Tribal Governments Progress Reporting Form Recording Transcript

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Intro Slides of Recording Session

Hello and welcome to the progress report training for the Grants to Indian Tribal Governments Program. This training is brought to you by the Violence Against Women Act Measuring Effectiveness Initiative and will instruct on how to report grant funded activities on the Semi-Annual Progress Report. Grantees are required to report on their activities every 6 months using the Semi-Annual Progress Reporting Form. These reports cover the reporting periods spanning from January to June and July to December. Each report is due 30 days after the close or the reporting period. So for the January to June period, the report is due July 30th. And for the July to December period, the report is due January 30th.

Before we begin going through the progress reporting form I first want to thank you for accessing this recording. We hope that this training allows you to submit the most detailed and accurate reporting on your grant funded work for this semi-annual progress report. Accurate data reporting is important for many reasons. Your quantitative and qualitative data allows for VAWA's effectiveness to be measured. VAWA MEI creates reports for OVW using your data and data from grantees across the country. These summary data reports support OVW to make requests for increased appropriations and defend VAWA funding to decision makers. Your data also helps OVW to make sure that federal funds are being spent appropriately and to measure the performance of grant programs.

Additionally, every two years the Attorney General is required to submit a Report to Congress on the overall effectiveness of VAWA funding. Grantee data makes up a significant part of that mandated report. The more consistently grantees fill out these reports, the more accurately VAWA's effectiveness can be measured through these means.

Before we begin, I first want to go through some tips for successful data reporting. The first is to read the separate instructions. When you access your reporting form there are instructions available for download. They are also available on our website and that information is on the last page of this PowerPoint presentation. In these instructions you will find many helpful examples that will assist you in filling out the reporting form. Next, there are "other" categories throughout the reporting form in many of the questions. In general, we ask that you only use the "other" category if no other close fit exists. Often times when we aggregate data for reports we do not include the "other" category. Therefore, if there is an existing option that is a close fit we urge you to choose that option so that your information will be included in those reports. We do understand that there are times when there really is no other option than the "other" category and that's fine. We just ask that you take a look at the all of the options before deciding to use the "other" category.

Another tip - This is to use the optional additional information questions to discuss successes and/or provide more detail. At the end of each section of the reporting form there will be an optional additional information box. Here is where you can give specific examples of successes that you have had in your program due to VAWA funding. You can also use these boxes to give

a more detailed story behind quantitative data to give a picture that perhaps the numbers alone don't provide. These narratives really help the data and your grant work come alive.

Next tip, please do not use acronyms or abbreviations. If you have a long title of an organization and need to use an acronym please explain what that acronym stands for somewhere in the beginning of the reporting form so we can reference it later. If it's something like DV or SA we know what that means, but all other acronyms should be spelled out to ensure that we fully understand what you are reporting.

Next, please do not include any attachments or extra documents as a way of reporting data. Only data contained in the GMS reporting form will be received by us here at VAWA MEI. If there is additional information that you would like to include we ask that you put it in one of the additional information questions.

Last but not least, send us an e-mail or give us a call if you have any questions. We are here to help so if anything is confusing, or if you have a unique scenario that you are not sure how to report, give us a call or send us an e-mail and we would be happy help you fill out your report.

(Minute 4:20) Section A1 – Grant Information

All grantees must complete this section. This section covers information about your organization. **Questions 1**, Date of Report, this is the date that you submit your report in the GMS system. **Questions 2-4** will be pre-populated for you. The correct reporting period should be checked and the year will appear. All of this information should be correct, but it is worth taking a glance at it just in case.

Question 5, Point of Contact, this is the person that is most familiar with the day to day of your organization. This is the person that we will be contacting if we have any questions about your data and is not necessarily the Project Director or the Fiscal Manager but more likely the Program Coordinator.

Question 6 looks at what Tribal populations are served by the grant. We ask you to be specific and name all Tribes that are served by the grant. Please don't write "all tribes in the state". If you run out of room just note that in Question 6 and you can continue in one of the later narrative questions in Section F.

Question 7, what percentage of your Tribal Government Program funds were directed towards each of these areas: Sexual Assault, Domestic Violence/Dating Violence, and Stalking. These percentages are up to you to decide and may change from reporting period to reporting period. The percentages will depend on things such as the types of victims that were served or the content of the trainings that were provided during that reporting period. They only thing is that they must always add up to equal 100%.

(Minute 6:00) Section A2 – Staff Information

If Tribal Governments Program funds were used to fund staff positions during this reporting period, you will check "yes" and continue filling out this section.

We are going to use a few examples to explain how to report staff, but before we get into those I have some more tips for you.

When considering reporting staff only report staff that are funded with VAWA grant funds. Here you will not include any staff that are not grant funded since you are only reporting on grant funded staff and activities throughout this entire form. Always report staff people by the activities they perform rather than their job title. For example, if you have a program coordinator that acts as a coordinator and a victim advocate, you are going to split their time between those two categories.

Time should be pro-rated if necessary. This is applicable if someone is not fully funded by the grant or if they were funded partway through the reporting period. Always report to the second decimal with 1.00 FTE being a full time position. Do not use percentages here these are full numbers. And please use the "other" category sparingly. If you cannot fit a position into an existing staff category, then by all means use the other category. We encourage you to then use an optional additional information question to provide more detail about that staff position.

Here is our staff "cheat sheet" (slide 7) on using calculations for reporting an FTE. "FTE" spells out full-time equivalent, in case you were wondering. A full time employee is based on 40 hours per week for the 26 weeks that are included in one reporting period. This comes out to 1,040 working hours in a 6 month reporting period. Using these examples you can calculate an FTE by taking the number of hours that the employee worked in the 6-month reporting period divided by 1040.

Here (slide 8) are some examples of specific FTEs that we would expect to see listed in the Staff section if other parts of the reporting form are being filled out.

Since we are only reporting activities that were completed using grant funds then we would expect the staff section to reflect the other sections of the report that are being completed.

If the Legal Services subsection is being filled out, then we would expect to see attorney or paralegal FTEs being reported.

If your Supervised Visitation Section is being filled out, then we would expect to see Supervised Visitation Staff/Monitor FTE's.

For Law Enforcement we will expect to see Law Enforcement FTEs.

For the Prosecution section we expect to see a Prosecutor FTE.

For the Courts section we will expect to see Courts Personnel or Judges reported as FTEs and if the Probation Section is filled out then we would expect to see a Probation Officer FTE.

In the instance that activities are being filled out for these subsections and there are not any FTEs listed that coincide with the subsections, then we would likely reach out to your program to find out if there are missing FTEs on the reporting form or if there are activities being reported that were not funded by this grant.

Now let's get into our first example. Your grant funds are used to fund one full-time victim advocate whose salary is 60% funded by the grant and another full-time victim advocate who's salary is 35% funded by the grant.

In this case, you would report only the percent of salary that is grant funded. So, the correct FTE under Victim advocate would be .95 FTE, which is the 35% and 60% combined. If you look on the GMS you will see .95 listed under the Victim advocate category.

Another example of how to report an FTE is: your grant funds a full-time employee who spent 16 hours a week coordinating the program and 24 hours a week training professionals in the field and holding community education events.

In this case, you would divide staff time by function. The correct FTE under Program coordinator would be .40 FTE, which is 16 hours divided by 40 hours, and .60 FTE under Trainer/educator, which is 24 hours divided by 40 hours. So, even if this staff person's title is Program Coordinator we are splitting the time between the functions that the staff person is performing, as you can see reflected on the GMS form.

Example number 3: During the six month report period, your program used Tribal Governments Program funds to pay overtime for tribal officers in the domestic violence unit and now you need to convert this time into FTEs. Over the six months, you paid 15 hours of overtime per week for the officers.

In this example you are going to take the 15 hours of overtime and multiply it by 26 weeks. This comes out to 390. You will then divide 390 by the 1040 working hours in the reporting period, and this comes out to .38 FTE.

(Minute 11:50) Section B – Purpose Areas

All grantees must complete this section. If you do not the form will not validate.

For purpose areas you should check all activities that were supported with Tribal Governments Program funds during the current reporting period. If you are not sure which purpose areas apply to your grant program you should refer back to your grant proposal. If some of your purpose areas have changed you can check them in this question. Program Specialist must approve all changes to your purpose areas.

If your Tribal Governments Program Funds were used to training during this reporting period you will check "yes" and answer Questions 10-13. If they were not then you will check "no" and continue on to subsection C2.

Here are some tips for training. When filling out this section it is very important that we define what training means for the purposes of this form. For this form training is defined as activities for professionals, or volunteers acting in the role of a professional, to improve their response to victims and survivors as it relates to their role in the system.

Sometimes we see grantees reporting training for the general public. For the purposes of this form that would be considered education and not training since the audience is not professionals and we will go over how to report education later on in the form.

Do not count staff development of grant funded staff in this section. If you are a grant funded staff person and grant funds support you to attend a conference, then that would not be reported here. This section covers training that you or your staff are providing to others, or grant funds that are used to provide training to a non-grant funded staff persons.

We will go into an example so that we can look at this further. Grant funds are supporting 10 training events for professionals this reporting period. Three training events provided by other funds also took place.

135 tribal and 85 non-tribal professionals attended the grant funded training events. 45 professionals attended training events provided by other funds.

In this case, you would only report the 10 grant-funded trainings in question 10 where it asks you to fill in the number of training events supported by grant funds. If you look at the GMS, that is going to be **Question 10**. The other 3 events would not be included because they were not supported with grant funds. **Question 11**, here is the number of people trained. So here is where you are going to report the 220 professionals that attended those trainings that were reported in Question 10. We are not going to report the professionals that attended training events provided by other funds.

You can see, question 11 is a fairly exhaustive list and is broken down between tribal and non-tribal categories so please do your best to gather this information so you can report that here.

Before we move on I want to quickly look at **Question 12** which is training content areas. This is a check all that apply question and you will check any and all topics that are covered in the grant funded trainings that you provide for the current reporting period. You are going to see other check-all questions about content for other activities on this form. Checking it once will cover the training content for more than one training, if there is overlap.

Finally, **Question 13**, which is an optional additional information question where you can describe the effectiveness of your trainings or present other details like evaluation results. A mentioned previously these types of questions show up throughout the reporting form.

(Minute 16:30) Section C2 – Community Education

If you used your Tribal Government funds for education you will fill out this section. Otherwise, you will check "no" and move on to subsection C3.

For the purposes of this form education is defined as providing general information that will increase public awareness of sexual assault, domestic violence, dating violence and stalking.

So, as we mentioned before, here is where you are going to report non-professionals that you are engaging in your community. So, whether that be students, community members and community businesses; that is what we want to see here in this section. If they are professionals that you are working with then that would go in training.

Let's go through an example so we can work through this section together. Grant funds supported 3 community education events and 2 presentations at a local high school.

475 various community members were reached at the community events. 260 students and 60 educators were reached through the school presentations.

So in this case grant funds supported all the above activities. Therefore, all 795 people educated will be reported in **Question 14**.

Question 15 looks at the topics that were covered at the education events. So, just as in training it is a check all the apply question.

Question 16 looks at outreach activities. This question it is not a checkbox. You are going to include the actual numbers of outreach activities that were supported with Tribal Government funds during the current reporting period.

(Minute 18:20) Section C3 – Coordinated Community Response

This is another section that must be completed by all grantees or the form will not validate. The top of the form asks "are you an Indian victim services provider?" and here you will check "yes" or "no". Then it asks if you are a Tribal Coalition, again you will check "yes" or "no".

So Coordinated Community Response, or CCR, provides a picture of the relationship that you have with other organizations or agencies and the frequency with which you interact with them. If we scroll through the list here, you can see that it is a fairly exhaustive and has lots of groups or agencies listed.

In the column just to the right of the list of agencies or groups it shows "victim/survivors referrals, consultations, technical assistance" and just below you will see that it is divided into daily, weekly and monthly. We know that these time frames will not be a perfect fit, but we ask that you determine how often you are engaging with these agencies and choose the closest fit.

The next column over to the right shows meetings and that is divided into weekly, monthly and quarterly. Again, we know that these time frames may not be a perfect fit, but if you met with a

group six times throughout the reporting period you would check monthly, even though it may not have been exactly every month that you met once.

Then, finally in the last column to the right you will check of if these agencies are collaborative partners.

Question 18 is an optional additional information section where you can provide more detail about the successes you have had with your grant-funded CCR activities.

(Minute 20:25) Section C4 – Policies

If your Tribal Governments program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period check "yes" and answer Questions 19 & 20. Otherwise check "no" and skip to subsection C5.

Now, it's important to talk about what we mean when we say "substantially revise". It means that you have spent a good amount of time and energy revising a policy or protocol. Simply adding another group to your underserved populations list would not count.

Here if you look at **Question 19** it is a check list. You will check all that apply for the types of policies that you developed, revised or implemented during the current reporting period.

It is also important to note that you are only going to report a policy in this section if it is finished. If it is still in the process of being worked on then you will wait to report it until the reporting period where it is complete.

Question 20 is another optional additional information section where you can detail your policy activities.

Slide 21

(Minute 21:50) Section C5 – Products and Codes

If you are using your Tribal Governments program funds for products or code development then you will check yes and answer **Question 21**. Otherwise you will check no and go ahead to subsection C6.

Let's look at how to report products and use the brochures category as an example. If you developed one new brochure during this report period then you will report 1 under the number developed or revised, this is not the number printed, this is the actual brochure itself. Then you will fill in the title or topic and then your intended audience. When looking at the number used or distributed, again we do not want the number printed, you may have printed 500, but if you only distributed 195 then you would fill in 195, not 500. Lastly, you will fill in any languages other than English the product was created in.

It is entirely possible that you have developed a product but not distributed it yet, or vice versa and that is fine. We don't always expect to always see both developed and distributed filled out.

(Minute 23:40) Section C6 – Data Collection and Communication Systems

This section looks at whether or not Tribal Government funds were used for data collection systems or communication systems. If yes, then answer Questions 22-23. If you did not use funds for these activities then you will check no and move onto subsection C7.

The following questions are check box questions. **Question 22** looks at whether or not tribal government funds were used for data collection and/or communication systems and you will check all that apply.

Question 23 is where you indicate the type of information being identified or tracked through this technology. Again, check all that apply.

(Minute 24:25) Section C7 – System Improvement

If any Tribal Government program-funded staff engage in system improvement activities or if Tribal Government program funds directly supported system improvements you will check yes and answer the following question. If not, check no and move onto Section D.

For **Question 24** identify the system improvement activities that your program engaged in with your Tribal Government funds and identify the systems in which this improvement occurred. Here, you will check all that apply and as you can see across the top it has the particular areas that these activities may have occurred.

(Minute 25:10) Section D – Victim Services

The victim services section is divided into two sections; Section D1 and D2. D1 is looking at Victim services/Transitional Housing Service and Legal Services whereas D2 looks at Supervised Visitation.

So before we get into the form there are a few tips I want to share with you. First, most of the data requested in the Victim Services section is congressionally mandated. This means that Congress wants to know how many of the number of victim/survivors seeking services were served and how many could not be served.

You are only going to provide information in this section that represents those victims/survivors served and services provided with Tribal Governments program funds.

So when reporting victims or survivors what should you consider?

First you want to look at what services the victim requested or accepted. In order for a person to be counted in this section they must request or accept services.

You also want to ask what services you were funded to provide under this grant. Services that you provide with other funding should not be reported on this form.

You also want to ask is this person a primary victim of domestic violence, dating violence, sexual assault or stalking? Victims must be a primary victim of one of these crimes in order to be served with grant funds.

Now let's take a look at who is not counted at all.

Those seeking only services that are not funded with your Tribal Governments grant. In order to be counted the victim must be seeking *grant-funded* services. If non-grant funded services are requested and provided you would not count that in this section.

You also would not count those who did not accept any of the services of the grant-funded services that were offered or recommended. If a victim refuses services it is important to note that they are not counted in the not served category. That is the most common mistake that we see and while you are correct, they were not served, we want to reserve that column for victims that requested services, but could not be served for other reasons such as funding or another issue of your organization.

You also would not count those who are not primary victims of sexual assault, domestic violence/dating violence, or stalking.

Now let's take a look at **Question 25**. Question 24 asks about victims served, partially served or not served.

In order to be counted as served the survivor must receive all requested services that are provided with Tribal Government funds. It is important to note here that if a victim received all requested services provided by Tribal Government funds, but did not receive other services that are provided with other funding they would still be counted as served for the purposes of this form, because you provided all of the grant-funded requested services.

If a victim is counted as partially served that means they received some, but not all requested services that are provided with Tribal Government funds.

If a victim is not served it means that they requested services provided by Tribal Government grant funds, but did not receive any of them.

These definitions can get tricky so we will work through them with a few examples.

Victims reported are an unduplicated count and should be counted only once per reporting period. However, they can be counted in each reporting period they are served.

For example: A victim requested counseling at the beginning of the reporting period. They also came back at the end of the reporting period and requested civil legal advocacy. This victim should be reported only once in Question 25 and then should be counted once under each service provided in Question 30A.

Next, in Question 25, victims need to be reported under their primary victimization, even if a victim has experienced more than one type of victimization and you can see the four crimes listed in the top column of Question 25. This is to ensure an unduplicated count of survivors.

For example: A victim's estranged intimate partner, who had a history of very controlling behavior, came to her apartment and sexually assaulted her. She came to your agency looking for help with a protection order. You could report the victim under DV or SA, but you must choose only one of those categories to report her under. The sexual assault category may be more appropriate because it was the assault that prompted her to seek services.

Before we get into our example I would like to orient you to the form a bit. So, **Question 25** that we have been looking at is where we report fully served, partially served and not served victim/survivors under the four crimes. This chart will total on its own.

Question 26 is a check all that apply question regarding why victims were listed as not served. So, if you have victims listed as not served or partially served in Question 25 then we would expect to see checks marked in this question.

Question 27 asks about the demographics of victims. It is here that you will report the race, age, gender and other demographics of victims served or partially served. For race, the total must be greater than the sum of 25A and 25B. You can report a victim under any race/ethnicity category that they identify, but we do ask that you only report them once under each race/ethnicity category.

For gender and for age you must report a survivor only once. So the total should equal the same total as the sum of 25A and 25B -- the sum of victims served and partially served.

For other demographics, these are things that you learn about the victim incidentally. You would never ask somebody if these things on an intake form, these are thing you would learn through working with them. Usually the total of this section is much lower than the total victims served and partially served and that is expected because these aren't things that you are directly asking about.

Question 28 looks at the victim's relationship to offender by victimization. So for each victim served or partially served report their relationship to offender. If a person was a victim of more than one crime or if there were multiple perpetrators, count that victim in every section that applies.

So, for our earlier example you could count that victim under both sexual assault and domestic violence in the current or former intimate partner category because she came with a primary victimization and had another victimization that was going on.

Question 29 looks at the number of services provided to children of victims. You will report the number of children that received services and the number of times services were provided. We expect the number of times services were provided to be equal to or greater than the number of children reported as receiving services. For instance, if you report 10 children as receiving service, we would expect to see at least 10 reported in the number of times services were provided.

Question 30A looks at the type of service provided to survivors and the number of times that service was provided. So just like the children question we would expect to see the number of

times a service was provided to be equal to or greater than the number of victims reported as receiving that service. So, if someone received counseling and attended 6 counseling sessions you would report 1 under the number of victims receiving that service and 6 for the number of times that service was provided. You would not count 6 under the number of victims receiving that counseling service, as it was 1 victim/survivor. So, the total number of victims reported as receiving services should not be greater than the total number of served and partially served reported in question 25.

Question 30B looks at hotline calls. Here you will report the number of crisis and referral calls received on phone lines paid for with tribal government funds or answered by employees paid with Tribal Governments funds during the current reporting period.

Question 30C looks at victim witness notification/outreach to victims and survivors. Here you will report the number of unsolicited letters, phone calls, or visits to victims or survivors of specific incidents of sexual assault, domestic violence, dating violence or stalking that have been identified in police reports or court documents, informing them of services and providing information.

Question 31 looks at protection orders. Here you will report the number of temporary and/or final protection orders requested and granted for which Tribal Government funded victim service staff provided assistance during the current reporting period.

Now let's go back to the top of this section and go through some examples because this is the trickiest section of the form.

Example 1: A victim of sexual assault calls your program looking for crisis intervention and group support. Both are funded by your Tribal Governments grant. You provide her with crisis intervention and she attends a weekly support group.

In this case the victim was able to receive all services requested and those services were also funded with Tribal Governments grant funds. So, this victim should be reported as served under the sexual assault column in question 25. Her demographics and services provided to her would also be filled in.

Example 2: Your program offers crisis intervention and transportation under your Tribal Governments grant. A victim of domestic violence asks for these two services, but your program can only provide crisis intervention because the advocate is busy and unable to provide transportation.

In this case the victim received some but not all requested services that are funded under your Tribal Governments grant. This victim should be counted as partially served under the DV/dating violence column in Question 25. This victim is partially served and this status is explained by selecting a reason in Question 26 – program unable to provide service due to limited resources or priority setting.

Example 3 – a woman is sexually assaulted and a police officer who responded to the incident has called your program's hotline on behalf of the victim asking for an advocate to accompany

her to the hospital during her examination. There is no advocate available to do this, and it is a service funded by your Tribal Governments grant.

In this case your program is unable to provide grant-funded requested services. This victim should be reported as not served under the sexual assault column in question 25, and explained by selecting a reason in Question 26.

The next portion of the victim services section looks at shelter and transitional housing services. Just like any other section of the report, you only want to report the shelter/transitional housing services supported with your Tribal Governments grant funds.

You also want to report both victims/survivors and family members who received emergency shelter or transitional housing services. If you look at **Question 32** you will see that broken down between the first and second column. The third column is the number of bed nights.

So, when reporting the number of bed nights you will add the number of victims/survivors and the number of family members receiving these services and multiply that by the number of nights they spent in the shelter or transitional housing unit.

We do not expect to see more than 182 bed nights per person in a six month reporting period. So if we see a really high number of bed nights that goes beyond the 182 then we will contact you to see what the correct number should be.

Scrolling down to **Question 33**, type and number of housing units. If we see transitional housing bed nights filled in for Question 32 then we will also expect to see Question 33 filled out as this capture the type of transitional housing units being supported with grant funds. If you only reported shelter services and not transitional housing then you will only be filling out Question 32 not Question 33, as it is only for transitional housing units.

You can see on the GMS that the 2 victims and 4 family members that were receiving transitional housing assistance are also shown as getting vouchers/rent subsidies for scattered housing units in Question 33.

This brings us to **Question 34**. Because you reported housing vouchers and/or rent subsidies we would expect to see that also reflected here under housing assistance. If we look at rent subsidy under the list of types of services we will see the two victims represented as well as the number of months that they received rent subsidies and the total cost of those subsidies.

Also when looking at Question 34 you can see there are other various types of services listed such as childcare, clothing, food, etc. This is where you will report all of the housing services provided to victims with grant funds.

Now we will move onto the Legal Services Section of Victim Services.

In this subsection only report on legal services provided with Tribal Governments program-funded attorneys, paralegals, and specially appointed advocates.

Only count a victim/survivor once for each legal issue that was addressed.

A couple of definitions to know –

A pending matter is one that is open as of the first day of the current reporting period; a new matter is one that was opened during the current reporting period.

Let's look at **Question 35**, Legal Issues. Here you can see the different types of legal issues that may have been addressed with your Tribal Governments grant. Only report a victim once for each legal issue addressed. However, a victim can be reported more than once under family law matters if more than one type of family law matter was addressed during the current reporting period. And to the right you will see that you will count each victim as either pending or new for the type of legal issue.

Questions 35A and 36 look at victims/survivors that received assistance with legal issues. Please provide an unduplicated count here. This means that if a victim was assisted with multiple legal issues count them once under Question 35A, and then again, once under Question 36.

Question 37 looks at legal outcomes. For all cases closed or issues resolved during the current reporting period for which services were provided by Tribal Government-funded lawyers, paralegals or legal advocates, report the number and type of outcome for each issue addressed and resolved. You will report the highest level of outcome for the case.

(Minute 42:30) Section D2 – Supervised Visitation

If your Tribal Governments Program funds were used to provide supervised visitation and/or exchange services to families during the current reporting period check yes and answer questions 38-44. Otherwise check no and skip to section E.

Question 38 looks at the number of families served, partially served and not served. So just like the victim services section you will count families that either did or did not receive grant-funded services that they requested.

Questions 39 looks at reasons families were partially served or not served. If you select that families were not served because they were not accepted into the program then you will have to list the number of families declined and the reason why in **Question 39A**.

Question 40 looks at demographics. Again, just as earlier in the Victim Services section, this looks at race, gender, age and other demographics of served and partially served victims. The difference here is that the totals are broken up into custodial parents, non-custodial parents and children. Again, very similar to what we looked at earlier.

Question 41 looks at the number of families by primary victimization and referral source. The column on the left shows the referral source and the top bar divides that referral source by type of victimization. The total at the bottom should equal the sum of 38A and 38B, those who were served and partially served.

Question 42 looks at services provided with Tribal Government funds. You can see the list of services to the left. Here you will list the number of families receiving this service as well as the number of times the service was provided.

Question 43 asks you to report the number of families whose services were terminated or completed during the current reporting period. If a family was terminated for more than one reason you will report the primary reason. If a family declined services then they should not be reported here. Also if one family member completed the intake but the other family member did not then they would not be counted on this form.

Question 44 is an optional additional information question. Here you can discuss the effectiveness of victim services, shelter/transitional housing services, legal services, and supervised visitation activities funded by your grant. So that's everything in Section D.

(Minute 45:25) Section E1 – Law Enforcement
Section E Criminal Justice System.

Section E1 looks specifically at Law Enforcement. You will complete this section if your Tribal Government Program funds were used for Tribal Law Enforcement activities during the current reporting period.

If you have an advocate employed by, or located at the law enforcement agency, but Tribal Governments grant funds are not supporting the law enforcement activities, you would not complete this section.

However, if you are funding a prosecution based investigator, you would report their activities here. So, thinking back to the beginning of this presentation when we talked about filling out the proper FTEs. We would expect you to fill out law enforcement FTEs if you are filling out this section of the report.

Question 45 looks at the types of law enforcement activities regarding sexual assault, domestic violence/dating violence and stalking.

Question 46 looks at the Victim referrals to victims services. Here you will count the number of referrals, however, when you report them on the form you are going to separate them by tribal victim services and non-tribal victim services. These numbers are not unduplicated so a victim could receive a referral to tribal and non-tribal victim services and be counted once in each of those.

Question 47 looks at protection orders. So, here you will report the number of protection orders that were requested and the number that were granted on the left. And, as you can see on the

GMS, the top row will have you further divide these numbers into temporary protection orders and final protection orders.

Question 48 is another optional additional information question.

(Minute 47:10) Section E2 – Prosecution

You will fill out this section if your Tribal Governments program grant funds were used for tribal prosecution during the current reporting period.

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

In this section, report on the cases that a grant-funded Prosecutor worked on. 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.

For **Question 49** report the number of cases received, accepted for prosecution, declined or declined due to jurisdictional limitations. These options are on the left column of question 49 and the top row asks you to distribute these numbers by type of crime; so you can see number boxes for domestic violence/dating violence, sexual assault, and stalking.

Cases listed in 49c and 49d2 should also be reflected in **Question 49A**, Reasons for declining cases. And here these reasons are also separated by type of crime and should reflect what was reported in Question 49.

For **Question 50** report the dispositions of cases resolved during the current reporting period by type of case and disposition. If a case is not yet resolved then you do not report that case here.

Question 51 is an optional narrative question where you can discuss any additional charges that may apply to the cases that were categorized as domestic violence, dating violence, sexual assault or stalking. The purpose of this question is to gather information on how often multiple crimes were present in the reported cases.

For **Question 52** you are looking at the number of survivor referrals, either to tribal victim services or non-tribal victim services. Again, this is not an unduplicated count so a victim could receive both and be reported as such.

Question 53 looks at the total number of temporary protection orders and the total number of final protection orders. Again, these are divided into the number requested and the number granted.

Question 54 is another optional additional information question where you can discuss the effectiveness of your grant-funded prosecution activities.

(Minute 50:15) Section E3 – Courts

If your grant funds were used for tribal courts during this reporting period you will check yes and answer questions 55-62.

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

Report by cases, rather than charges. 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.

If we go to the form, **Question 55** looks at the number of criminal cases. You are going to report the total number of new sexual assault, domestic violence/dating violence, stalking, violation of protection order, violation of bail, violation of probation, or violation of other court order cases filed during the current reporting period.

Question 56 asks you to report the disposition of sexual assault, domestic violence/dating violence, and/or stalking cases resolved during the current reporting period. And, as you can see on the reporting form, you will report these by number dismissed, number of deferred adjudications, number convicted and number acquitted.

Question 57 looks at judicial monitoring. Here you will report the number of sexual assault, domestic violence/dating violence and stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court ordered conditions, or for violations of those conditions. Here you will report the number of offenders reviewed and the number of review hearings that were conducted.

Question 58 looks at disposition of cases. Here you will report the number of sexual assault, domestic violence, dating violence and stalking cases in which there were dispositions of violations during the current reporting period. So the violation does not have to occur during the current reporting period, only the disposition. And a case may be counted more than once if there were multiple violations.

An important note for this section is that if a question does not pertain to your grant activities then you do not have to answer it. It is not uncommon for an organization to not be conducting all of these activities so only answer questions that correlate with your organization's activities.

Question 59 looks at victim or survivor referrals to victim services. These are divided into tribal victim services and non-tribal victim services and a victim can be reported as having been referred to both tribal and non-tribal services.

Question 61 looks at criminal protection orders. You will report the number of criminal protection orders requested and granted during the current reporting period.

Question 62 is an optional additional information question where you can provide details.

(Minute 53:40) Section E4 – Tribal Probation/Offender Monitoring

If Tribal Governments Program funds were used for probation during the current reporting period you will check yes and answer Questions 63-67.

Question 63 looks at the number of offenders. Here you will report the number of continuing and the number of new offenders by offense. This should be an unduplicated count. You will also report the number of offenders that completed probation and specify if it was with or without violations. The total number of offenders completing probation should not be higher than the number of continuing and new offenders in the first two columns.

Question 64 asks about monitoring activities. You will report the number of offenders as well as the number of contacts for each type of monitoring activity.

Question 65 looks at the disposition of probation violations. Here you will report the total number of sexual assault, DV and/or stalking cases in which there were dispositions off violations during the current reporting period. The violation does not have to have occurred during this reporting period, only the disposition. A case may be counted more than once if there were more than one violation.

Question 66 looks at referrals for victims to tribal and non-tribal victim services.

Question 67 is another optional additional information question where you can give more detail about your probation/offender monitoring activities.

(Minute 55:25) Section E5 – Batterer Intervention Programs

If Tribal Governments Program Funds were used for BIP activities you will check yes and answer Questions 68-71.

Question 68 asks you to report the number of continuing and new offenders in your BIP program.

Question 69 looks at outcomes. It is going to ask you to report the number of offenders who successfully completed the program, were terminated from the program and who returned to the program after termination. If you use the other box please be as specific as possible. If an offender is still in the program then you do not need to report that here.

Question 70 asks you to report the number of weeks that batterers are expected to remain in the program in order to compete it. Here you will report the length of weeks for BIP programs supported with grant funds.

Question 71 is an optional additional information question where you can provide more information.

Section F is the final section. First and foremost all grantee must answer question 72 each reporting period. **Question 72** looks at the status of the goals and objectives for your Tribal Governments Program grant. You will discuss the status of the goals and objectives for your grant at the end of the current reporting period as they were identified in your grant proposal. You will indicated if goals or objectives are in progress, delayed or have been revised. Here you can talk about your successes and challenges. If there are goals or objectives that have not been met, this is where you must provide an explanation as to why this is the case.

This question is the one that your Program Specialist will pay most attention to. They will use this question to monitor your grant funds, how they see the work you are doing, they may see that you are having issues in a specific are and provide you with technical assistance, etc. This is why it is really important to provide them with as much information as possible in this question so that they can ensure that your program is getting everything it needs so it can be successful.

Also note, the status of your grants goals or objectives will change from reporting period to reporting period based on how far along you are in the progression of those goals. If you have a goal or objective that you would like to change then you will need to talk to your Program Specialist. This is something that they will approve and then this is the question where you would discuss this.

Question 73 and 74 must be completed by all grantees annually so you will answer this question during your January to June reporting period though you are always welcome to report in it every reporting period.

Question 73 asks about remaining areas of need. Here you will discuss what you as see as the most significant areas of remaining need for victims and survivors. This question is where you will talk about challenges or barriers that are unique to your community. When answering this question think about geographic regions, underserved populations and service delivery systems. Think more global and less specific to your grant.

Question 74 asks you to discuss what your grant funds allowed you to do or maintain that you would not be able to without grant funds. This question will be more specific to your grant. You want to talk about what has changed in your community due to these funds. This is a question that we look at and use most often for our Reports to Congress and Summary Reports to OVW.

Question 75, 76 and 77 are optional. However, we do encourage you to use them in order to help us better understand your data or give us insight into your programs successes that may not be captured by the numeric data alone.

Question 75 asks you to write about non-tribal criminal justice dispositions.

Question 76 asks if you'd like to give us any additional information regarding the effectiveness of your grant funded program that the previous questions did not demonstrate. So here, it gives you the opportunity to provide much more detail.

Finally, **Question 77** is where you will provide us with any other information you want us to know about the data submitted. This is a great space for you to clarify any changes you would like us to make to the reporting form if the GMS did not allow you to report any numbers correctly. An example would be if you has a large community event with over 1,000 people and GMS will only allow you to fill in 3 character spaces, you can enter a 999 in that question but here in Question 77 you could explain what happened and on our end we could put in that 4 character spaces number. Really anything funky or weird can be addressed in this question and then we can go and fix it for you.

Now that you have filled out your form you need to validate it before you are able to submit it back into the GMS system. You are going to hit the validate button. Once you do that there are three possible messages that will pop up.

The first is a big red X. This is what we call a hard warning. This means that there is something in your form that the computer thinks is an error and it will not let you proceed until you correct it. We advise you to click "yes" and it will bring you to that spot on the form and you can fix it as necessary.

The next type of warning we call a soft warning. This is a yellow triangle with an exclamation point. This means that there is something on your form that the system thinks could be an error. However it could be accurate. It will still let you validate without correcting anything. We suggest that you click "yes" and review the issue just to make sure it is correct.

Finally, the last message is not a warning, but a message letting you know that your form has been successfully validated and is ready for your submission. At this point you are able to save your reporting form and upload it back into the GMS system.

Here is the Muskie VAWA MEI website (slide 48). Here you can look at sample progress reporting forms and instructions. We have training dates and materials. You can also take a look at our final Reports to Congress and Summary Data Reports. And you can also get OVW updates for reporting on our website.

If you have any questions about reporting we do urge you to give us a call or send us an e-mail (slide 49). Let us know what reporting form you are working with and we will be sure to connect you to the staff person that is most familiar with that form and its data.

If you have questions about your grant funds or if you need an activity or product approved you can reach your Program Specialist at the number on the screen.

Additionally, if you have any issues or questions regarding the GMS portal itself, GMS can be reached with the information on the bottom of the slide.

I'd like to thank you again for accessing this recording. I also want to reiterate that we are always more than happy to talk with you and answer any questions that you might have, and please do give us a call

Thank you!