

## U.S. Department of Justice Office on Violence Against Women

# Semi-Annual Performance Report for the Electronic Service of Protection Orders Pilot

### Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Electronic Service of Protection Orders Pilot Program. A report must be completed for each grant received. Grant partners may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All grantees must complete the required sections. Required questions are marked with an asterisk (\*). For all other sections, grantees must answer an initial question about whether they used Electronic Service of Protection Orders Pilot Program funds to support certain activities during the current reporting period. If the response is yes, then the grantee must complete that section. If the response is no, the rest of that section is skipped.

The activities of volunteers or interns should be reported if they were coordinated or supervised by Electronic Service of Protection Orders Pilot Program-funded staff or if Electronic Service of Protection Orders Pilot Program funds substantially supported their activities.

For further information on filling out this report, refer to the separate instructions, which contain detailed definitions and examples.

### Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the

Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

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## General Information

*All grantees must complete the General Information section.*

**1. Date of report**

**2. Current reporting period**

**3. Grantee name**

**4. Grant number**

*The federal grant number assigned to your Electronic Service of Protection Orders Pilot Program grant.*

**5. Type of performance report**

- Final
- Regular

**6. Point of contact**

*Provide information for the person responsible for the day-to-day coordination of the grant.*

- First name
- Last name
- Agency/organization name
- Address
- City
- State
- Zip code
- Telephone
- Email

**7. Is this a faith-based organization?**

- Yes
- No

**8. Is this a culturally-specific community-based organization?**

- Yes
- No

**9. Does this grant specifically address and focus on tribal populations?**

- Yes
  - If yes, which tribes/nations?
- No

**10. Does your grant support the creation of products in languages other than English or provide services in languages other than English?**

- Yes
  - If yes, what languages?
- No

**11. What percentage of your Electronic Service of Protection Orders Pilot Program grant was directed to each of these areas?**

*Estimate the approximate percentage of funds (or resources) used to address each area with your Electronic Service of Protection Orders Pilot Program grant during the current reporting period. The grantee may choose how to make the determination of how to calculate this. Grantees should consider training, staff time, victims services, etc. when making this determination.*

*Throughout this form, the term **sexual assault** means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent. The term **domestic violence/dating violence** applies to any pattern of abusive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. See separate instructions for additional victimizations and more complete definitions.*

|                                   | Percentage of grant funds |
|-----------------------------------|---------------------------|
| Sexual assault                    |                           |
| Domestic violence/dating violence |                           |
| Stalking                          |                           |
| <b>Total (must equal 100%)</b>    |                           |

## Staff Information

**1. Were Electronic Service of Protection Orders Pilot Program funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?**

- Yes
- No

**2. Staff**

*Report the total number of full-time equivalent (FTE) staff funded by the Electronic Service of Protection Orders Pilot Program grant during the current reporting period.*

- *Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).*
- *FTEs should be prorated to reflect when a staff person did not work-full time and/or when was not 100% funded by the Electronic Service of Protection Orders Pilot Program grant for the entire reporting period.*
- *Report staff by the function(s) they performed, not by title.*
- *Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.*

| Staff Function   | FTE(s) |
|--|--------|
| Abuser Intervention Program staff                              |        |
| Administrator  |        |
| Attorney <i>(does not include prosecutor)</i>                  |        |
| Counselor  |        |
| Court personnel  |        |
| Information technology staff                                   |        |
| Investigator <i>(prosecution-based)</i>                        |        |
| Law enforcement officer  |        |
| Legal advocate <i>(does not include attorney or paralegal)</i> |        |
| Outreach worker  |        |
| Paralegal  |        |
| Probation officer/offender monitor                             |        |
| Program coordinator  |        |

| Staff Function   | FTE(s) |
|--|--------|
| Prosecutor   |        |
| Support staff  |        |
| Trainer  |        |
| Translator/interpreter   |        |
| Victim advocate ( <i>non-governmental</i> )  |        |
| Victim assistant ( <i>governmental, includes victim-witness specialist/coordinator</i> ) |        |
| Other (specify):   |        |
| <b>Total</b>   |        |

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## Coordinated Community Response

### 1. Coordinated community response activities

*This question is required. Select all agencies/organizations that you provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. If Electronic Service of Protection Orders Pilot Program-funded staff participated in a task force or work group, check all attendees.*

| Agency/organization   | Provided referrals to/received referrals from, met with, or engaged in consultation with |
|---|--|
| Advocacy organization   |  |
| Abuser intervention program   |  |
| Corrections ( <i>probation, parole, and correctional facility staff</i> ) |  |
| Court   |  |
| Domestic violence organization  |  |
| Educational institutions/organizations                                    |  |
| Faith-based organization  |  |
| Governmental agency   |  |
| Health/mental health organization   |  |
| Law enforcement   |  |
| Legal organization  |  |
| Prosecutor's office   |  |
| Social service organization ( <i>non-governmental</i> )                   |  |
| Tribal government/Tribal governmental agency                              |  |
| Other (specify): _____  |  |

### 2. Discuss the effectiveness of CCR activities funded or supported by your Electronic Service of Protection Orders Pilot Program grant and provide any additional information you would like to share about your CCR activities.

## Policies and Legislation

**1. Were Electronic Service of Protection Orders Pilot Program funds used to develop, substantially revise, or implement policies or protocols or to develop or promote State, local, or tribal legislation and policies during the current reporting period?**

- Yes
- No

**2. Type of organizations/agencies in which policies or protocols were developed, substantially revised, or implemented**

*Indicate the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using Electronic Service of Protection Orders Pilot Program funds during the current reporting period.*

- Courts
- Law enforcement
- Legal services
- Probation, parole, or another correctional agency
- Prosecution
- Victim services
- Other (specify)

**3. Describe the protocols and/or policies developed, substantially revised, or implemented with Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

## Products

- 1. Were Electronic Service of Protection Orders Pilot Program funds used to develop or substantially revise products during the current reporting period?**

*Select yes if Electronic Service of Protection Orders Pilot Program-funded staff developed or revised products or if Electronic Service of Protection Orders Pilot Program funds directly supported the development or revision of products.*

- Yes
- No

- 2. Describe the products developed or substantially revised with Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

*Describe what type of product it was, the title/topic of the product, as well as its intended audience. Also provide information on if the product was translated into a language other than English (including Braille).*

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## Data Collection & Communication Systems

- 1. Were Electronic Service of Protection Orders Pilot Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?**

*Select yes if Electronic Service of Protection Orders Pilot Program funds or Electronic Service of Protection Orders Pilot Program-funded staff were used to develop, install, or expand data collection and/or communication systems.*

- Yes
- No

- 2. Indicate the use of Electronic Service of Protection Orders Pilot Program funds for data collection and/or communication systems:**

- Develop new data collection/communication systems
- Install data collection/communication systems
- Expand existing data collection/communication systems
- Link existing data collection/communication systems
- Share information with other community partners
- Manage data collection and communication
- Purchase computers and other equipment

- 3. Describe the purpose of the Electronic Service of Protection Orders Pilot Program funded data collection and/or communication systems.**

## System Improvement

**1. Were Electronic Service of Protection Orders Pilot Program funds used for system improvement during the current reporting period?**

Select yes if any Electronic Service of Protection Orders Pilot Program-funded staff engaged in system improvement activities or if Electronic Service of Protection Orders Pilot Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

- Yes
- No

**2. Indicate the type of system improvement efforts you engaged in during the current reporting period with Electronic Service of Protection Orders Pilot Program funds.**

Check all that apply.

|   | System improvement efforts |
|---|----------------------------|
| Evaluation or performance management            |                            |
| Interpreters                                    |                            |
| Language access plan                            |                            |
| Languages lines                                 |                            |
| Meetings between tribal and non-tribal entities |                            |
| Safety audits                                   |                            |
| Translation of forms and documents              |                            |
| Other (specify):                                |                            |

**Describe the system improvement activities supported with your Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

## Courts

**1. Were Electronic Service of Protection Orders Pilot Program funds used to support court activities during the current reporting period?**

- Yes
- No

**2. Discuss the effectiveness of court activities supported by your Electronic Service of Protection Orders Pilot Program grant and to provide any additional information you would like to share.**

*An example might include an increased percentage of court-monitored offenders complying with mandated offender treatment and abuser intervention programs.*

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## Narrative

- 1. Report on the status of your Electronic Service of Protection Orders Pilot Program grant goals and objectives as of the end of the current reporting period.**

*This question is required. Report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised.*

- 2. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response (including offender accountability)?**

*This question is required for the January-June reporting period. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.*

- 3. What has Electronic Service of Protection Orders Pilot Program funding allowed you to do that you could not do prior to receiving this funding?**

*This question is required for the January-June reporting period.*

- 4. Provide additional information regarding the effectiveness of your grant-funded program.**

*If you have any other data or information that you have not already reported that demonstrate the effectiveness of your Electronic Service of Protection Orders Pilot Program grant, please provide it below.*

- 5. Provide additional information to explain the data submitted on this form.**

*If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different performance reports for the same reporting period, you may explain how the data was apportioned to each report; if you reported staff but did not report any corresponding activities, you may explain why; or if you did not use Electronic Service of Protection Orders Pilot Program funds to support either staff or activities during the reporting period, please explain how Electronic Service of Protection Orders Pilot Program funds were used.*