

Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus 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

- **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 58 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 58 to explain "*We entered 1 in question 49 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 54 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 C2 Policies, narrative question 27, 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



If you are a **NEW** Campus Grantee

- **Please review “Reporting Guidance for New Campus Grantees” document available on our website**
 - This document will guide you in how to complete all the sections of the form while you are in the planning phase and gives specific instructions for mandatory section
- **Also consider giving us a call or sending us an email if you have any questions after reviewing this document**

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

Data Reporting Request from OVW (1 of 2)

- OVW is looking to gather more information on what grantees find helpful or unhelpful in the training and technical assistance that is offered to them.
- OVW is encouraging grantees to use the additional information narrative question (question 57) 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?

Why Your Data Matters!

- Your data directly communicates to OVW about the work you are doing and your successes and challenges
- Grantee data helps shed light on the scope of domestic and sexual violence – including trends, promising practices, and areas of need
- Grantee data contributes to performance measurement and is used for special data requests and the Attorney General's Reports to Congress

Section A I: 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 5a-7e**
 - Provide information about the types of institution(s) participating on this grant

Section A I: Grant Information

(2 of 2)

➤ Question 8

- 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 9

- Identify if this grant specifically addresses tribal populations

➤ Question 10

- 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 Campus grant**
 - Only report FTEs for staff whose salary is provided, fully or partially, by Campus 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 Campus program funds
- **Peer educators**
 - Report in the Trainer/educator category if paid
- **Use of “Other” category**
 - Be specific and correlate each entry with FTE amount
 - Do not report “consultant”, “student intern” or “graduate assistant” 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 University received a Campus 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 Campus program funded personnel time. The correct FTE under “Counselor” would be 0.90 FTE ($0.75 + 0.15$).

Staff Example 2

Your University received a Campus Program grant that was used to fund a part-time Peer Educator who spends 6 hours per week providing education activities, and 4 hours per week completing support staff tasks around the office. What FTE(s) would you report?

- A. 0.25 FTE Support Staff
- B. 0.60 FTE Trainer/educator and 0.40 Support Staff
- C. 0.15 FTE Trainer/educator and 0.10 Support Staff

Staff Example 2 Answer

Remember: Report by job function, not title

In this case, you would split the grant-funded Peer Educator time by function. The correct FTE under “Trainer/educator” would be 0.15 FTE (6 hours/40 hours) and “Support staff” would include 0.10 FTE (4 hours/40 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 CI: Minimum Requirements (1 of 2)

➤ All grantees must fill out this section

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

➤ Report

- Mandatory education of incoming students, as well as training of campus police/security officers and disciplinary/judicial board members
- Events and people trained/educated with campus funds and other funding sources – this is the only place on the form you are asked to report activities provided with non-OVW funds

Section C I: Minimum Requirements (2 of 2)

➤ Questions 14-17

- Report the mandatory education events (q.14) and the incoming students who received education (q.16a)
- This includes first year and transfer students, but can also include graduate students if this group was included in your proposal

➤ Questions 18-21

- Report the training events (q.18) and the campus police/security officers and judicial/disciplinary board members who received education (q.20)

Mandatory Prevention Training Example

1,575 incoming students, both first-years and transfers, were required to take a five hour education session on the prevention of sexual assault, dating violence, domestic violence, and stalking that was conducted by the contracted trainer. This mandatory, grant-funded training was offered **10** separate times during the fall semester. **1,100** of the **1,575** students completed the grant-funded mandatory education.

Section C I: Minimum Requirements

➤ Questions 22 & 24

- Report campus-based (q.22) and community-based (q.24) coordinated community response activities

➤ Report

- Frequency with which you provided or received referrals, consultations, and/or technical assistance (column 2), the frequency of meetings (column 3), and IMOU and EMOU partners (column 4)

Common Minimum Requirements Reporting Discrepancies

- **Campus non-mandatory education events and/or non-incoming students are reported**
 - Non-incoming students and non-mandatory education events attended by incoming and other students should be reported in Section C4: Campus education
- **CCR “Other” category**
 - Do not report general terms like “task force.” Please be specific as to the agencies/offices that are on a task force

Section C3: 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 C4: 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

- Education activities in Section C4 are separate from the mandatory education activities you reported in the minimum requirements sections for incoming students
- Do not include the attendees reported in C1 Minimum Requirements in this section unless they attended an event separate from the mandatory prevention and education program for incoming students

Training and Education Example

The Campus program grant-funded Trainer/educator convened **10**, two-hour training events for campus and community-based professionals including: peer educators, social service organization staff, student-affairs staff, and volunteers.

Additionally, the Trainer/educator worked with student volunteers to hold various campus-wide education events and Green dot activities in the classroom setting.

Attendees at the events included: academic deans, faculty/staff, residential life staff, and students.

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 or peer educators should not be reported as trained

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 Campus Program funding**
 - If you did not provide victim services, explain why in the box at the start of the section

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 Campus 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 Campus 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, Q4I (I of 2)

- **Question 41 number of victims/survivors**
 - **Served:** received all requested services that are provided by Campus funds
 - **Partially served:** received some but not all requested services that are provided by Campus funds
 - **Not served:** received none of the requested services that are provided by Campus funds

Section D: Victim Services, Q4I (2 of 2)

➤ Question 41 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, Q42

- **Question 42 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.41
- **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

Your Campus grant funds crisis intervention, counseling, and academic 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.

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 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.41 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 the reason “program reached capacity” in q.42.

Victim Services Example 4

Your Campus 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, Q43

➤ Question 43 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.41 A&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.41 A&B)

Section D: Victim Services, Q44

- **Question 44 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.41 A&B

Section D: Victim Services, Q45

➤ Question 45 victim services

- Report only the grant-funded services provided to victims reported in q.41 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.41 A&B (served and partially served victims)

Section D: Victim Services, Q45, Q45A

➤ Question 45 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

➤ Question 45A Hotline calls

- Report calls received by phone lines paid for by Campus funds, answered by Campus program-funded staff, or by staff or volunteers supervised by grant-funded staff

Section D: Victim Services, Q46, Q48

- **Question 46 number of victims reporting crimes**
 - This number should be a portion of the victims who sought grant-funded services
 - Report based on location (on or off campus) and to whom the crime was reported (campus police/security or community law enforcement)
- **Question 48 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 E: Campus and Community Measures

- **Use information from your Clery Act report to provide information for this section**
 - Provide the best information available to you for the entire campus or campuses in your consortium
- **This section includes information related to:**
 - SA, DV and stalking offenses on campus or on public property that were reported to campus security personnel or local law enforcement
 - See page 20 of the instructions for more details/definitions

Section E: Campus and Community MeasuresQ49

➤ Question 49

- Report the number of SA, DV, and stalking offenses that were reported to campus security during the current reporting period
- Use q.52 to explain how the numbers were derived

Section E: Campus and Community Measures, Q50

➤ Question 50

- Report the number of criminal offenses charged and campus disciplinary or judicial board actions
- The numbers do not have to match what you reported in q.49 as the offense and the charge/disciplinary action associated with that offense may not have happened in the same reporting period

Section E: Campus and Community Measures, Q51, Q52

➤ Question 51

- The first portion of this table looks at the number of dismissed offenses
- Do not report dispositions for cases that are still being adjudicated
- Report by type of offense – SA, DV, or stalking

➤ Question 52

- Describe the “other” reasons for dismissal and the “other” sanctions reported in q.51
- Also use this question to report details about data reported in q.53 (see next slide)

Section E: Campus and Community Measures, Q53

➤ Question 53

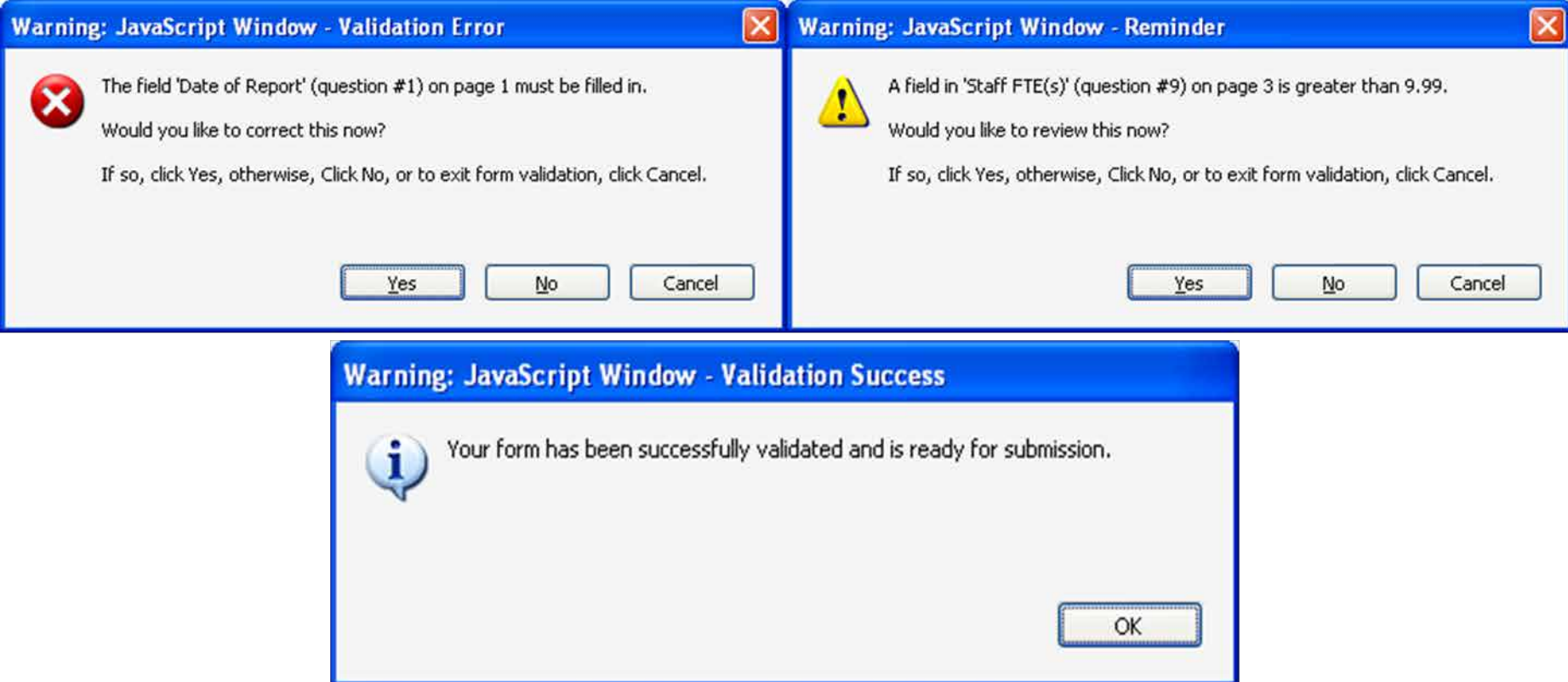
- Report dispositions of criminal charges in the local jurisdiction that occurred during the current reporting period
- Do not include pending cases
- Use narrative q.52 to detail what data you used to answer q.53 such as:
 - Report challenges to collecting the data
 - The reporting period for Clery numbers
 - Report dispositions and charges

Section F: Narrative

- All grantees must fill out **Question 54** every time you report and **Questions 55 & 56** annually on the January to June reporting form
- **Questions 57 & 58** are optional
 - Use q.58 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**

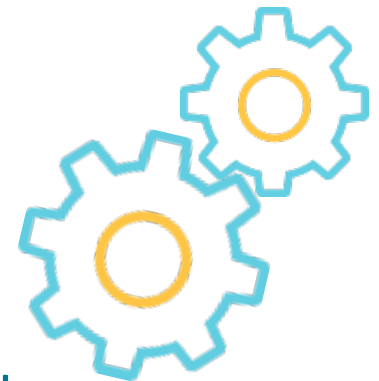
JustGrants OVW Support phone and email:

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!