

## Transcript of 10/26/2023 Webinar Announcing the 2024 Launch of a STOP and SASP Web-based Data Collection System:

Good afternoon, everyone, and good morning to those of you who are further West. My name is Ginger Baran Lyons, and I'm an associate director at the Office on Violence Against Women.

Before we get started today, I want to acknowledge that our colleagues in Maine who are leading the efforts that you're about to hear about today woke up to devastating news this morning out of nearby Lewiston, where there was a mass shooting last night. We decided together to move forward with this webinar as planned so that we can share helpful information with all of you. But certainly, we recognize that news like this can, it can hit close to home, like, literally and figuratively, and weigh heavily on hearts and minds. If anyone joining us today is just not feeling like this is where your attention can or should be right now, please know that there will be plenty of opportunities for you to get this information at some other time.

What we are going to cover today is a new performance reporting tool that OVW and our esteemed colleagues at the University of Southern Maine's Measuring Effectiveness Initiative are launching soon for STOP and SASP Formula administrators to collect performance report data from subrecipients. We've consulted some of you as we formulated this tool, and you can be sure that we will continue to consult you to inform other decisions that we make down the road. OVW and MEI agree that our key goals here are to create an easy-to-use tool that can help you collect, and help your subgrantees report, only the performance data that OVW needs so that we can simultaneously ease administrative burden on grantees and subgrantees while also enhancing the quality, utility, and timeliness of the data we collect. The funds that OVW disburses comes from taxpayer dollars and we give out these grants in order to help people make their communities safer. While performance data are valuable for a multitude of reasons, and performance reporting is a requirement that comes with federal funding, the reality is that when antiquated or glitch-ridden systems and overly onerous data requirements mean that an advocate in a small victims services agency somewhere has to choose between safety planning with a survivor and chasing down numbers that maybe don't have much use, or tinkering around in a PDF form that isn't working quite right, then that means that something really has to change. So this is the change we're working to get launched very soon.

In a moment I'll hand things off to Devon and Hannah from MEI who have been doing with their team all of the work to build this new solution that you'll hear about. But first I want to say thank you to Mackenzie and her colleagues at NCJFCJ for lending their services for this webinar, and also to my colleague Caitlyn Largent. Caitlyn is keeping the trains moving on time on the OVW side these days when it comes to our piece of the Measuring Effectiveness Initiative, so big thanks to her. Last and certainly not least, thanks to all of you for taking the time to be here today and thank you for everything that you do to support survivors and the people working on their behalf. With that, I think I'm handing it off to Devon.

#### SLIDE 1: (00:03:10)

Thank you very much, Ginger, both for the support and for the clear introduction and background. On top of everything else, I just got a notice that my internet is unstable -- I think I have it smoothed out, but if I start breaking up at all, please don't hesitate to let me know. I am going to briefly go over the key points of what Mackenzie was saying in her introduction since it seemed like some folks might've missed some of that. If you have a question, we ask that you use the Q&A pod, which can be found at the bottom of the Zoom screen to submit that question. If you need any kind of technical assistance, either your audio is not working or you have some kind of question about using the platform, please type into the chat and Mackenzie will be able to help you through the chat. So, I don't want anyone to miss a key point. But, as Ginger said, this whole thing will be recorded, and it will be posted to the MEI website following today. Possibly tomorrow, but if not, definitely sometime next week. It will also include a transcript. Don't worry too much, you're also -- as we'll talk about, there will be other resources coming, and we're happy to speak one on one with administrators to answer any questions if you think of one following today -- which I'm sure we will say again.

Welcome, everyone. Thank you for being here with us today. We are going to talk about the STOP and SASP progress reporting tool, which will be launching next year.

#### SLIDE 2: (00:04:56)

I am Devon Grayson Wallace. I am a member of the VAWA MEI team, the Violence Against Women Act Measuring Effectiveness Initiative, as is my colleague, Hannah Brintlinger. Likely, many of you have dealt with one or both of us as recently as a couple weeks ago, or earlier this year, between previous data collection efforts and the reporting back to you all that we do -- plus, technical assistance and cleaning. If you've met us before, I thank you for being here, nice to see you. And if you haven't, nice to meet you. Welcome.

Today's agenda, we are going to go over the new data collection process because, as likely has already become clear to you, this is going to be a process change. We're also going to talk about how you can get involved and how MEI will be soliciting your feedback as Ginger alluded to in her welcome. We're also going to talk about the exact changes to the subgrantee data that will be requested on the reporting for this year, calendar year 2023. But, don't worry, we'll also talk about how it's okay if your subgrantees don't necessarily have all of the information being requested. And we're also going to talk about some of the resources that will be available to you as administrators. You can think of today, this webinar, as an announcement webinar. We are really only intending to do an introduction to the coming changes and a broad overview. There will be many more in-depth resources, including in-depth trainings, to come early next year, which we will talk about again briefly today.

#### SLIDE 3: (00:06:53)

As I had briefly mentioned, Hannah and I are both members of the VAWA MEI team. We are ourselves a Technical Assistance grantee; we have an award to provide training and technical assistance as well as cleaning and analyzing data and reporting back to OVW. We, as part of this role, work closely with OVW, and all of the VAWA grantees, to document, measure, and report on the work of VAWA funded grants across the country and all of the territories. We, as the team, directly collect STOP and SASP subgrantee data. We do this on an annual basis. And we've done it for many years.

Our role is to support Formula administrators in understanding and completing the progress reports, both the administrator progress reporting forms and the subgrantee progress reporting forms. You can think of it as we are here to be the TA resource helping administrators help subgrantees. And we will go over the differences between administrator responsibilities and subgrantee responsibilities as part of today's webinar in case anyone listening is not already familiar and has not gone through this process before. One final thing. As a TA grantee ourselves, we are not JustGrants, we are not part of OVW, and we do not monitor grant-funded activities. Instead, our role, in addition to training and support, is to try to make sense of your data and ensure that all of the VAWA funded work being done is reported as accurately and as thoroughly as possible.

#### SLIDE 4: (00:08:49)

So, here is the timeline - part of the timeline - of the launch of this new web-based tool that Hannah will be telling you a little bit more about in a couple minutes. It is really a two-phase launch. The STOP and SASP subgrantee reports for calendar year 2023 - this year - will be submitted into the new web-based tool in 2024. These due dates have been moved back, which we have another slide that spells out very clearly. It's not, not going to be March 30<sup>th</sup>, it's been pushed back into June. But this first phase will be next spring 2024, of all STOP and SASP subgrantee data getting reported in this new web-based tool.

Phase two will be the state administrator reports. So, for calendar year 2023, aka, next year, when all administrators need to submit their administrator data, you will actually still be doing that into JustGrants, which we will talk about again in a minute. And it's not until the following year, 2025, that you will be reporting state administrator data into the new web-based tool. For all of you on the call who are a Formula grant administrator, it will be a two-part, two-phase launch.

#### SLIDE 5: (00:10:25)

Here is an overview of how the subgrantee reporting cycle works, has always worked, and will continue to work. The subgrantees submit their data directly to their STOP administrator or SASP administrator. The administrators are responsible for submitting that data to us at VAWA MEI. When we receive it, we work to help collect it, but once we get it all, we review all of the subgrantee data, which we often call "cleaning" the data, to look for any questions we might have about it. We look for anything that might be missing, anything that might be a typo or a mistake, if someone reported 1,000 program coordinators funded within one single subgrant, that's something we'll likely reach out about. So, we reach out to administrators with any questions about the subgrantee data submitted, and we work directly with administrators to resolve any of those questions or discrepancies.

Then we finalize the data and we submit it both to OVW and back to administrators. We submit it in the form of dashboards, which everyone should have received just a couple weeks ago for the previous set of data we cleaned, the 2022 data. And so, if you didn't, you can reach out to me directly because I'm the steward of ensuring that all gets back to you all. We also hand back to you a full data file, an Excel file that contains every record that we received. And then -- we give the same data to OVW, and we also submit data to OVW in the form of the Biennial Reports to Congress, which you can find on both OVW's website and our MEI website.

#### SLIDE 6: (00:12:25)

Then there is the administrator reporting cycle. All of the administrators, both STOP and SASP, must download the administrator reporting form from the VAWA MEI website. That is, then you fill it out, it's a fillable PDF, save it, and submit it into JustGrants. That is how you fulfill your reporting requirement as an administrator by submitting the PDF directly into JustGrants. From JustGrants, that data goes to OVW, and we actually get it after that, which is so that we can include it in those Biennial Reports to Congress.

#### SLIDE 7: (00:13:08)

The due dates. So I alluded to the typical due dates being moved back a couple slides ago. So, typically, they're due in March of each year for the previous year's data. But because of this process change, both

dates, the administrator form and the subgrantee data, have been pushed back to June 30th, 2024. All administrators will have an extra bit of time to learn the new system, make sure you're using it properly, and submit your data by June 30th. So, STOP Formula administrators will be asked to submit subgrantee data directly to VAWA MEI via the new progress reporting tool by June 30th. And then administrators will need to download their reporting form from the MEI website and submit it as an attachment in JustGrants by June 30<sup>th</sup> of 2024. As a reminder, when you go to do that, current reporting period will always refer to January 1st through December 31st of the calendar year that just ended. Even though the due date has been pushed back to June 30th, you will still only be reporting on January 1st [through December 31<sup>st</sup>] for subgrantee data as well as the administrator's data.

#### SLIDE 8: (00:14:35)

Okay. Admin responsibilities. These have not changed. The things that administrators, both STOP and SASP, are responsible for are: answering subgrantee questions about how and what to report, collecting your state or territory's subgrantee data from all subgrantee agencies, -- excuse me -- reviewing each subgrantee report and addressing any errors or misunderstandings that you find or notice with the subgrantee, and then submitting the subgrantee data which you have now approved of to us at VAWA MEI. If you are ever unsure about how to answer a subgrantee question, please reach out to us. Hannah and I and the rest of our team at VAWA MEI are more than happy to speak with Formula administrators in any state or territory about the nuance of a question, or how Formula grant-funded activities can be represented as thoroughly and accurately as possible within these subgrantee questions.

One note. Sorry. One note is that we suggest choosing a due date for your subgrantees to give yourself enough time to review the subgrantee progress report data before you have to submit it. Some administrators choose to have subgrantees submit their subgrantee data to them a couple weeks ahead of time, some a couple months, as I understand it. Just think about how much time you need and the type of review that you can and want to do and set a specific date for your subgrantees.

And, finally, this isn't really on here. But in the subtext of reviewing each subgrantee report, administrators are responsible for ensuring that the subgrantee reports are complete - as in they're not blank - and that all of the data that needs to be represented there is, such as point of contact, the key grant-funded activities and, additionally, that subgrantees understood how to capture their STOP or SASP subgrant funded activities. And, with that, I'm going to pass it over to Hannah.

#### SLIDE 9: (00:17:05)

Thank you, Devon. Before I get too in depth on what is on the screen, I want to talk about the tool itself and what it is and what it is not. And the tool that we are working on building right now is not a data storage system. This tool is going to be for collecting, reviewing, monitoring, and submitting subgrantee

Formula data at this point. And, so, state administrators will need to run their own subgrantee award tracking systems separate from the tool. You all, like Devon said, will need to have your own process of how to go about collecting the data, and hopefully this tool that we are building makes that process go more smoothly, and you will have greater ease with this. So, this is not a tool for state administrators to collect data from subgrantees on a quarterly basis or anything like that. State administrators will be granted, or invited, to create an account within this system. And once you have received an invitation from MEI, you will set up a password and you will be granted access to your state's dashboard.

Subgrantees will not have their own accounts. Subgrantees will essentially be filling out an online form, or survey, that they can save and return to that you are sending to them, essentially. And for state administrators in the new system, you will be able to generate a blank subgrantee form link. If you are a STOP administrator, you will log into the system, create a link for your state for your program, and you will use that link and send it out to your subgrantees to fill out. The subgrantee can click the link and be brought to a blank form that will be traced to your state. You will see as soon as a subgrantee begins to fill out a progress report, and so you can monitor the status of the reports that are being worked on and collected. And, so, you will see the ones that are in progress, the ones that have been completed and are ready for your review. You can create individual links for individual subgrantee reports if for some reason a subgrantee is not able to access the report they started. We'll go in depth at a future webinar of how all of these features will work and how you can use them. But right now, just letting you know what you can do.

You will be able to download the reports, the data directly out of the system, which is important because, as I noted, this will not be a data storage system. This is a place for collecting and submitting the subgrantee data to MEI at this point. And, so, with that, you will be able to remove or delete any subgrantee reports that might have been started in error, or were an accident, or are duplicates. And then, like I said, you'll be able to submit the data directly to MEI.

I see that there is a note about some images of the links or the forms or how it will all work would be really helpful. And I agree, and I apologize that at this point we don't have that to share. I can promise that it will -- oh. Did you try to say something, Devon?

Nope. I just marked it as being answered live. Sorry.

Oh. It's something that we will have available in our future webinars when we go over what the system, how the system will work. Similarly, we do plan on having a recording of us going through a video on our

website, going through the forms question by question detailing how to answer every question on both the STOP and SASP forms, and we will be doing that in the system. So that will be another opportunity for you to see what it would be like to fill out the progress report, and it will be a resource you can share with your subgrantees to see what it will be like to fill out a progress report. In the system, state administrators will be able to request data, monitor the data, approve the data, submit the data. Hopefully it's one place for you to be capturing that and collecting it.

#### SLIDE 10: (00:22:38)

Subgrantees will be able to access a blank report via the link that's provided by the state administrator. Subgrantees can no longer go to the MEI website for the report they need to fill out. They need to be accessing the actual report via the link you send. They are able to save their progress, exit, return at a later point -- so, everything's being saved in the system. They can have more than one person access and edit the progress report at once. And, so, if they have a grant partner who needs to fill out one section, they can send a link to that grant partner, and they'll be able to access that. The subgrantee can then submit the progress report data directly to their state administrator. You will be able to see when it is completed, and that it's ready for your review.

One of the other things that I think is worth noting is that in our system, we are building the validation checks into when the form is being filled out. If you are an administrator who has been around for a while and are familiar with the requirement to make sure the fillable PDF was validated, that is not something that you will need to worry about directly. And, instead, you will need to focus on making sure the data that you expect to be in the reporting form is there and that it looks accurate and reflects what you expect. And, so, no more making sure that the total number of demographics matches the total number of victims served. That is going to be taken care of before the data is sent to you.

#### SLIDE 11: (00:24:53)

How to get involved. And so, as was talked about, MEI will be doing user testing in early 2024. And, so, we will be asking state administrators to provide feedback on the tool and how it's working for them since this is really a tool for you at this point in collecting and reporting the subgrantee data. And, so, MEI will send an email to the Formula administrators with an invitation to become a user tester early next year. It's something to be on the lookout for, and we're excited to get your direct feedback on. So, please consider being a tester. This is your opportunity to make sure that the system will work for you and your subgrantees. So it would be great if you can -- if you could get involved.

I want to pause and see if there are any questions. I haven't been looking, Devon, or anybody, please use the Q&A pod to ask your questions. That was a very quick overview of what the system is. And so I want to make sure that that's clear before I move on to the changes to the progress reports.

Yeah, thank you, Hannah. We did get a couple questions that I think are probably on multiple people's minds. So, one of them is one that you did touch upon briefly, but I just want to reiterate it in case anyone missed. Someone asked, can state administrators have more than one log-in for their staff, and the answer is yes. There can be multiple accounts. I'll let you say this out loud, Hannah.

Yeah. You're right, yes. So there can be multiple accounts for one state. And, so, we will work with you all on who needs to have access. We have a contact list now, since Devon has just sent out the dashboards, and so we will be working on getting access to those who need access. And if it's beyond those individuals we've been in contact with, just let us know. And both of you, or multiple people, can see the dashboard at once. Similarly, like I said, with the subgrantee -- the reports themselves, more than one person can be working on a single report at the same time.

Thank you, Hannah. Another question that I think would be good for you to answer aloud in case anyone missed it is someone asked if the new system will have any, what they call "fail-safes" built in similar to the current validation system of error and warning messages.

Yes. There will be -- as data is being entered into this system, if there is an issue or concern with how it's lining up or if a question is required but it wasn't answered, they or you would be told immediately this question is required, and so it can be addressed then, and then also before the data gets submitted to the state administrator, before the subgrantee form can be considered complete, it will do a final check of those validations that are built into this system. And, so, all of those will need to be met before it can be successfully completed.

Yeah, go on.

I saw that there was a question of, "what will the advantages of the new system over the old system, and why was the modification needed?" I think for all of the reasons that Ginger talked about at the beginning of the webinar, this will provide ease in making changes to the data that needs to be requested, and also in the technology itself. The fillable PDFs have been a barrier for many people when it comes to filling them out and submitting them -- the forms often become corrupt or data is not being saved. This will hopefully prevent a lot of technological issues in that realm. And if Devon or Ginger want to speak to the other hopes of this system, please do -- I'm sure it'll be a learning curve.

Ginger, I see that you are on video. If you wanted to hop in, feel free.

Um, I think you covered it quite well. Is there something that we missed?

No, I think that's great. I was just going to prompt Hannah that another one, perhaps you could answer aloud, is the question about if we can access previous years' data.

Great question. As I said, this system is not a data storage system. So, it will not contain past year's data. And -- no. If you need access to previous years' data, reach out to Devon, she will be able to hook you up with that. Ideally, this will make the reporting in of the data go more smoothly, so then we can clean it and get it back out to all of the state administrators, and also OVW, in a more timely manner so you can use it.

And I will -- I see we have a question that asks about if administrators will still get the data back from MEI, and I can assure you that, yes, administrators will still get your state or territory's data back from MEI. And we are hoping that at least after the first year, it will be able to be given back to you more quickly because we'll hopefully be getting it in a sort of smoother, faster way than currently works with the fillable PDF forms that we know are somewhat of an outdated, potentially challenging technology.

I see a note about some appreciation of the transition to a new online system and some, I think, apprehension around us getting it out on time and it rolling out smoothly. And I think those concerns make sense. And, Ginger, if you have something to add to it, you certainly can. I just want to say we are taking the approach of, this is why we're doing it in multiple phases. And so the first one focusing on the subgrantee so that we can really build a foundation that can be improved upon, and have version 2.0 in 2025, so that we're continuously improving it.

Thank you, Hannah. I'm sorry if I'm having trouble tracing certain comments and questions. But I did want to read out loud a comment that was -- that Devon just shared with me that I know came from one of the participants. And I appreciate an opportunity to hear that and to share some thoughts back.

This person said, "you work so hard, but I am worried as a person who is still finishing making a grants management system that the optimism of launch date sometimes makes us feel like we need to 'fly the plane while we are building it.' I appreciate that you are going to be transitioning to an online system but not getting the feeling that it's ready to launch. I wish it was a data storage system, too."

My understanding is that we are on schedule for this launch to go smoothly, and actually the reason why we extended the deadlines out by two months was to really make sure we put some padding in there

and made sure that folks have the resources and the training and the time they need to get acquainted with this new tool, which we anticipate being easier to navigate than the old way of doing things. We're here right now with our timeline in place. If something changes and we have reason to think we need to push that deadline out more or ramp up TA, we'll be right there ready to hear the feedback and ready to respond and change course and make sure that everybody's needs are met. So I appreciate your concern, but also can say that we can be flexible and we want to support everybody in being successful in using this tool.

And I hear about wanting it to be a data storage system too. And I just have to say that we have been without resources or services from the Department of Justice side to move into more modern technology and provide our grantees with tools that are less cumbersome, and work better, and make sure that we all have data on time. I will just share that to take -- to add one data element to those PDF forms, we get charged at least \$20,000 at OVW. And it takes a year. I can't explain that. I can't justify that. But that's why we haven't been editing those forms because that's money that comes off the top of the programs. And I consider it unacceptable to put that volume of cash towards a system that isn't working.

So we decided to kind of start from square one here and think outside the box, like, what can we do in the absence of something that's working. And this launch point is, this is to meet the basic immediate need, and I think we can look at what makes sense and where we can go from there and what resources are available to do that. So it's only going to be going up and better from this initial launch point. So I don't mean to be dismissive of the person who shared those concerns. I think that's honest. I think we've all had some difficult journeys with technology and grants lately, so, I hear that. But I want to reassure you that I feel confident this is all going in a very good direction.

Thank you, Ginger. I think, tagging off of that, somebody was asking if there is a way for administrators to download the data to save or store it. I think we touched on a bit before, this is not a data storage system, but you will be able to get the data out of this system. We're building it in so that the subgrantee can download their report, and the administrator can download the data that they are going to submit to MEI, so you immediately have it.

It looks like Lana had a question, and I believe I succeeded in unmuting from this side. Lana, if you wish to put it in the chat or share it verbally off mute, that's fine.

I do think, Lana, you need to unmute yourself. I don't think we're able to unmute you from our side.

Okay, understood. Thanks, Lana.

In the interest of time, I know we still have a bit of time left. But I wanted to make sure that we have some space to go over the changes to the progress reports, and what that all entails. But please keep the questions coming related to the system or anything else, and we'll address it either, you know, in written form and then once I get through some of the form changes, we can talk about those questions and answers out loud.

#### SLIDE 12: (00:37:54)

Okay. So, updates to the progress reporting forms themselves. The 2022 VAWA reauthorization expanded some OVW grant programs, it revised or clarified certain definitions and grant conditions that cut across programs, so both Discretionary and Formula. And because of these changes, OVW revised the STOP and subgrantee annual progress reports to reflect the changes made by VAWA 2022, and to also improve the quality and utility of the data that's being collected. And, so, we are not going to go over the forms changes in detail. We will not be going over question by question. And if you would like to access the new sample forms for both the STOP and subgrantee annual progress reports, those sample forms are now available on our website for your review and download. And, so, please access those and know that MEI will be putting together detailed training videos in the coming year of how to respond to each question that you and your subgrantees can access.

I also want to note that it's okay if your subgrantee cannot answer all of the newly requested information. What we ask you to do is support them by doing the best that they can while ensuring that they have adequate source documentation for what is being reported on in the forms themselves.

I will note that there were changes made to almost every section of the reporting forms, for both STOP and SASP. In most instances, the sections were reduced, and hopefully you see them as also simplified. There were, or are, some new questions added to a few sections of the forms. And, so, I will go over some of those changes.

#### SLIDE 13 (00:40:15)

But please access the sample forms on our website. And know that the detailed instructions will be coming in the next few days on our website, so we will have a separate instructions document with the sample forms. And that there will be more resources coming.

#### SLIDE 14: (00:40:36)

So, this slide details some changes that affects both the STOP and the SASP subgrantee progress reporting forms. In the victim services section, where it is asking about victim demographics, there were some updates made to both the race and ethnicity categories as well as the gender categories. The

gender categories have been entirely redesigned. So this slide presents the comprehensive list of the gender categories that are, or will be, available, but only the new race and ethnicity categories. So, Middle Eastern or North African, and People of a race, ethnicity, or origin not listed were added to the race/ethnicity categories and the gender categories are as listed on the screen.

An important note that was an update for these new forms is that victims can now be counted under more than one gender category on the reporting form. For example, if a victim identifies as both a woman and transgender, you can report them, or the subgrantee can report them, in both of those categories. If anybody has any questions related to those changes, please feel free to chat them or reach out to us directly.

#### SLIDE 15: (00:42:12)

This slide is about STOP specifically. The 2022 reauthorization added for new purpose areas to the STOP Formula program. I am not going to read all of these, but I wanted to note that some changes were made to the form because of these. So, for example, the second bullet here, the addition of supporting culturally specific victim programs to respond to female genital mutilation/cutting. Because of that addition, there was a new primary victimization added to the victim services section. So, there were other changes because of these, but that's one highlight.

#### SLIDE 16: (00:43:00)

For the STOP subgrantee progress report, these are some additional sections that had high level or bigger changes to them that we thought were worth noting right now. This does not detail all of the changes to the forms, so just note that there are more. The training section has both been simplified and expanded. So subgrantees will now report on live training events that were supported with STOP funds, and also we ask to report on if STOP funds supported the development of any asynchronous training materials.

The community education and public awareness section -- this used to just be called education.

Subgrantees are being asked to report on live education events like they always have been, but now they are also being asked to report on the development of any public service announcements or social media content with STOP funds.

Like I mentioned before, the victim services section had the primary victimization of female genital mutilation added, per the reauthorization. And another notable change is that the law enforcement section has been reorganized and is now called case investigations, and it includes some new questions related to sexual assault kits and support for victims. There were some other minor changes within there, but those are the big ones.

SLIDE 17: (00:44:43)

The SASP 2022 reauthorization, jumping to that form, clarified that intervention and related support may include direct payments to victims. And, so, there was an additional category added, a service category, into the victim services section related to direct payments and financial assistance. As well as there was a change or clarification that VAWA programs that fund victim services can now provide grant-funded legal services. So SASP had a legal services section added so that the SASP funded work of attorneys and paralegals can be reported there.

Now, that's not to say because these were added to the form that subgrantees should be reporting here. Subgrantees should be reporting in the sections if they have been approved to be using their grant funds for these activities. Again, that's high level, and, so, I would just like to reiterate that across all areas of the reporting forms, we aim to reduce what's being requested and simplify what's being asked for, and that it's okay if subgrantees don't have all of the newly requested information. Do the best that you can in supporting them and ensuring that they have adequate source documentation for what they are reporting.

The STOP and SASP forms are available on our website right now, or sample forms. These are documents that outline what questions will be included in the new system going forward. So, download those, review them, let us know if you have questions about what's being asked for or how to report. And feel free to share those with your subgrantees as well. I will pause here and ask, Devon, if there's any questions we should answer related to the forms or the system itself.

Yeah, thanks, Hannah. We got a question asking -- I'll just read the question. "We currently require that our subgrantees submit the PDF report in January. Should we tell them to hold off and wait for the new system?" Now, I could certainly dive into this, but I will pause and see if either of you want to kick it off.

Do you mean me, Devon? I'm happy to take that, if you'd like. So, the expectation is that the data come, are submitted, in this new system. So, if there is a reason to be collecting the PDF from subgrantees outside of getting data to MEI and to OVW, then that's within your program to decide. But the expectation is that we get the data in this new tool, so it might make more sense to postpone that if that's doable and of interest.

We'll add too that if for some reason you decide to collect that data in January and you don't want to request for them to fill out the -- in the tool for submission, and instead you would prefer that you just take that information you collected and fill out the forms themselves in the new tool, you will have that

option. You can access the blank form using the link generated by your dashboard to report on that information in the tool. So that's an option or will be an option.

Thank you both. I think I'm going to -- oh, wait. We got a follow-up question.

Right. "If we had a subgrantee whose contract ended in June and we have the report on file, we can enter it manually in the system?"

Yes, you will be able to, as the state administrator, generate a form, and then enter that data into the system. And, again, since you're using a progress reporting form, the old one, to report on in this new system there will be information in the new system that you will not have, and that's okay. If you come across instances where the report won't validate because you don't have that information, reach out to us and we will help you, you know, figure out how to move forward at that point.

Ginger, did you want to add anything before I move us forward?

[SLIDE 18: \(00:49:47\)](#)

Thank you both. And thank you, everyone, for the questions. We knew there would be questions, and we anticipated most of these. And it's great to have such an engaged audience. And I noted some folks in the chat expressing enthusiasm. And I'm really glad to hear that. We're certainly excited in case you could not already tell.

So, here is the overall timeline. As one of us, I think, already mentioned, we will be conducting user testing, at which point we will be inviting administrators to actually log in and use the system so we can be sure to fine-tune it as we get closer. And so that user testing will occur in January and February of 2024. So, if that's anything you're interested in, please feel free to reach out to us. You can contact us through our general VAWA MEI inbox, but I think we will put one of our email addresses in the chat at some point for anyone interested.

There will be live webinars, separate ones, next time for STOP and for SASP that walk through the overall reporting process as well as the questions in the subgrantee progress reporting forms in April of 2024. At the same time or around the same time, there will be videos available on the MEI website that not only go through every question on the subgrantee progress reporting forms, but also actually show you what it will look like. And that is something that you will be able to share with your subgrantees, if you want. It will be transcribed and posted to the MEI website in the spring when we can include those real time

views into the new system. It will be very parallel to the videos that used to be on our website that went question by question through the old fillable PDFs.

The state administrators will all be granted access to the web-based reporting tool in May of 2024, and the subgrantee data will be due, will need to be submitted, by June 30th of 2024.

#### SLIDE 19: (00:52:14)

Here is that website we're referring to. This is a good place to keep an eye out for updates. It's where the sample forms are already available for both the STOP subgrantee and SASP subgrantee data. Now, they're not fillable PDFs, because they will not be able to be submitted to us with data in them. But they do outline every single question for both STOP and SASP. The MEI website is also where you will download the administrator form for both STOP and SASP. As I said, this is where the closed-captioned videos will go, and I will link again right now in the chat to the exact web pages where the sample forms are already posted. There you go.

If anyone has any questions, when you get there and start looking at it, please feel free to reach out to us for one-on-one technical assistance, that's what we're here for.

#### SLIDE 20: (00:53:20)

We're going to talk about other resources available to you. One of which is the awesome ALSO STAAR Project. This is the TA provider for STOP, and they very graciously helped us get the word out about today's announcement webinar. So thank you ALSO STAAR -- I know some of you folks are on the call right now and we really appreciate your assistance in getting the word out. If you have any sort of content implementation type questions that are not questions for OVW, it's likely that ALSO STAAR can help you with that.

#### SLIDE 21: (00:53:59)

If you have questions or need technical support with your JustGrants account. So this is if you have trouble getting in or you, I don't know, are having difficulty submitting your administrator report into JustGrants, you want to reach out to the JustGrants technical support. Here is their phone number, as well as their email address, and they have some really good videos on their website that walk you through how to upload your forms into the JustGrants system.

#### SLIDE 22: (00:54:33)

If you need to verify grant supported activities, or you have any questions related to statutory requirements or what can and can't be funded with STOP or SASP grant funds, anything like that to do

with sort of the authorization side of things, that is a question for OVW, your OVW grant specialist. And, so, here is the phone number that you can use if you don't already have a direct line to your program specialist, and there are also lots of resources on the OVW website.

SLIDE 23: (00:55:12)

Finally, you can call us if you have questions on the content of the administrator reporting form, if you want to walk through what the questions are asking, or any content related questions on the subgrantee sample progress reporting form. You can reach out to us over the phone or via email. There is also a contact us form on the MEI website that you can use to submit a question and we're happy to speak with you via email, talk to you over the phone, or set up a Zoom call with you to walk through your questions. Ginger very generously put her email and telephone into the chat as well. And for anyone listening, but not able to read along in the chat, she says, reach out any time if she can help with questions about plans -- re: this new tool.

Thanks, Devon. Yes, I put my contact information there. I imagine for some of you this is just the first batch of information you're getting about this. You might have questions that come up once we've gotten off the webinar, or once you kind of talked with your colleagues, maybe they have some questions. So the MEI team and I and my colleague Caitlyn are really happy to answer these questions and talk things through as they come up.

Thank you, Ginger. I do want to take a moment to answer a couple other questions we just got out loud to ensure everyone hears the answer. So, the recording of today's webinar will be posted to the MEI website sometime next week or sometime within the week. It will include a transcript. The slides from today's webinar will also be posted.

Something just changed for me -- sorry, folks. We had another question that came in through the Q&A that I wanted to -- ah-hah. Someone else asked, "will we still be reporting on a calendar year basis after the changes?" And the answer is yes. Even for that report that's due in June, please report for the calendar year of January 1st, 2023, to December 31st, 2023. So even though the due date has been pushed back into June, the reporting period stays exactly the same, and it will continue to stay the same of calendar year each year.

The slides will be available for download right now in the chat. But, in addition, we will send them out when we get the recording up on our website. We'll send out an email to our current STOP and SASP administrator email list with the link to the recording of today's webinar, as well as the slides and the transcript.

We have another question about referring subgrantees to VAWA MEI. And I imagine Ginger might to hop onto that, but, in general, we here at MEI, our role is to support administrators. And, so, any administrator with a question about how to support their subgrantees, how to interpret a question on the subgrantee form, anything like that, technical questions, we are here to help with that. However, it is not within our responsibilities, or I'll just stop there. Ginger, you can take it from there.

No, that's absolutely correct. Of course, there's ample resources and materials all on your website that anybody is welcome to go check out. But MEI's role is to provide training and technical assistance to administrators so that they can advise subgrantees accordingly.

Thank you, Ginger.

SLIDE 24: (00:59:08)

I think I've caught up with the questions that were not already answered in the Q&A pod. But I will -- I think I went too far. Sorry, folks.

SLIDE 25: (00:59:27)

If anyone else has additional questions, I'm going to stop talking and focus on the questions in the Q&A pod. In case anyone is about to hop off here, thank you very much for joining us. But for anyone who has got questions, please feel free to keep them coming. And between Hannah, Ginger, and I, we will continue to answer them.

Before we go any further, I do want to say thank you to everybody for your time, thank you for all the work that you do to make VAWA-funded life-saving services and justice solutions happen in your states. I'm going to stay on as questions come through. Oh, and thank you so, so much, team MEI for your creativity and ingenuity and hard work to make this resource. I'm going to stay on to continue answering questions to the extent that I'm able. And I did want to jump back to the question about whether it can hide certain sections from them. Let's talk about that as a question down the line. But there are going to be, like, the logic, the branching, and skip patterns. But to the extent that some of your experiences, an administrator might inform some of the, like, validation codes that people get, I think we'd be interested in hearing what some of your experiences are.

We got a question about the reporting date. So the reporting due date will be June 30th, 2024, but after that it will go back to March 30th of each calendar year. It's only for the first year of this new system to accommodate the additional time to get the word out, and make sure that people have access, administrators have access to the new system, that the due date has been pushed back.

Yeah. Someone else asked, again, about the due date and the timing. Administrators will have access to this new tool in May of 2024. And at that time administrators can also have subgrantees getting into the system or could have already collected data from their subgrantees -- I know administrators do it differently in each state and territory -- and it is the expectation and hope that the administrators will then submit all subgrantee data to VAWA MEI by June 30th. And so we encourage you as an administrator to log in as soon as you are granted access so that you can start playing around in the new system, exploring it, and reach out to us if you have any questions or are looking for any specific support about how to navigate the new system. But the June 30th is for the subgrantee data to be submitted to MEI via the new tool, regardless of who enters it. And, at the same time, the June 30th deadline stands for all administrators to submit the administrator report into JustGrants. And I hope that clarifies it. But feel free to reach out if you have any further questions, and if you want to talk one-on-one with any of us feel free to follow up after today.

I see a question came in. "Will there be the ability to kick forms back to subgrantees for revision?" There will be a way, yes. So, in the system, you will review, the state administrator will review the reports. And then you as the state administrator can indicate that a change request is needed. And then that will give you a link, and you will need to then take that link and send that to your subgrantee outside of the system. And so you will need to be communicating with your subgrantee externally. But the system can be used as a tool for you to track and to indicate what forms need to be edited, or if they're approved, et cetera.

Thank you, again, everyone, for joining us this afternoon, and in particular thank you so much for joining us, Ginger. It's always great to have you, but particularly to have you share out your OVW take for everyone. Thank you very much to TA2TA and Mackenzie for hosting us today and getting everything all set up for this afternoon's webinar. Thank you to all of our translators and interpreters who helped us ensure we could reach everyone who registered for today's event. And thank you, again, to all of you participants who called in and gave us your full attention for the last hour, plus. It's great to have you and wonderful to hear the questions and particularly the enthusiasm. Thank you.

Thank you so much, everyone.