Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant 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

- Use question 68 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

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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 68 to explain "*We entered 1 in question 26 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 programing or when explaining incomplete or missing data**

- Use Question 64 to explain how the pandemic has impacted the status of your grant goals and objectives

- Describe any no cost-extensions or other delayed or revised activities that have been approved by your program specialist

Reporting Guidance for Policy Changes Related to COVID-19

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

- ■ Use Section C3 Policies and Legislation, narrative question 20, to describe the policy changes

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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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COVID-19 Reporting Guidance for Remote Services

➢ **Continue to report activities held remotely as you would have when they were conducted face-to-face**

- For example, if your offender monitoring activities are now being conducted over Zoom, report these virtual visits in the Probation and Parole section as face-to-face meeting with offenders

- Use a narrative field to clarify how many of the reported visits were conducted remotely and how many were face-to-face this period

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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
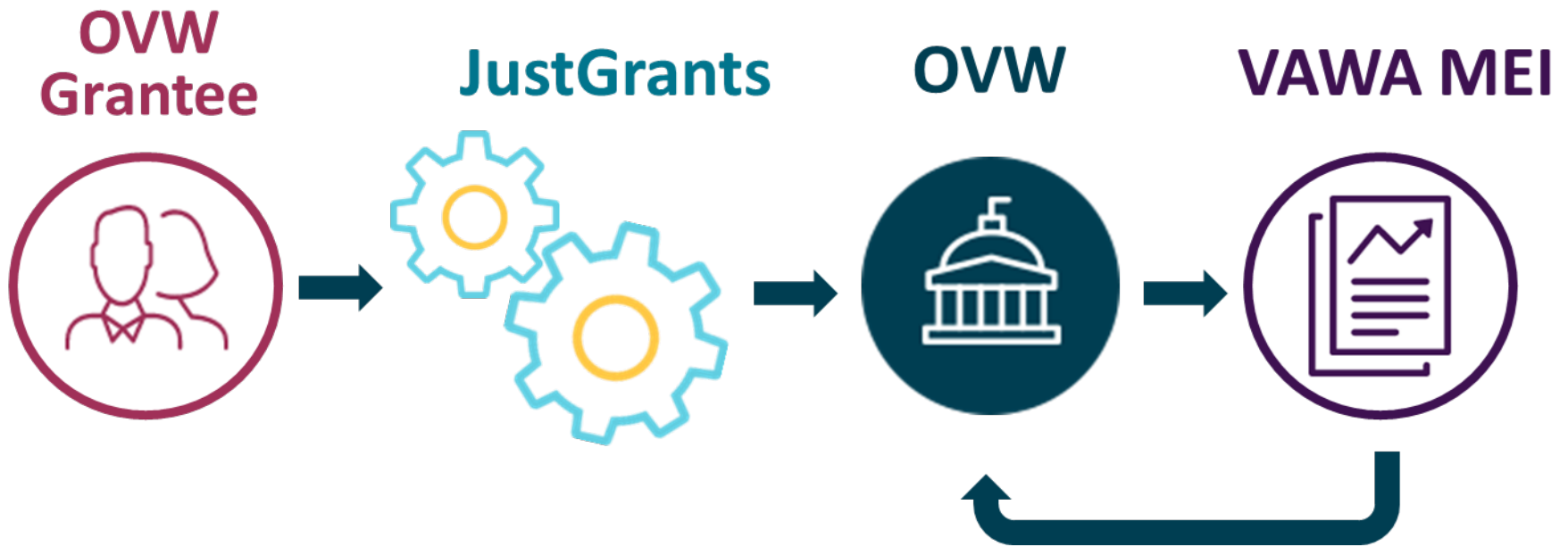
COVID-19 Resources

➤ **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

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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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The Reporting Cycle

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

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

ICJR PROGRAM

Section A1: Grant Information (1 of 2)

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

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

➢ **Question 1**

▪ Fill in the date you submit the report

➢ **Questions 2-4**

▪ The reporting period is pre-populated. Enter the "Entity Legal Name" and federal grant number assigned to your OVW award.

➢ **Questions 5 and 5b**

▪ Check the one answer that best describes the agency administering ICJR funds

➢ **Question 5a**

▪ Check the government type(s) that best describe your project partners if the lead agency is a coalition or victim services organization

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Section A1: Grant Information (2 of 2)

➢ **Question 6**

- Provide contact information for the person who knows the most about the day-to-day activities of the grant program
- This is who we will contact if we have questions about your report

➢ **Question 7**

- List the specific tribal population(s) served by your grant

➢ **Question 8**

- Estimate the percent of grant funds directed to each area – you determine this each period
- Please note that the definitions of SA, DV, and Stalking are in the reporting form and separate instructions

ICJR PROGRAM

Section A2: Staff Information (1 of 2)

➢ **Funded under the ICJR grant**

- Only report FTEs for staff whose salary is provided, fully or partially, by ICJR 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)**

ICJR PROGRAM

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 ICJR 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

ICJR PROGRAM

FTE to Section

➢ **Here are the FTEs we would expect to see if certain sections are completed:**

- **D Victim Services, regardless of agency:** Attorney, Counselor, Legal Advocate, Paralegal, SANE/SAFE, Translator, Victim Advocate or Victim Assistant FTEs

- **E1 Law Enforcement:** Law Enforcement Officer or Investigator FTEs

- **E2 Prosecution:** Prosecutor FTEs

- **E4 Probation and Parole:** Probation officer/offender monitor FTEs

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

Your organization received a ICJR Program grant that was used to fund one full-time probation officer whose salary is 75% funded by the grant and another full-time probation officer 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

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Staff Example 1 Answer

Remember: Report only grant-funded staff time

In this case, you would report only ICJR Program funded personnel time. The correct FTE under "Probation Officer/Offender Monitor" would be 0.90 FTE (0.75 + 0.15).

ICJR PROGRAM

Staff Example 2

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

The ICJR Program grant you received funded a full-time trainer that was hired 2 months into the reporting period.

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

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Staff Example 3

Convert funding used for contractors or consultants

The ICJR Program grant paid a program evaluator for 65 hours of work.

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). Under the "Other" text box you would list "Evaluator".

Common Staff Reporting Discrepancies

➤ **High numbers of FTEs in a single category**

➤ **Staff are not prorated by job function**

- Ex: A 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**

- Ex: The narrative states that a full-time employee was only employed for 2 months but was reported as 1.00 FTE

ICJR PROGRAM

Section B: Purpose Areas

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

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

➢ **Question 10: statutory purpose areas**

  ▪ Check all purpose areas that apply to activities supported with your ICJR Program funds during the current reporting period

  ▪ Carefully review the purpose areas, as <u>they have been updated</u> to reflect the changes made by the VAWA reauthorization of 2013

➢ **Question 11: program priority areas**

  ▪ If your program addressed any of these during the current reporting period, list them here.

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Section C1: Training

Training means providing information on SA, DV, and stalking to <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

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Section C1: Training, Q12, Q13

➢ **Question 12**

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

➢ **Question 13**

- Report people trained in the professional category that most closely fits with their profession

- Do not report students here unless they are pre-professional

- The "Military command staff" and "Multidisciplinary" categories have been removed

Section C1: Training, Q14, Q15

➢ **Question 14**

- ▪ Check off all training content areas that apply
- ▪ Additional content areas have been added to the form

➢ **Question 15**

- ▪ 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

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Training Example

The ICJR Program grant-funded Trainer held **7** training events for professionals this reporting period. Your organization also supported **4** training events with other funds.

135 professionals attended the grant-funded training events. **45** professionals attended training events provided with other funds.

In this case, you would only report the 7 **grant-funded** trainings in q.12 and the 135 professionals that attended those trainings in q.13.

Common Training Reporting Discrepancies

➢ **No Trainer FTE**

- ■ If training activities are reported, we expect to see trainer FTEs report in Section A2. Staff

➢ **High number in single categories**

- ■ The other 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 C2: Coordinated Community Response

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

➢ **Question 16**

- 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 17**

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

ICJR PROGRAM

Section C3: Policies and Legislation

➢ **Questions 18**

- Report the protocols/policies completed during the reporting period that were supported by grant funds
- Additional categories have been added

➢ **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 C3: Policies and Legislation Q19, Q20

➢ **Questions 19**

- Discuss activities related to the development or promotion of State, local, or tribal legislation and policies

➢ **Question 20**

- Use this optional narrative question to discuss the effectiveness of policies that have been developed or implemented using ICJR funds

Section C4: Products

➢ **Question 21**

- Report the products that were developed and/or revised using grant funds during the reporting period
- Training curricula" and "Training materials" have been combined into one "Training curricula and materials" category

➢ **Definitions**

- **Develop**: to create a new product
- **Substantially revise**: to make a significant amendment to an existing product

Section C5: Data Collection and Communication Systems

➢ **Questions 22 & 23**

- Report grant funds used to develop, install, or expand data collection and/or communication systems

- Check all that apply for both data collection and systems (q.21) and purpose of data collection and systems (q.22)
  - Report the purchase of equipment only in the period you purchased the equipment. Do not report it as purchased again during the next reporting period, unless you purchased additional equipment during the following reporting period
  - Note the addition of the "Sexual assault evidence collection kits" category

Section C6: Specialized Units

➢ **Question 24**

- Indicate grant funded specialized units activities by checking the appropriate box(es)

- Check all that apply under the current reporting period

➢ **Question 25**

- Indicate which victimizations were addressed by your specialized units by checking the appropriate box(es)

- Check all that apply under the current reporting period

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Section C7: System Improvement

➢ **Question 26**

- Indicate grant funded system improvement activities by checking the appropriate box(es)

- Data recorded here indicates improvements made that influence a broad, system-wide response

- If you report the purchase of equipment in Section C5: Data Collection and Communications Systems, you can also report it again in this section if it is also a system improvement

- Additional categories have been added

- If you use the "other" category, please be specific

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 ICJR Program funding

➢ Report all grant-funded victim services provided, whether by a victim services organization, or by staff providing victim services within law enforcement, prosecution, or the court system

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

Section D: Victim Services, Q27 (1 of 2)

➢ **Question 27**

▪ **Served:** received all requested services that are provided by ICJR funds

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

▪ **Not served:** received none of the requested services that are provided by ICJR funds

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Section D: Victim Services, Q27 (2 of 2)

➢ **Question 27 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 **presenting victimization**, even if they have experienced more than one type of victimization

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Section D: Victim Services, Q30

➢ **Question 30 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.27
- There are two columns of check boxes – one for partially served and one for not served.

  - For each victim reported as partially served, check off the reason in the "partially served" column.

  - For each victim reported as not served, check off the reason in the "not served" column.

➢ **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 ICJR 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" under "domestic violence" in q.27 and in q.30 you would check off the reason "hours of operation."

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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 are able to provide both the grant-funded services.

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.27 as it is an unduplicated count.

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Section D: Victim Services, Q28

➢ **Question 28**

■ Report the number of <u>new</u> victims/survivors served or partially served during the current reporting period

■ Report all victims/survivors that you are serving for the *first time* using ICJR Program funds during the current reporting period

■ Do not report a victim/survivor in this question if they received grant funded services in a previous period

■ Report to the best of your ability

Section D: Victim Services, Q29

➢ **Question 29**

- Report any additional types of victimizations for which a victim/survivor received ICJR Program grant-funded services during the current reporting period

- Report in the row that corresponds to the victimization you reported in 27A and 27B – report the victim/survivor only once under each additional victimization

- Trafficking is an additional victimization in this question and is defined on the form

Section D: Victim Services, Q31

➢ **Question 31 demographics**

- Report the demographic information for each survivor
- 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.27A&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.27A&B)

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Section D: Victim Services, Q32

➢ **Question 32 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.27A&B

Section D: Victim Services, Q33a

➢ **Question 33a victim services**

- Report only the grant-funded services provided to victims reported in q.27A&B

- Report a victim once for each type of service they received (column 1) and then include the number of times they receive each grant-funded service (column 2)

- The total in any individual service category should not be greater than q.27A&B (served and partially served victims)

ICJR PROGRAM

Section D: Victim Services, Q33b

➢ **Question 33b hotline calls**

- Report the number of hotline calls received on phone lines paid for with ICJR Program funds or answered by ICJR Program-funded staff during the current reporting period

- Only victims/survivors reported here who also received additional services listed in q.33a should be reported in q.27

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

Section D: Victim Services, Q33c, Q34

➢ **Question 33c victim-witness notifications/outreach to victims/survivors**

- Report the number of unsolicited letters, phone calls, or visits to victims/survivors
- Only victims/survivors who received additional services listed in q.33a should be reported in q.27

➢ **Question 34 protections orders**

- Report the total number of temporary and/or final protections orders requested and granted
- These are orders completed with grant-funded service staff

ICJR PROGRAM

Section E:
Criminal Justice System

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Section E: Tips for Criminal Justice

➢ Report Agency wide data for Law Enforcement, Prosecution, Courts, and Probation and Parole

➢ Jurisdictional unit may be smaller than the entire city (precinct, etc.)

➢ If you are only funded to conduct domestic violence activities, report only agency-wide domestic violence data

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Section E1: Tips for Law Enforcement

➢ Provide information for your entire law enforcement agency

➢ If you have an advocate employed by or located at the law enforcement agency but ICJR grant funds are not supporting the law enforcement activities, you would **not** complete this section but would report activities in Section D. Victim Services

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Section E1: Law Enforcement, Q36 (1 of 2)

➢ **Question 36**

- Report the number of ICJR Program-funded activities related to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents for the current reporting period

- Update: Added "Forensic medical exam" category, only applicable to sexual assault activities

- Update: Changed the "Referrals of federal firearms charges to federal prosecutor" category to "Referred for federal prosecution"

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Section E1: Law Enforcement, Q36 (2 of 2)

➢ **Question 36 continued**

■ All grantees should report calls for assistance, incident reports, and cases investigated, arrest of predominant aggressor, and referrals to prosecutor

■ Number reported under calls for assistance, incident reports, and cases/incidents investigated should be very similar

■ Use the protection orders issued category if the law enforcement agency has the authority to issue protection orders

ICJR PROGRAM

Section E1: Law Enforcement, Q37

➢ **Question 37**

■ Report the total number of victim referrals made by law enforcement officers to victim services, governmental and non-governmental

  ■ These referral numbers are not unduplicated since a survivor could receive a referral to both

  ■ Report every referral made for all victims

Section E2: Tips for Prosecution (1 of 2)

➢ Provide information for your entire prosecutor's office

➢ If you have an advocate employed by or located at the prosecutor's office but ICJR grant funds are not supporting the prosecution activities, you would **not** complete this section but would report activities in Section D. Victim Services

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Section E2: Tips for Prosecution (2 of 2)

➢ Cases should be characterized by the **most serious offense** and may include **numerous** charges or counts. In most instances, a case will refer to one victim, one offender, and one incident

➢ Domestic violence cases should be reported as DV regardless of the actual charge (assault, vandalism, criminal threatening, etc.). Sexual assault cases could include rape, gross sexual misconduct, etc.

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Section E2: Prosecution, Q40a

➢ **Question 40a**

■ Report the number of cases received, accepted for prosecution, declined, transferred, or referred

  ■ Update: Added "Referred for federal prosecution" category

  ■ Report the number of DV, SA, and/or stalking case referrals received in 40a.

  ■ Of those cases reported as received in 40a, next report if the cases were accepted, declined, transferred, or referred (40 b, c, &d)

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Section E2: Prosecution, Q40b

➢ **Question 40b**

■ If any cases were reported as declined (40c.) in q.40a, report the primary reason each case was declined in this question

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Section E2: Prosecution, Q41

➢ **Question 41**

- Report the dispositions of cases resolved during the current reporting period by type of case and disposition

  - If the case is not resolved yet, do not report anything

- If a defendant is charged with a Class A felony and pleads to or is convicted of:

  - Class A felony – plead as or guilty as charged

  - Class B felony – plead to a lesser charge or found guilty of a lesser charge within the same category

  - Class C misdemeanor – plead to lesser charge or found guilty of lesser charge in lower category

Section E2: Prosecution, Q42

➢ **Question 42**

- Other issues present in cases that reached disposition
  - Discuss the extent to which cases reported also included additional charges or elements of DV, SA, and stalking beyond the case characterization
- For example: 20% of cases reported above as domestic violence cases also included counts of sexual assault, and 5% of cases reported as domestic violence or sexual assault also included stalking charges
  - Discuss how often multiple crimes were presented in cases reported

Section E3: Tips for Courts

➢ Provide information for your entire court jurisdiction

➢ If you have an advocate employed by or located at the court but ICJR grant funds are not supporting the court activities, you would **not** complete this section but would report activities in Section D. Victim Services

➢ Update: No longer collecting data on the number of new criminal cases

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Section E3: Courts, Q47, Q48

➢ **Question 47**

- Report the sexual assault, domestic violence, dating violence, and/or stalking dispositions of criminal cases resolved
  - This includes dismissals, deferred adjudications, convictions, and acquittals

➢ **Question 48**

- If funds were used for judicial monitoring, report the number of offenders reviewed and number of hearings conducted
- The number of review hearings = the number of individual hearings held for each offender
  - This should be equal to or more than the number of offenders reviewed

ICJR PROGRAM

Section E3: Courts, Q49

➢ **Question 49**

■ Report the number of cases reviewed by the court in which there were dispositions of violations

  ■ Only report when there was a final adjudication of the violation

  ■ Cases may be counted more than once if there were multiple violations

  ■ The violation does not have to have occurred during this reported period, only the disposition

  ■ Update: "Partial revocation of probation" and "Probation revoked/ incarcerated" have been combined into one "Partial or full revocation of probation" category

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Section E3: Courts, Q51, Q52

➢ **Questions 51**

- ▪ Report the total number of temporary and/or final <u>civil</u> protection orders requested and granted by the court during the current reporting period

➢ **Question 52**

- ▪ Report the total number of <u>criminal</u> protection orders requested and granted by the court during the current reporting period

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Section E4: Probation/Offender Monitoring Q54, Q55

➢ **Question 54**

- Report the number of offenders monitored by ICJR Program-funded staff during the current reporting period under the "Number of offenders" column

- Update: "Number of continuing offenders" and "Number of new offenders" have been combined into one "Number of offenders" category

➢ **Question 55**

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

- Total number of contacts for each activity should be at least equal to the number of offenders for each category

- Update: Added a "Electronic monitoring (GPS, radio frequency)" category

ICJR PROGRAM

Section E4: Probation/Offender Monitoring Q56

➤ **Question 56**

- Report the number of DV, SA, and/or stalking cases in which there were dispositions of violations during the reporting period
  - The violation does not need to occur during the current reporting period, only the disposition
  - A case may be counted more than once if there were multiple violations
  - Update: "Partial revocation of probation" and "Probation revoked/ incarcerated" have been combined into one "Partial or full revocation of probation" category

Section E5: Batterer Intervention Program Q59, Q60

➢ **Question 59**

▪ Report the number of offenders in your BIP during the current reporting period

▪ Update: "Number of continuing offenders in BIP program" and "Number of new offenders in BIP program" have been combined into one "Number of offenders in BIP program" category

➢ **Question 60**

▪ Report the number of DV 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

Section E5: Batterer Intervention Program Q61

➢ **Question 61**

■ Report the number of weeks batterers are expected to remain in the program to achieve successful completion

   ■ If your BIP has more than one program length and/or curriculum, provide the length for each type of program supported with grant funds

Section F: Community Measures

➢ **Question 62**

■ Report the number of requests received for temporary and final protection orders and the total number granted in the grant jurisdiction

■ Include only civil orders

■ Please only include protection orders that are related to DV, sexual assault, or stalking

➢ **Question 63**

■ Describe any difficulties in obtaining data or irregularities in the data provided

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Section G: Narrative

➢ All grantees <u>must fill out</u> **Question 64** every time you report and **Questions 65 & 66** annually on the January to June reporting form

➢ **Questions 67 & 68** are optional

  ■ Use q.68 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

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]

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

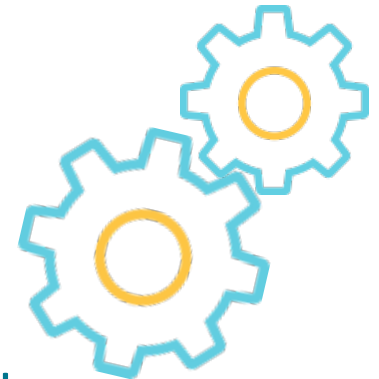➢ **If you have questions or need technical support with your JustGrants account**

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

ICJR PROGRAM

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!