



Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction Program

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)

- **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

COVID-19 General Reporting Guidance (2 of 2)

- **Do not use a future period's progress report to report activities that took place during the current reporting period**
 - Contact your OVW Program Specialist if data becomes available after you submitted your 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 49 in order to validate the form. The number should be deleted.*"

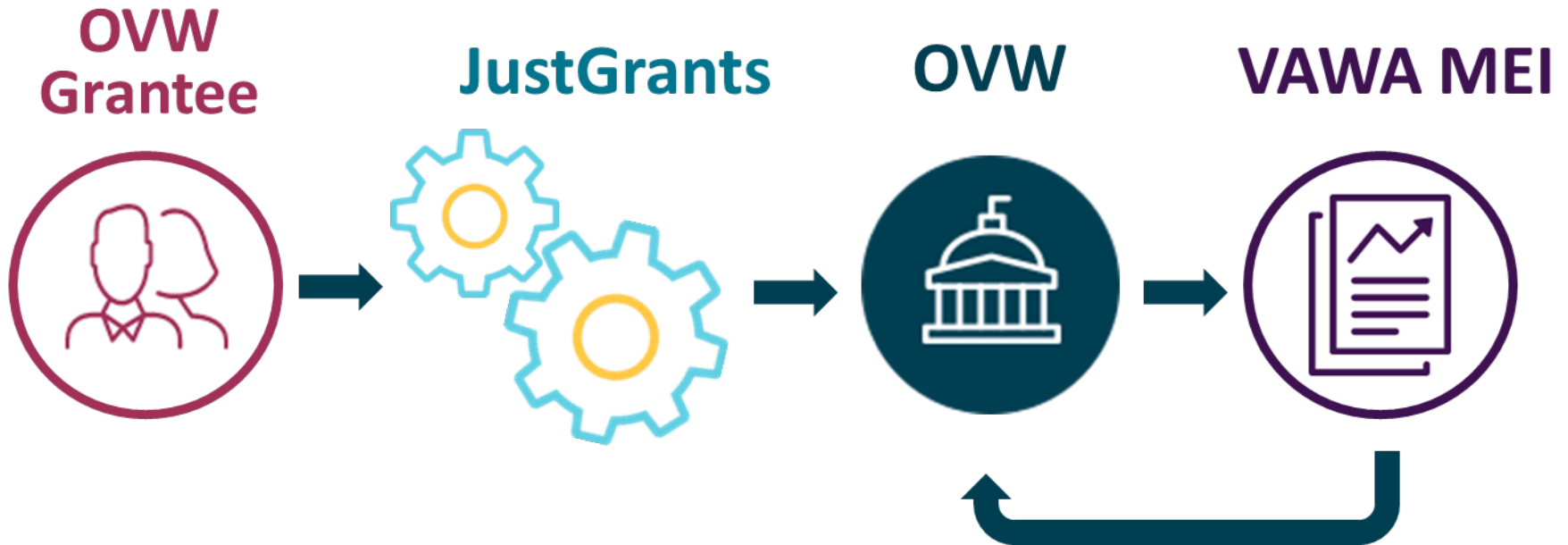
COVID-19 Resources

- **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



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 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 attend 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 on your campus?

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 A: Grant Information, Q1, Q2, Q3

- **All grantees must fill out questions with an asterisk**
 - The form will not validate if these questions are not filled out
- **Question 1**
 - 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
- **Questions 2**
 - Enter the current reporting period and year
- **Question 3**
 - List the specific tribal population(s) served by your grant

Question 4: Staff (1 of 2)

- **Funded under the Tribal Jurisdiction grant**
 - Only report FTEs for staff whose salary is provided, fully or partially, by Tribal Jurisdiction funds (including staff time of contracted work)
- **Report by activity performed rather than job title**
 - If staff members fall into two or more categories, divide FTEs among applicable categories
- **Report to the second decimal (i.e., 1.00 FTE)**

Question 4: Staff (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 Tribal Jurisdiction program funds
- **Use of “Other” category**
 - Be specific and correlate each entry in Question 5 with FTE amount in Question 4
 - Do not report “consultant” or “intern” in other in Question 5 since those do not describe the function of the position

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

Report only grant-funded staff time

Your program's Tribal Jurisdictions grant was used to fund one full-time paralegal whose salary is 100% funded by the grant and another full-time paralegals whose salary is 25% funded by the grant.

In this case, you would report only Tribal Jurisdictions Program funded personnel. The correct FTE under "Paralegal" would be 1.25 FTE (100%+25%).

Staff Example 2

Report by job function, not title

The Tribal Jurisdiction grant you received was used to fund one full-time program coordinator who spent half of his time coordinating victim services and half of his time providing services to victims.

In this case, you would divide staff time by function. You would report 0.50 FTE in the “Program Coordinator” category and 0.50 FTE in the “Victim Advocate” category.

Staff Example 3

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

The Tribal Jurisdiction grant you received funded a full-time prosecutor that was hired four months into the reporting period.

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

Common Staff Reporting Discrepancies

- **High numbers of FTEs in a single category**
- **Staff are not prorated by job function**
 - For example: The staff member who provides victim services is only reported under the Program Coordinator FTE to match their job title. Instead a more appropriate breakdown is between Victim Advocate 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 two months but was reported as 1.00 FTE

Question 6: Tribal Jurisdiction funds

- **Question 6. Percentage of funds direction to each area**
 - Report the area(s) addressed by your Tribal Jurisdiction Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area.
 - When determining the percentage, take into account the number of cases or clients, the amount of time spent on types of cases, training topics, etc. This may change from reporting period to reporting period.
 - The total should be 100%

Section B: Purpose Areas

➤ Question 7. Statutory purpose areas

- Check all purpose areas that apply to activities engaged in with Tribal Jurisdiction Program funds during the current reporting period.
- If you are not sure which purpose area(s) apply to your grant program, you should refer to your grant proposal. If some of your purpose areas changed, you can check them in this Question.
- Your OVW Program Manager must approve all changes to your purpose areas.

Section C: Coordinated Community Response, Q8

- **Question 8. Coordinate community response activities**
 - The CCR section provides a picture of the relationships you have with other agencies and organizations within your community and the frequency with which you interact with them.
 - For agencies and organizations you provided referrals to, received referrals from, consulted with, provided TA to, and/or met with during the reporting period, select the usual frequency of those interactions.
 - Select “yes” in the rightmost column to indicate which agencies you are MOU partners on your Tribal Jurisdiction Program grant.

Section C: Coordinated Community Response, Q9

➤ Question 9. Additional Information

- Discuss the effectiveness of CCR activities funded or supported by your Tribal Jurisdiction Program grant.
- Discuss any additional information you would like to share about your CCR activities beyond what you have provided in the data.

Section D: 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 on training for grant-funded staff in this section. All grant-funded staff development should be reported in the narrative only.

Section D: Training, Q I I

➤ Question 11: Training events

- Report the number of training events provided by grant-funded staff or directly supported by grant funds.
- Training events are defined by the audience: If the audience is the same throughout the training event, it counts as one event. So a three-day conference or a three-hour workshop would count as one training as long as the audience is the same throughout.

Section D: Training, Q12

- **Question 12: Number of people trained**
 - Report the number of people trained through the training events you reported in Question 11.
 - Report people trained in the professional category that most closely fits with their profession.
 - Do not report students here unless they are pre-professional.
 - Do not count grant-funded staff in this section. Training is for non-grant funded professionals only.

Section D: Training, Q13, Q14

- **Question 13: Training content areas**
 - Check all content areas that were addressed in trainings you convened using your Tribal Jurisdiction Program funds during the current reporting period.
- **Question 14: Additional information**
 - Use this space to discuss the effectiveness of training activities funded or supported by your Tribal Jurisdiction Program grant.

Section E: Policies, Products and Codes, Q15, Q16

➤ Question 15

- If funds were used to develop or revise policies, products, and/or codes (including amendments to your tribe's Constitution), select "Yes".

➤ Question 16

- If you used grant funds to develop, substantially revise, and/or distribute any tribal code(s) during the current reporting period, discuss that in this question.

Section E: Policies, Products and Codes, Q17, Q18

➤ Question 17

- If funds were used to develop or revise or implement policies or protocols during the current reporting period, check all topic(s) that were addressed in Question 17.

➤ Question 18

- Use the space to discuss your grant-funded activities during the current reporting period related to policies and protocols.
- Also use this space to describe the substance of the policies/protocols, key activities in developing or revising them, and any observations you wish to share.

Section E: Policies, Products and Codes, Q19, Q20, Q21, Q22

- **Question 19 & 20: Constitutional Amendments**
 - If grant funds supported amending your tribal Constitution to support SDVCJ implementation during the current reporting period, select “Yes” in **Question 19**. If not, then select “No.”
 - If answered “Yes” in Question 19, describe the amendments in **Question 20**.
- **Question 21 & 22: Products**
 - If funds were used to develop, revise, or disseminate products during the current reporting period, answer Questions 21 & 22.

Section F: Services to Victims/Survivors

- **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 Tribal Jurisdiction Program funding**

Section F:Victim Services, Q24 (1 of 2)

- **Question 24: Number of victims/survivors**
 - **Served:** received all grant-funded services they requested
 - **Partially served:** received some but not all grant-funded services they requested
 - **Not served:** received none of the grant-funded services they requested

Section F: Victim Services, Q24 (2 of 2)

➤ Question 24 (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
- When considering served, partially served, and not served, ask yourself this question: “Did a primary victim of domestic/dating violence request (or accept) a grant-funded service?”
 - If the answer is “Yes”, report that victim in Question 24.
 - If the answer is “No”, do not report that victim in this section.

Victim Services Example I

Your Tribal Jurisdiction 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”.

You will also answer Question 27 – Reasons Not Served and check off the reason “hours of operation.”

Victim Services Example 2

A victim comes to your organization and requests crisis intervention and emergency shelter. Emergency shelter is not funded under your grant. You provide the victim crisis intervention and refer her to a local emergency shelter, where she is put on a waiting list.

You would report the victim as fully served because you provided crisis intervention – the service you provide with grant funds. Even though the victim requested two services, you would only consider the grant-funded services when determining how to report this victim.

Victim Services Example 3

A victim comes in and asks for counseling services, but they are placed on a waiting list and are still on the waiting list at the end of the reporting period.

Since the victim did not receive the Tribal Jurisdiction grant-funded service they requested, and remained on the waiting list, you will report them as not served.

You will also answer Question 27 – Reasons Not Served and check off “program reached capacity”.

Section F:Victim Services, Q25

- **Question 25: Additional victimizations**
 - For victims reported as served and partially served in Q.24, report any additional victimizations for which a victim received grant-funded services for.
 - For example, if a domestic violence victim being served under your grant also received services related to a sexual assault, you would report “1” under the “Sexual Assault” category.

Section F: Victim Services, Q26

- **Question 26: New victims served and partially served**
 - Report the number of victims who began receiving Tribal Jurisdiction grant-funded services during the current reporting period.
 - If this is your first time using grant funds to provide victim services, then all victims should be reported as new.
 - If a victim has been counted as served or partially served in a previous reporting period, do not include them in this question.

Section F: Victim Services, Q27

- **Question 27: Reasons partially served or not served**
 - Indicate the reasons victims were partially served or not served
 - Check all that apply
 - Use of “Other” almost always indicates the victim should have been reclassified or should not have been counted in this section
- **Common reporting errors in “Other”**
 - Victims did not return
 - Victim refused services
 - Services not provided by our program
 - Could not locate victim

Section F:Victim Services, Q28, Q29, Q30, Q31

- **Question 28, 29, 30 & 31: Victim demographics**
 - Report the demographic information for each victim
 - 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.24)
 - 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.24)

Section F: Victim Services, Q32

- **Question 32: Victims' relationship to offender**
 - Report the victim's relationship to the offender(s)
 - If a victim was victimized by more than one perpetrator, report them under each applicable category
 - The total relationships reported should be equal or higher than the total number of victims reported in Q.24

Section F:Victim Services, Q33

- **Question 33: Number of services provided to children of victims**
 - Report the number of children of victims reported as served or partially served in Q.24 that also received services
 - Also report the number of times the services were provided to these children during the current reporting period
 - We expect to see at least 1 service for each child reported. For example, if we see 20 reported for “number of children,” we expect to see at least 20 reported for “number of times service was provided”.

Section F:Victim Services, Q34

➤ Question 34: Victim services

- Report only the grant-funded services provided to victims reported in Q.24
- Count a victim once for each type of service they received (column 1) and then include the number of times they received each grant-funded service (column 2)
- The total in any individual service category (column 1) should not be greater than Q.24 (the total of served and partially served victims)

Section F: Victim Services, Q35

- **Question 35: Hotline calls**
 - Report the number of hotline calls received on phone lines paid for with Tribal Jurisdiction Program funds or answered by Tribal Jurisdiction Program-funded staff during the current reporting period
 - Only victims reported here who also received additional services listed in Q.34 should be reported in Q.24

Section F:Victim Services, Q36, Q37

- **Question 36: Victim/witness notification**
 - Report the number of unsolicited letters, phone calls, or visits to victims that were supported by Tribal Jurisdiction grant funds.
- **Question 37: Protection orders**
 - If grant-funded staff assisted victims in obtaining protection orders, report the number of temporary and final protection orders requested and granted during the current reporting period.

Section G: Criminal Defense, Q38, Q39, Q40

➤ Question 38

- If your Tribal Jurisdiction grant was used to provide defendants with criminal legal representation during the current reporting period, select “Yes” and complete this section.

➤ Question 39: Number of criminal defendants

- Report the number of criminal defendants represented with Tribal Jurisdiction Program funds.

➤ Question 40: Case status

- **Case:** should be characterized by the most serious charge and may include numerous charges.
- If the case is ongoing, report it under “Case not yet disposed of”.
- If the case was disposed of during the current reporting period, report a disposition type.

Section H: Tips for Law Enforcement

- **Complete this section if your Tribal Jurisdiction Program grant was used for law enforcement activities.**
 - If reporting in this section, we would expect there to be law enforcement officer FTEs in Q.4 Staff.
 - If you have an advocate employed by, or located at, the law enforcement agency, but Tribal Jurisdiction grant funds are not supporting the law enforcement activities, you would not complete this section but would report activities in Section F. Victim Services.

Section H: Law Enforcement, Q42, Q43, Q44

➤ **Question 42: Law enforcement activities**

- Report the number and type of law enforcement activities that were supported with your grant funds.

➤ **Question 43: Protection orders**

- Report the protection orders that grant-funded law enforcement officers assisted victims in obtaining.

➤ **Question 44: Additional information**

- Use this space to discuss the effectiveness of the law enforcement activities funded or supported by your grant.

Section I: Tips for Tribal Prosecution

- **Complete this section if your Tribal Jurisdiction Program grant was used for prosecution activities**
 - If reporting in this section, we would expect there to be prosecutor FTEs in Q.4 Staff.
 - If you have an advocate employed by, or located at, the prosecutor's office, but Tribal Jurisdiction grant funds are not supporting the prosecution activities, you would not complete this section but would report activities in Section F. Victim Services.
- All data reported in the Prosecution Section is based on cases rather than charges

Section I: Tribal Prosecution, Q46, Q47

➤ Question 46: Number of cases

- Report the number of cases received, accepted for prosecution, and declined
 - Report the number of SDVCJ and non-SDVCJ case referrals received in the first row
 - Of those cases reported as received, report if the cases were accepted or declined in the following rows

➤ Question 47: Reasons for declining cases

- If any cases were reported as declined not due to jurisdictional limitations in Q.46, report the primary reasons why in Q.47

Section I: Tribal Prosecution, Q48, Q49

- **Question 48: Case statuses and dispositions**
 - Report the status of each case supported by Tribal Jurisdiction grant funds, by type of case and disposition
 - If the case is not reached a disposition, under “Disposition” report it as “Case not yet disposed of”
- **Question 49: Number of non-Indian jurors**
 - If the tribal court held a jury trials in SDVCJ cases during the current reporting period, report the number of non-Indian jurors that served on each jury in the space provided.

Section I: Tribal Prosecution, Q50, Q51, Q52, Q53

➤ Question 50

- Use the space to describe other issues presented in cases that reached disposition.

➤ Question 51

- Specify the percentage of the jury pool that is non-Indian.

➤ Question 52

- Use this space to discuss any other aspects of your grant funded prosecution efforts.

➤ Question 53

- Report the temporary and/or final protection orders for which Tribal Jurisdictions grant-funded prosecutors provided assistance to victims during the current reporting period.

Section J: Tips for Courts

- **Complete this section if your Tribal Jurisdiction Program grant was used for tribal court activities**
 - If reporting in this section, we would expect there to be court-based staff FTEs in Q.4 Staff.
 - If you have an advocate employed by, or located at, the court, but Tribal Jurisdiction grant funds did not support additional court activities, you would not complete this section but would report activities in Section F. Victim Services.
- All data reported in the Courts Section is based on cases rather than charges

Section J: Tribal Courts, Q55, Q56, Q57, Q58, Q59

➤ Question 55

- Report the number of new criminal cases and dispositions if Tribal Jurisdiction funds supported criminal court activities

➤ Question 56

- Report the judicial monitoring of SDVCJ and non-SDVCJ cases

➤ Question 57

- Report the number of cases in which there were dispositions of violations during the current reporting period

➤ Question 58 & 59

- If your grant-funded court issued civil and/or criminal protection orders during the current reporting period, report the requested and granted here.

Section K: Probation & Offender Monitoring, Q61, Q62, Q63

➤ Question 61

- If your Tribal Jurisdiction Program grant was used for probation and offender monitoring, select “Yes” and complete this section.
- If reporting in this section, we would expect there to be probation/monitoring staff FTEs in Q.4 Staff.

➤ Question 62: Number of offenders

- Report an unduplicated count of SDVCJ and non-SDCVJ DV offenders
- Report the number of offenders that completed probation without any violations and with violations

➤ Question 63: Monitoring activities

- For each type of monitoring activity offenders received, report the number of offenders that received each monitoring activity and total amount of contacts

Section K: Probation & Offender Monitoring, Q64, Q65, Q66

- **Question 64: Disposition of probation violations**
 - Report the number of 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: Victim outreach and referrals**
 - Report the number of victims/survivors referred to victim services and/or were contacted as part of offender monitoring
- **Question 66: Narrative**
 - Use this optional narrative question to describe the effectiveness of probation and activities funded or supported by the Tribal Jurisdiction grant

Section L: Batterer Intervention Program, Q67, Q68, Q69

➤ Question 67

- If your Tribal Jurisdiction Program grant was used for batterer intervention programs (BIP), select “Yes” and complete this section.

➤ Question 68: Offenders in program

- Report the number of offenders in your BIP during the current reporting period
 - Report each offender as either continuing in the program from the previous period or entering the program during the current reporting period

➤ Question 69: Outcomes

- Report the number of offenders in your BIP who successfully completed the program, were terminated from the program, or returned after the termination during the current reporting period
 - If you use other, please be as specific as possible

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**

Section M: Narrative, Q71

- **Question 71. Progress toward project goals**
 - All Tribal Jurisdiction grantees are required to submit a separate document detailing the progress they made towards their project goals and objectives. Submit this document into your JustGrants account.
 - This document should list your project goals and objectives, the status of each, and key activities for each during the current reporting period.
 - This is mandatory and your progress report is not considered complete without this second document.

Section M: Narrative, Q72, Q73, Q74

- All grantees must fill out Questions 72 & 73 annually on the January to June reporting form.
- **Questions 74** is always 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

- **All grantees must validate their reports prior to submission.**
- The validation process will highlight any missing or incomplete information and ask whether you wish to return to the section to review or change the data. When this happens, you may see one of two “Warning” messages:
 - **Validation Error** message with a red X. This message means you are missing some of the required information. Note, you will not be able to complete the validation process until you fix a Validation Error.
 - **Reminder** message with a yellow exclamation point. This type of message indicates that something on the form looks like it may be incorrect. You do not have to make a correction to the form to successfully validate when you get this message.

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

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

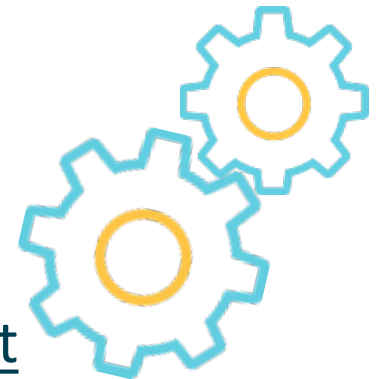
JustGrants OVW Support phone and email:

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 (except for the grant goals and objectives document)

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