Grants to Enhance Culturally Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking 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 (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

➢ **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 (2 of 2)

➢ **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 47 to explain "*We entered 1 in question 36 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 programming or when explaining incomplete or missing data

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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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Data Reporting Request from OVW

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

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

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The Reporting Cycle

OVW Grantee → **JustGrants** → **OVW** → **VAWA MEI**

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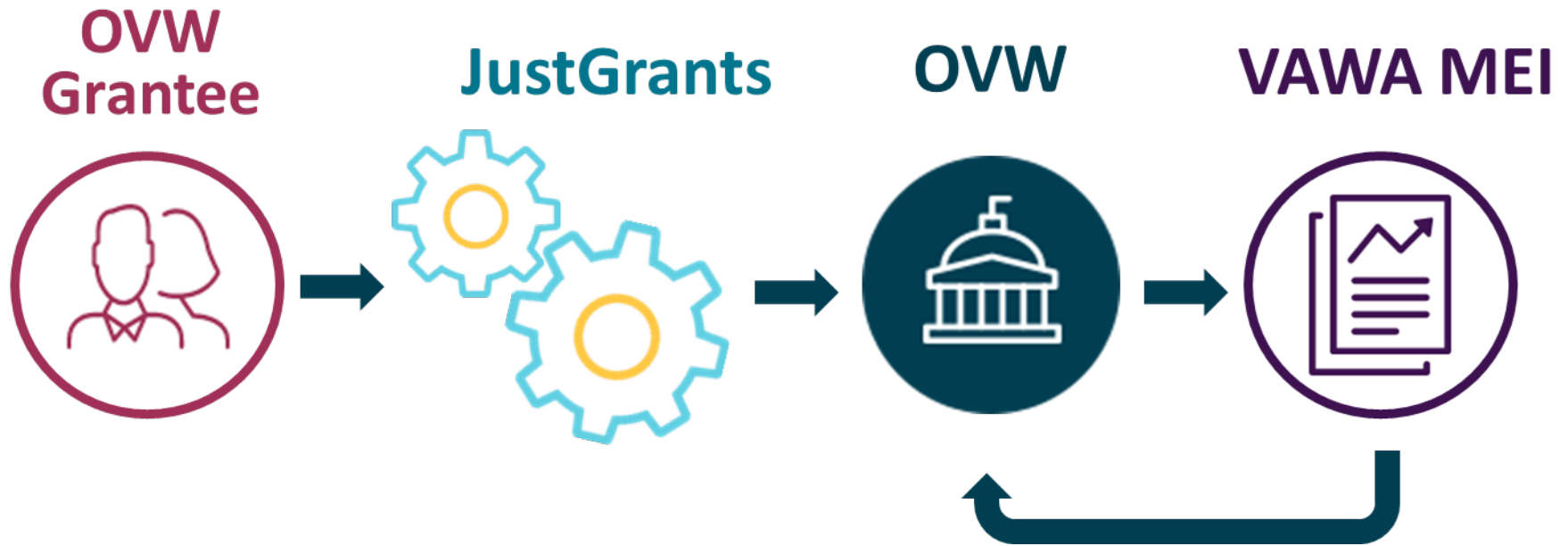
Section A1: Grant Information

➢ **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 5-5b**

- Provide information about the type of lead agency/ organization administering the OVW grant

Section A1: Grant Information
Q6, Q7, Q8

➢ **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

➢ **Questions 8**

- ▪ Specify cultural and lingual population(s) that you serve– use the narrative (8a) to give more detail

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Section A1: Grant Information
Q9, Q10, Q11

➢ **Question 9**

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

➢ **Question 10**

- ▪ Estimate the percent of grant funds used for prevention activities

➢ **Question 11**

- ▪ Estimate the percent of funds used to provide culturally specific services to children exposed to violence

*Sum of questions 10 and 11 can total more than 100%

Section A2: Staff Information (1 of 2)

➢ **Funded under the CSSP grant**

  ▪ Only report FTEs for staff whose salary is provided, fully or partially, by OVW 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 OVW 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

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

Report by job function, not title

Your organization received a CSSP 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 victim advocacy. What FTE(s) would you report?

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 2

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

The CSSP grant you received funded a full-time trainer that was hired 4 months into the reporting period.

In this case, you would need to pro-rate the FTE to reflect two months of the six-month reporting period. The correct FTE under "Trainer/educator" would be 0.33 FTE (2 months/6 months).

Section C1: Training

Training is defined as activities for <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 (Q15, Q16)

➢ **Question 15**

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

➢ **Question 16**

- 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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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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Section C1: Training (Q17, Q18)

➢ **Question 17**

  ▪ Check off all training content areas that apply

➢ **Question 18**

  ▪ 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

Section C2: Education

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

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Section C2: Education, Q19, Q20

➢ **Question 19**

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

➢ **Question 20**

  ■ Report attendees of the education events reported in q.19

  ■ Use the category that is the most descriptive of the people who attended the event

Section C2: Education, Q21, Q22

➢ **Question 21**

- Check off all education topics that apply

➢ **Question 22**

- Use this optional narrative question to describe the effectiveness of grant-funded outreach and education activities

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 or multi-disciplinary 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

Section C3: Coordinated Community Response

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

➢ **Question 23**

- 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 24**

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

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Reporting Guidance for Policy Changes Related to COVID-19

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

  ▪ Use Section C4 Policies, narrative question 26, to describe the policy changes

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 OVW 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 CSSP grant-funded
- The victim/survivor must be a primary victim of domestic violence, dating violence, stalking, or sexual assault

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 OVW grant

■ Did not accept any of the grant-funded services that were offered or recommended

■ Is not a primary victims of domestic violence, dating violence, stalking, or sexual assault

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Section D: Victim Services, Q32 (1 of 2)

➢ **Question 32 number of victims/survivors**

- **Served:** received all requested services that are provided by OVW funds

- **Partially served:** received some but not all requested services that are provided by OVW funds

- **Not served:** received none of the requested services that are provided by OVW funds

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Section D: Victim Services (Q32, 2 of 2)

➢ **Question 32 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 primary victimization, even if they have experienced more than one type of victimization

Section D: Victim Services, Q33

➢ **Question 33 secondary victims**

■ Report the number of secondary victims served

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

■ Secondary victims must receive services to be reported

Section D: Victim Services, Q34

➢ **Question 34 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.32

➢ **Common reporting errors in "other"**

- Victims 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 CSSP grant funds crisis intervention, counseling, and civil legal advocacy. A victim of domestic violence requests crisis intervention and transportation. You provide crisis intervention, but do not provide transportation.

In this case, you would report the victim as fully served because you provided the grant-funded service that was requested. You would not consider this victim partially served because you are reporting only on your ability to provide the services you are grant-funded to provide.

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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 provide the grant-funded services at the time of request.

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.32 as it is an unduplicated count.

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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 service because your program is filled to capacity.

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.34.

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Victim Services Example 4

Your program grant funds group and counseling services. A survivor of sexual assault comes to your office and requests transportation and legal accompaniment which you are able to provide through other funding.

Since the survivor only requested services you are not 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 include on the report.

Section D: Victim Services, Q35

➤ **Question 35 demographics**

- 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.32 A&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.32 A&B)

- Do not report secondary victims demographics

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

Section D: Victim Services, Q36

➤ **Question 36 victim relationship to offender**

■ 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.32 A&B

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Section D: Victim Services, Q37A (1 of 2)

➢ **Question 37A victim services**

- ■ Report only the grant-funded services provided to victims reported in q.32 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.32A&B (served and partially served victims)

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Section D: Victim Services, Q37A (2 of 2)

➢ **Question 37A 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
- Do not report "civil legal assistance" if you do not fund attorney or paralegal. If a victim/survivor receives help preparing paperwork, is accompanied to a hearing, or receives advocacy within the criminal or civil justice system, the services should be reported in the "legal advocacy/court accompaniment" category

Section D: Victim Services, Q37B

➢ **Question 37B immigration matters**

- ■ In the row marked "Immigration matters", provide an unduplicated count of victims

- ■ For specific categories of immigration matters report the number of victims who received assistance in each of the categories

- ■ Count a victim only once for each category of immigration matter for which they received assistance

Section D: Victim Services, Q37C

➢ **Question 37C shelter services**

- Report the unduplicated number of victims and accompanying family members who received emergency shelter and/or transitional housing provided with OVW funds

- To calculate number of bed nights:
  - (Number of victims + number of family members) x (Number of nights in shelter) = 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)

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Section D: Victim Services, Q38

➢ **Question 38 hotline calls/info and referral**

- Report the number of crisis or information and referral calls received on phone lines paid for with OVW funds or answered by OVW-funded staff during the current reporting period

- Only victims/survivors reported here who also received additional services listed in q.37A should be reported in q.32

- All calls, whether or not from victims/survivors, should be included in the "Total number of calls"

- Let us know what languages, other than English, you used to answer hotline calls

Section D: Victim Services, Q39, Q40

➢ **Question 39 outreach to victims/survivors**

- Report total number of unsolicited letters, phone calls, or visits to victims/survivors
- Only victims/survivors who received additional services listed in q.37A should be reported in q.32

➢ **Question 40 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

Section D: Victim Services, Q41
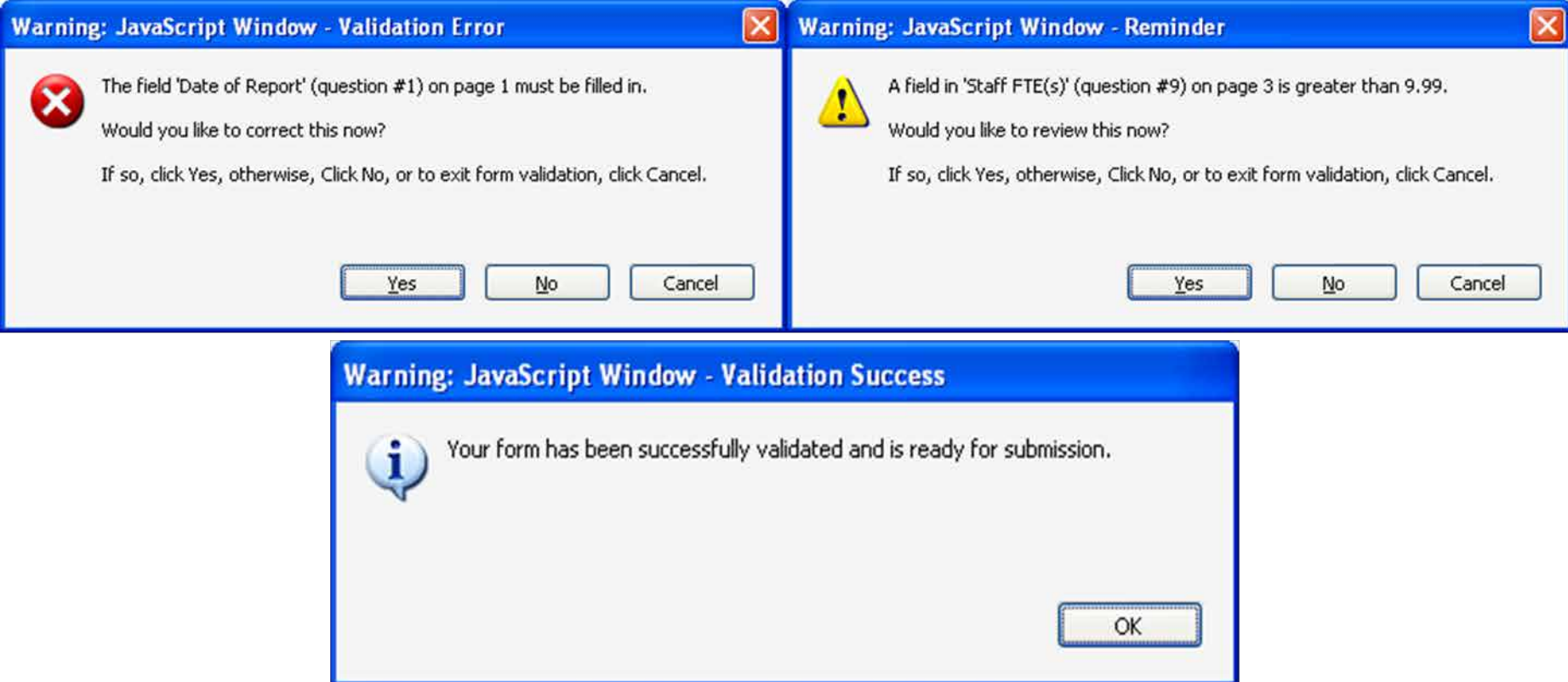
➢ **Question 41 optional additional information**

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

- Use the narrative fields to explain missing data and data collection challenges due to COVID-19

Section E: Narrative

➢ All grantees <u>must fill out</u> **Questions 42 & 43** every time you report and **Questions 44 & 45** annually on the January to June reporting form

➢ **Questions 46 & 47** are optional

- Use q.47 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

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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

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

OK

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

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

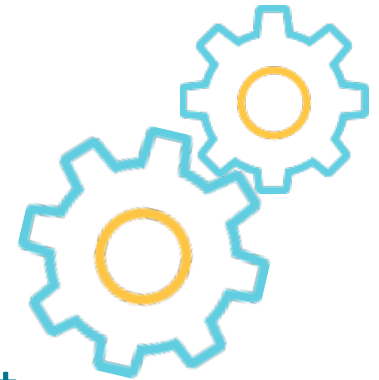   **JustGrants OVW Support phone and email:**
       1-866-655-4482
       OVW.JustGrantsSupport@usdoj.gov

       JustGrants Support website:
       https://justicegrants.usdoj.gov/user-support

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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

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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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