

Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

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 44 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 (Continued)

- **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 44 to explain *"We entered 1 in question 35 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 40 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 25, 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

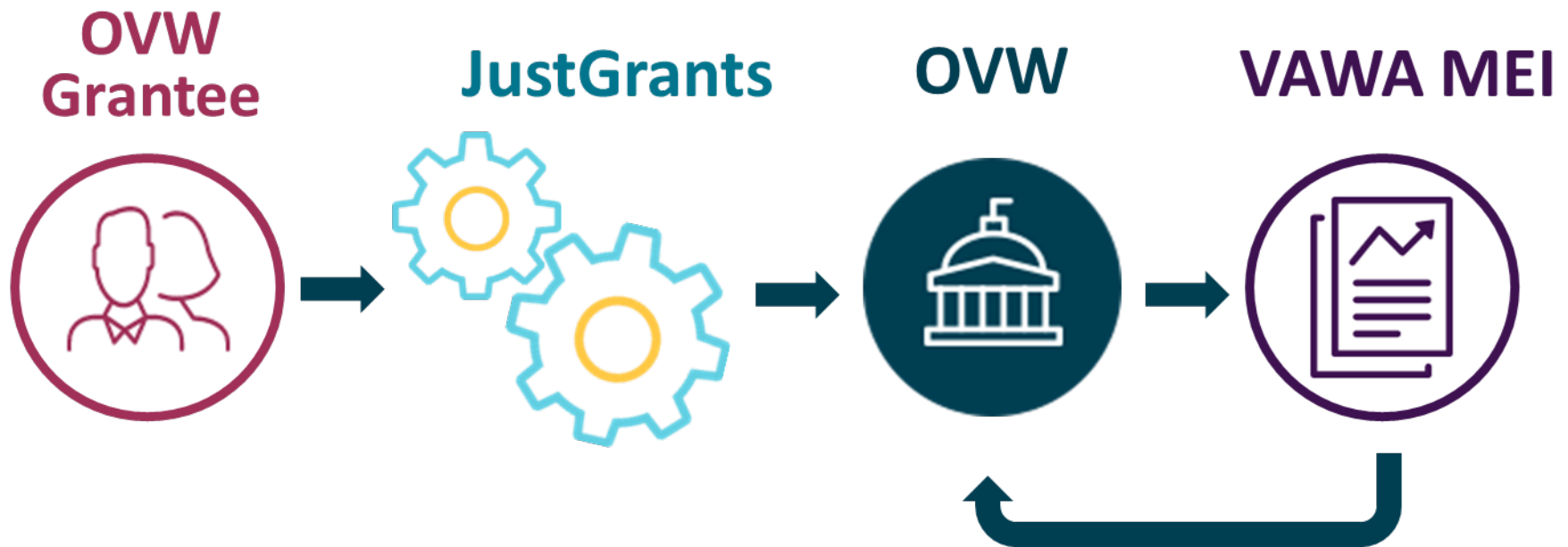
COVID-19 Resources

- **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>

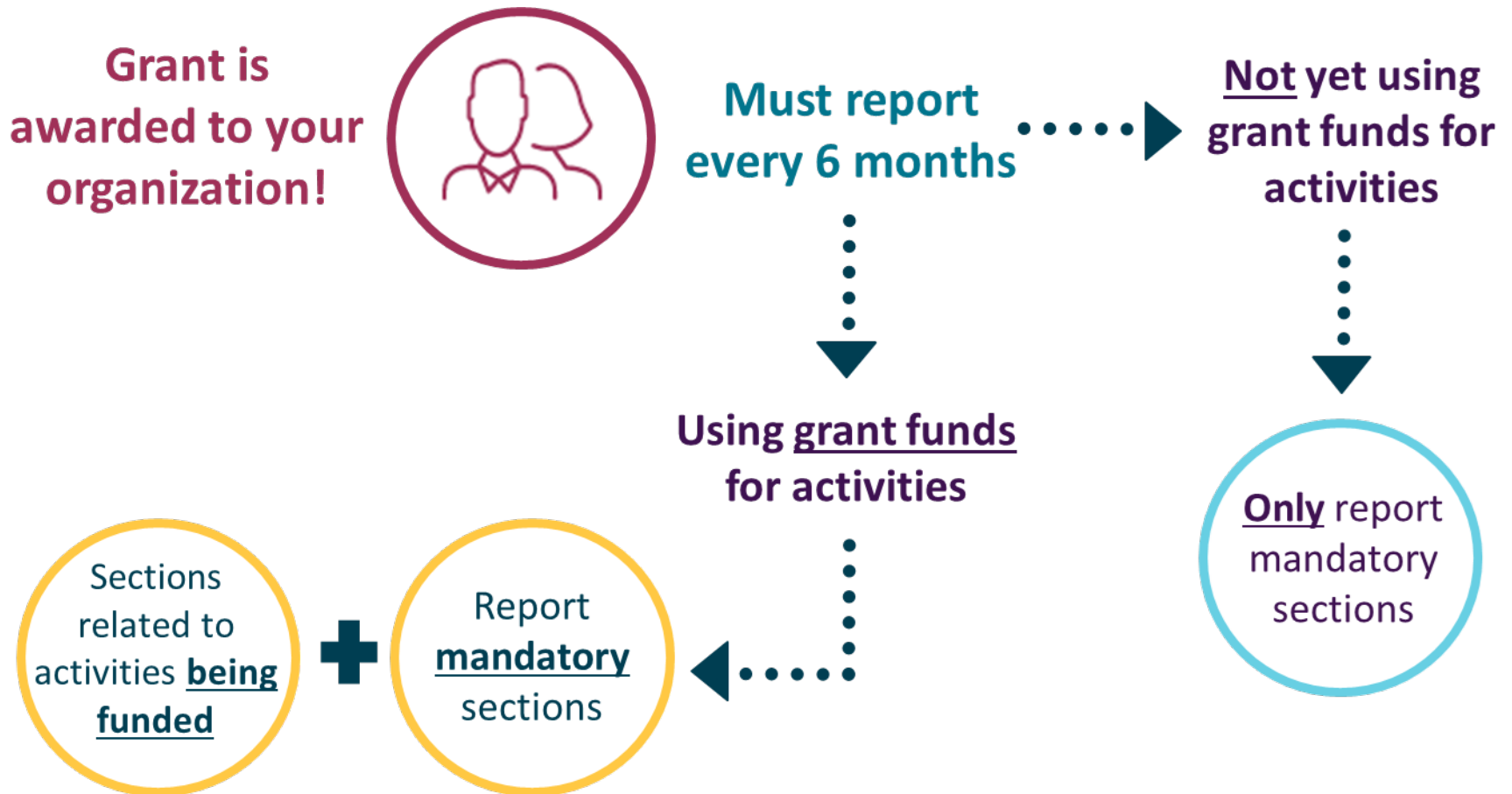
VAWA MEI COVID-19 Resources

- **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 43) 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 A I : Grant Information, Q1, Q2, Q3, Q4, Q5, Q5a and Q5b

- **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 & 5b**
 - Provide information about the type of organization funded by this grant

Section A1: Grant Information, Q6, Q7 and 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

➤ 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 Disability grant**
 - Only report FTEs for staff whose salary is provided, fully or partially, by Disability 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 Disability 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 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

Staff Example I

Your organization received a Disability Program grant that was used to fund one full-time legal advocate whose salary is 75% funded by the grant and another full-time legal advocate 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 Disability program funded personnel time. The correct FTE under “Legal Advocate” would be 0.90 FTE ($0.75 + 0.15$).

Staff Example 2

Your organization received a Disability 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 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 FTE 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).

Staff Example 3

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

The Disability Program grant you received funded a full-time trainer that was hired March 1st of the January to June reporting period.

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

Staff Example 4

Convert funding used for contractors or consultants

The Disability Program grant paid for an evaluator during the planning and development phase. The grant paid for 65 hours.

In this case, you would need to convert this time into FTEs. The correct FTE under “Other” would be 0.06 (65 hours /1,040 hours) and “Evaluator” would be entered into the specifications box.

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: Priority Areas

- **All grantees must fill out this section**
 - The form will not validate if this section is not filled out
- **Question 10: priority areas**
 - Refer to your grant proposal to check all that apply
 - Priority areas will vary by solicitation
 - Only fill out this question if you applied under a priority area from OVW. This is not what you consider priorities

Section CI: Planning and Development, Q11 and Q12

- **Only grantees in the planning phase will answer this section**
- **Question 11**
 - Report the total number of people attending planning and development meetings during the reporting period
- **Question 12**
 - Check all activities that were conducted in the planning and development phase supported by your Disability program funds

Section C I: Planning and Development, Q I 3

➤ Question 13

- Report the agencies or organizations that you engaged in mandatory planning and development activities
- Check-off the frequency of interaction (daily, weekly, or monthly)
- Check-off if they are an MOU partner or a pilot site
- Report all agencies or organizations you engage, not just those that are MOU partners

Section C I: Planning and Development

➤ Question 14

- Report the total number of planning and development technical assistance activities provided to you during the current reporting period
- These are the site visits and/or consultations received from OVW TA providers during the current reporting period

➤ Question 15

- Use this optional narrative question to describe the effectiveness of your planning and development activities funded or supported by your Disability grant

Section C2: 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 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 C2: Training, Q16 and Q17

➤ Question 16

- Report the number of training events provided by grant-funded staff or directly supported by grant funds
- Report the number of those events in which interpretive services were provided

➤ Question 17

- Report people trained in the professional category that most closely fits with their profession
- Do not report students here unless they are pre-professional

Section C2: Training, Q18 and Q19

➤ Question 18

- Check off all training content areas that apply

➤ Question 19

- 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 C3: 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

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

Section C3: Education, Q20 and Q21

➤ Question 20

- Report the education activities provided by grant-funded staff or directly supported by grant funds
- Report the total number of education events for which interpretive services were provided

➤ Question 21

- Report attendees of the education events reported in q.20
- Use the category that is the most descriptive of the people who attended the event

Section C3: Education, Q22 and Q23

➤ Question 22

- Check off all education topics that apply

➤ Question 23

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

Training and Education Example

The Disability program grant-funded Trainer/educator convened **10**, two-hour training events for faith-based groups and community-based professionals including: legal service staff, disability rights organization staff, social service organization staff, and volunteers. Interpretive services were provided at **7** of these events.

Additionally, the Disability program grant-funded Trainer/educator worked with community groups to hold **12** city-wide education events, **10** of which had interpretive services. Attendees at the events included: deaf individuals, people with disabilities, and parents/guardians of individuals with disabilities.

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 C4: Policies

➤ Questions 24 & 25

- 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 C5: Technical Assistance, Q26

➤ Question 26:

- Report the total number of technical assistance activities provided
 - **Technical Assistance** is a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem
- Report each accessibility assessment site visit (column 2) and other TA consultation (column 3) in the appropriate column
 - Consultations may include technical assistance provided in-person, over the phone, and/or through email

Section C5: Technical Assistance, Q27, Q28 and Q29

➤ Question 27

- Check all topics that were covered in the technical assistance activities reported in q.26

➤ Question 28

- Report the number of organizations that developed, revised, and/or implemented policies regarding accessibility and/or services for women with disabilities

➤ Question 29

- Use this optional narrative question to discuss the effectiveness of technical assistance activities that were provided with Disability program funding

Section C6: Coordinated Community Response

➤ Question 30

- 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 31

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

Section C7: Products

➤ Question 32

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

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 Disability program 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

Section D: Victim Services, Q33 (I of 2)

- **Question 33 number of victims/survivors**
 - **Served:** received all requested services that are provided by Disability funds
 - **Partially served:** received some but not all requested services that are provided by Disability funds
 - **Not served:** received none of the requested services that are provided by Disability funds

Section D: Victim Services, Q33 (2 of 2)

➤ Question 33 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, 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.33
- **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 #1

Your Disability grant funds crisis intervention, counseling, and case management. 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.

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 both grant-funded services as 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.33 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 filled to capacity. 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.34.

Victim Services Example #4

Your Disability 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. 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 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 equal to or greater than the total of victims served and partially served (q.33A&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.33A&B)

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.33A&B

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

➤ Question 37A victim services

- Report only the grant-funded services provided to victims reported in q.33A&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.33A&B (served and partially served victims)

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

Section D: Victim Services, Q37B

➤ Question 37B shelter services

- Report the unduplicated number of victims and accompanying family members who received emergency shelter and/or transitional housing provided with Disability 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, Q37C

- **Question 37C hotline calls**
 - Report the number calls received on phone lines paid for with Disability Program funds or answered by Disability Program-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.33
 - All calls, whether or not from victims/survivors, should be included in the “Total number of calls”

Section D: Victim Services, Q37D

- **Question 37D notification/outreach**
 - 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.33

Section D: Victim Services, Q38 and Q39

➤ Question 38 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 39 optional additional information

- Use this optional narrative question to describe the effectiveness of victim service activities funded under your Disability 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 40** every time you report and **Questions 41 & 42** annually on the January to June reporting form
- **Questions 43 & 44** are optional
 - Use question 44 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**

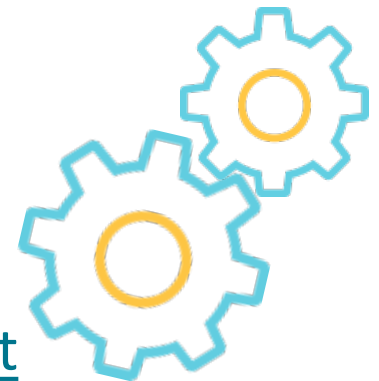
JustGrants OVW Support phone and email:

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 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

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!