additional information question to discuss the effectiveness of training activities that were funded or supported by your ALL Program grant

Section C2: Coordinated Community Response

- **All grantees must fill out this section**
- **Question 21**
 - Report the agencies or organizations that you engaged in onsite consultation; invitational meetings; planning, development, or implementation of training; and/or partnered for team building or cross training
 - Indicate which agencies are MOU partners
- **Question 22**
 - Use this optional narrative question to describe the effectiveness of CCR activities

Section C3: Policies

➤ Questions 23 & 24

- 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

Section C4: Products

➤ Question 25

- Report the products that were developed and/or distributed 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 D: Victim Services

- **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 Abuse in Later Life Program funding**

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 Abuse in Later Life grant-funded
 - The victim/survivor must be a primary victim of sexual assault; domestic violence; dating violence; stalking; or elder abuse, neglect, or exploitation

Section D: Victim Services – When to Not Report a Victim/Survivor

- **A victim/survivor would not be reported in this section if the victim/survivor**
 - Is seeking only services that are not funded with your Abuse in Later Life program grant
 - Did not accept any of the grant-funded services that were offered or recommended
 - Is not a primary victim of sexual assault; domestic violence; dating violence; stalking; or elder abuse, neglect, or exploitation

Section D: Victim Services, Q26 (1 of 2)

- **Question 26 number of victims/survivors**
 - **Served:** received all requested services that are provided by Abuse in Later Life funds
 - **Partially served:** received some but not all requested services that are provided by Abuse in Later Life funds
 - **Not served:** received none of the requested services that are provided by Abuse in Later Life funds

Section D: Victim Services, Q26 (2 of 2)

➤ Question 26 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 received or sought grant-funded services
- Victims need to be reported under their primary victimization, even if they have experienced more than one type of victimization

Section D: Victim Services, Q27

- **Question 27 reasons partially served or not served**
 - These are the reasons you would check off if you reported any victims/survivors as partially served or not served in q.26
- **Common reporting errors in “other”**
 - Victims did not return
 - Victim refused services
 - Services not provided by our program
 - Could not locate victim

Victim Services Example I

A victim of financial exploitation by her son is referred to your agency by the prosecutor's office. You provide victim advocacy and crisis intervention, both of which are funded under your Abuse in Later Life Program grant. She asks the advocate to accompany her to court, but the advocate is not available on the day of the hearing. The victim assistant from the prosecutor's office, who is not funded under the grant, is available to be in court with the victim.

In this case, you would report the victim as partially served because your program could provide some but not all of the grant-funded services that were requested.

Victim Services Example 2

A survivor of sexual assault requested counseling at the beginning of the reporting period and then the same survivor came back at the end of the reporting period and requested legal advocacy. You provided the grant-funded services when they were requested.

In this case, the survivor would be reported as served. Additionally, although this person requested services at two different times for two different services, you should still count them only once in q.26 as it is an unduplicated count.

Victim Services Example 3

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 full and no staff are available to provide either service. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

Victim Services Example 3 Answer

You would report this victim as not served because you were not able to provide either grant-funded service. You would also check off “program reached capacity” as the reason not served in q.27.

Victim Services Example 4

Your Abuse in Later Life program grant funds group and counseling services. A victim of financial exploitation comes to your office and requests transportation and legal accompaniment which you are able to provide through other funding. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

Victim Services Example 4 Answer

Since the survivor only requested services you are not grant-funded to provide, you would not report the individual. Even though you provided the services requested, they were not provided with grant funds and should not be included on the report.

Section D: Victim Services, Q28

➤ Question 28 demographics

- Victims may be reported in more than one “race/ethnicity” category
- Total race/ethnicity will be equal to or greater than the total of victims served and partially served (q.26A&B)
- Victims can only be reported once in the “age” and “gender” categories
- Total age and gender will both be equal to the total of victims served and partially served (q.26A&B)

Section D: Victim Services, Q29

- **Question 29 victims' relationship to offender**
 - Report the victims' 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.26A&B

Section D: Victim Services Q30A (1 of 2)

➤ Question 30A victim services

- Report only the grant-funded services provided to victims reported in q.26 A&B
- Report an unduplicated count of victims in each unique service
- Report the number of victims who received a particular service, not the number of times a particular service was provided
- The total in any individual service category should not be greater than q.26A&B (served and partially served victims)

Section D: Victim Services, Q30A (2 of 2)

- **Question 30A victim services continued**
 - Do not report safety planning, information, or referrals
 - OVW expects that all programs provide these basic services and they do not need to be reported
 - Do not report intakes – this a procedure, not a service

Section D: Victim Services, Q30B

➤ Question 30B shelter services

- Report the unduplicated number of victims and accompanying family members who received emergency shelter and/or transitional housing provided with ALL grant funds
- To calculate number of bed nights:
 - $(\text{Number of victims} + \text{number of family members}) \times (\text{Number of nights in shelter}) = \text{Number of bed nights}$
- We do not expect to see more than 182 bed nights per person, per period. (There are approximately 182 nights in a 6 month period)

Section D: Victim Services, Q30C, Q30D

➤ Question 30C hotline calls

- Report calls received by phone lines paid for with ALL funds, answered by ALL program-funded staff, or answered by staff or volunteers supervised by grant-funded staff
- Only victims/survivors reported here who also received additional services listed in q.30A should be reported in q.26
- All calls, whether or not from victims/survivors, should be included in the “Total number of calls”

➤ Question 30D notification/outreach

- Report the number of unsolicited letters, phone calls, or visits to victims

Section D: Victim Services, Q31, Q32

➤ Question 31 protection orders

- Report total number of requests for temporary and final protection orders, as well as those granted
- These are orders completed with grant-funded service staff

➤ Question 32 optional additional information

- Use this optional narrative question to describe the effectiveness of victim service activities funded under your ALL Program grant

Why is Narrative Data Important?

Numbers do not tell the entire story of your grant-funded work. The narrative is important because it:

- Provides **context** for the numbers in the report
- Provides information about the **impact** on the communities being served
- Identifies **emerging trends, promising practices, and unmet needs**

Check out the “Examples of Grantee Narrative Data” tool on our website!

- OVW and VAWA MEI chose compelling narratives from each discretionary grant program to create the following narrative tool
- This document includes a detailed section outlining the many uses and impact of grantee narrative data

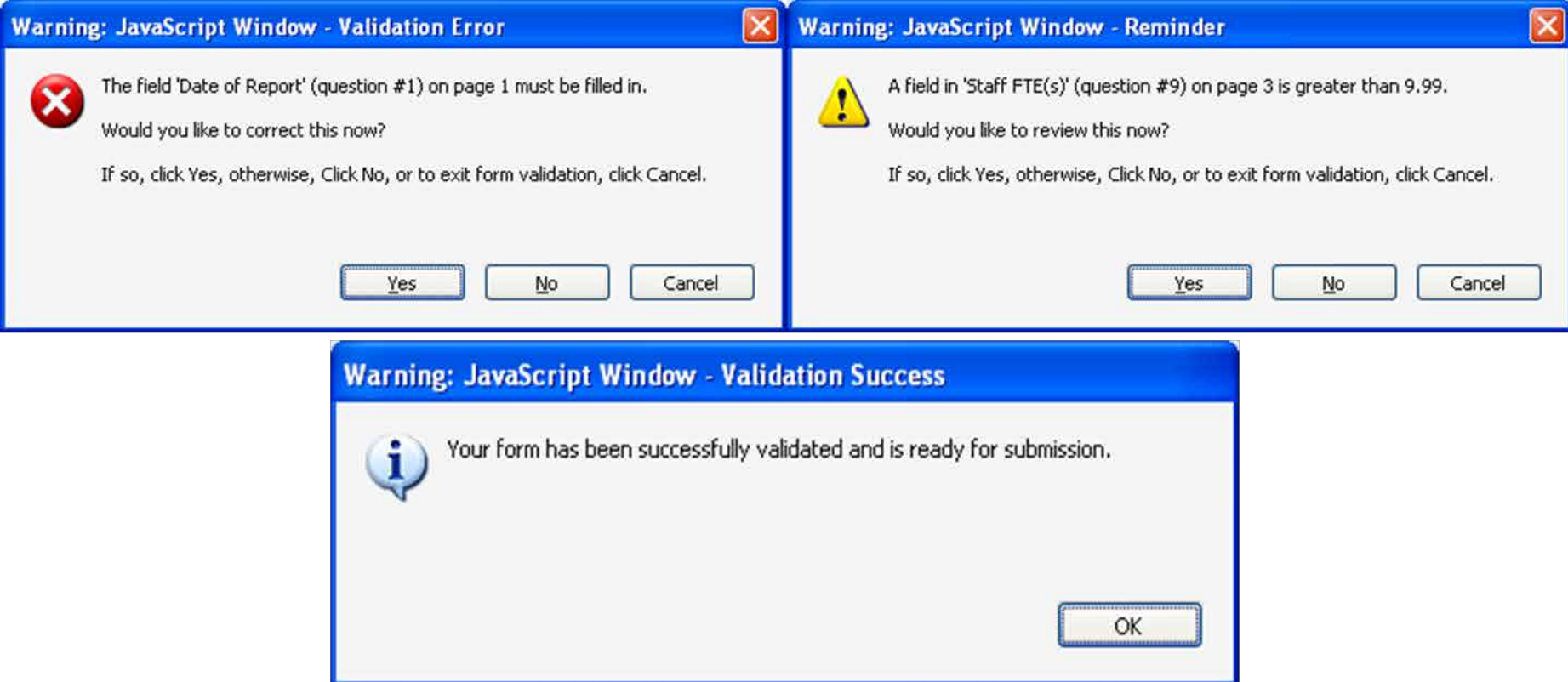
<https://www.vawamei.org/wp-content/uploads/2018/06/Examples-of-Grantee-Narrative-Data.pdf>

Section E: Narrative

- All grantees must fill out **Question 33** every time you report and **Questions 34 & 35** annually on the January to June reporting form
- **Questions 36 & 37** are optional
 - Use question 37 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



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

- **If you have questions or need technical support with your JustGrants account**

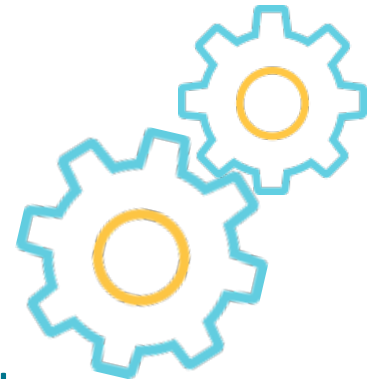
JustGrants OVW Support phone and email:

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 activi(ties
- 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

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!