VOCA’s OVC-PMT and STOP/VAWA Reporting

Grant Award Breakout
September 2019
VOCA and VAWA Reports

- VOCA and STOP/VAWA reports can be accessed through GEMS
  - Click on either VOCA or VAWA Reports – depending upon the funding source for your project – on the left navigation bar to open the appropriate report.
OVC-PMT Reporting

Office for Victims of Crime
Performance Measurement Tool
The VOCA report is built into the GEMS system.
Click on the link and it will take you to the OVC-PMT reporting web site.

Reminders about the due dates for each report are listed on this page.
Once your award has been opened in the GEMS system, we will enter the name and email of the project director and basic project information into the OVC-PMT system.

- If someone other than the project director will be submitting the quarterly OVC-PMT data, send me an email and I will list that person as the contact instead of the project director.

The project director will then be able to submit their email address as their user name and request a password.

- Passwords must be at least 12 characters long, including both upper and lower case letters, at least one number, and a symbol

- Example: KarenJayson#12
OVC-PMT Reporting Web Site

- The OVC-PMT system works best with Google Chrome
- JavaScript must also be enabled on the computer used to enter OVC-PMT data.
OVC-PMT Reporting

- Click on the OVC-PMT link

- Then click on your agency name
The Initial Subgrant Award Report

- When you receive notification that the project has been awarded and opened, you must complete the **Initial Subgrant Award Report**.
- The link for the report shows up under the VOCA Reports tab.

All VOCA reports except the Initial Subgrant Award Report are now found at [https://www.ojpssao.org](https://www.ojpssao.org).
The Initial Subgrant Award Report

- The data you enter on the Initial Subgrant Award Report in the GEMS system provides basic information on your organization and project.

- After you have completed the Initial Subgrant Award Report, your grant manager will enter the first page of data in the OVC-PMT system and will then contact you so you can complete the rest of the report.

- This report should be completed within the first 30 days after you receive your grant award and your project has been opened.
OVC-PMT Reporting

- Select Reporting Period: select the dates for the appropriate reporting period from the drop down menu

- For projects starting October 1, 2019, the first reporting period will be 10/01/2019 – 12/31/2019
- The report will be due by January 30th, 2020
Do not combine numbers from two different projects
Do not report the same numbers for two different projects

- Jayson’s Therapeutic Yoga 2019
  - Report activities specific to therapeutic yoga
- Jayson’s Legal Advocacy for Children 2019
  - Report activities specific to legal advocacy for children

If an individual receives services through both projects, the services should be reported separately under each project.
Select project: From the next drop down menu, select the project you need to report on, then click on Continue.

Remember, all projects are entered in OVC-PMT with the Project ID first, then the project name.

For example: PROJ054321 Jayson’s Therapeutic Yoga 2019
Entering Data in the OVC-PMT Report

- On any screen, holding your mouse over the **BLUE** text will display a blue box with instructions about that component of the report requires.
The OVC-PMT report has three different sections (shown as individual tabs) included in the report:

1. Population Demographics
2. Direct Services
3. Review
Entering Data into the OVC-PMT Report

- Each of the questions on the Population Demographics page asks for information on individuals your project has provided services to during the reporting period.
- Questions 1 and 2 ask about the **total** number of individuals who have received services and the number of anonymous contacts received.

![Image of population demographics section]

This section *should* be completed each reporting period.
Source of data: Activities conducted at the subgrantee level.

1. **TOTAL number of individuals who received services during the reporting period.**
   - 157

2. **TOTAL number of anonymous contacts received during the reporting period.**
   - 0
Questions 3 and 4 on the Population Demographics page ask about the number of NEW victims your agency has served through this specific project and the demographics of those individuals.

In each section of the report, as shown in Question 4 above, instructions are provided to indicate what information is needed.
Under Question 4, enter demographic information for NEW victims served, starting with the victim’s self-reported Race/Ethnicity.

The report will calculate a total for each section. The total for each section should match the number of new victims reported in Question 3.
Section B requests information related to the gender identity of the victim. This is what the victim states is their gender identity.

You have the option to also list Other

- In the text box below, provide an explanation for the Other response

You also have the option to enter Not Reported or Not Tracked

Again, the section will provide the total for all individuals reported in each section
Under C. Age, enter the self-reported age that the victim provides

Again, you have the option to enter Not Reported or Not Tracked

Once again, the section will generate a total for the individuals reported in each section
Question 5 will ask that you enter information on the types of victimization reported by the individuals your agency provided services to, including ALL victims identified in Questions 1 and 2 – starting with A. – who received services based on the presenting type of victimization during the reporting period.

5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

A. Number of individuals who received services based on a presenting victimization during the reporting period.

<table>
<thead>
<tr>
<th>Victimization Type</th>
<th>Number of Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Physical Assault (Includes Aggravated and Simple Assault)</td>
<td>11</td>
</tr>
<tr>
<td>Adult Sexual Assault</td>
<td>1</td>
</tr>
</tbody>
</table>
Sections B and C of Question 5 ask about the number of victims presented with more than one type of victimization and any special classifications of victims, such as Deaf/Hard of Hearing, Homeless, Veterans, Identity Theft, etc.

At the bottom of the page, select **Save & Continue** to proceed to the **Direct Services** section of the report.
Next, you will move over to the Direct Services tab to enter information about the services your agency provided to victims during the reporting period.
Questions 6 will ask for the number of victims assisted in completing an applications for Victim Compensation.

Question 7 will ask about the overall types of services provided by your agency during the reporting period.
Question 8 asks for more detailed information based on the five categories listed in Question 7:

A. Information and Referral
B. Personal Advocacy/Accompaniment
C. Emotional Support or Safety Services
D. Shelter/Housing Services
E. Criminal/Civil Justice System Assistance

For Categories A – E, if you do not click on a category, those questions will not display in the subcategory report.
A. Information and Referral

- First enter the number of individuals served in the category
- Then enter the number of times services were provided in each subcategory

The total of A1 through A4 should be greater than or equal to 27.
The method for entering performance data will be the same for all categories, regardless of the number of questions in the subcategory, **the total of the services provided should be greater than or equal to the number of individuals served**.

Most reporting errors are related to Question 8 and the reporting under one of the subcategories.

- Check your totals before submitting the report and confirm that the services provided are greater than or equal to the number of individuals served.
B. Personal Advocacy/Accompaniment

- There are 10 subcategories listed, ranging from victim advocacy and accompaniment to emergency medical care through interpreter services.

```
B. Personal Advocacy/Accompaniment

Enter the number of individuals who received services in this category          34
Enter the number of times services were provided in each subcategory.

B1. Victim advocacy/accompaniment to emergency medical care          0
B2. Victim advocacy/accompaniment to medical forensic exam          0
B3. Law enforcement interview advocacy/accompaniment          0
```
C. Emotional Support or Safety Services

- There are seven subcategories of services, including crisis intervention, hotline/crisis counseling, individual counseling, to emergency financial assistance.

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Crisis Intervention (In-person, Includes safety planning, etc.)</td>
<td>2</td>
</tr>
<tr>
<td>C2. Hotline/crisis line counseling</td>
<td>0</td>
</tr>
<tr>
<td>C3. On-scene crisis response (e.g., community crisis response)</td>
<td>0</td>
</tr>
</tbody>
</table>
Entering Data into the OVC-PMT Report

D. Shelter/Housing Services

- There are three subcategories included under Shelter/Housing Services

```
D. Shelter/Housing Services

Enter the number of individuals who received services in this category: 17

Enter the number of times services were provided in each subcategory:

D1. Emergency shelter or safe house: 17

D2. Transitional housing: 0

D3. Relocation assistance (includes assistance with obtaining housing): 1
```
Entering Data into the OVC-PMT Report

E. Criminal/Civil Justice System Assistance

- This category includes 11 subcategories, ranging from notifying victims about criminal justice events to criminal advocacy/accompaniment and other legal advice and/or counsel.

After completing Category E questions, there is a free text field for additional comments. This field can be used to explain or clarify some of your responses or a change in number reported.

North Carolina Department of Public Safety
Reviewing the OVC-PMT Report

Next, you will go to the review tab:

Then “CLICK HERE TO REVIEW THE DETAILS” to see the entire report and review what has been entered.
Reviewing the OVC-PMT Report

- You should see a report that looks like this:

<table>
<thead>
<tr>
<th>Question</th>
<th>Option</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>POPULATION DEMOGRAPHICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <strong>TOTAL</strong> number of individuals who received services during the reporting period.</td>
<td></td>
<td>157</td>
</tr>
<tr>
<td>2. <strong>TOTAL</strong> number of anonymous contacts received during the reporting period.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>3. Of the number of individuals entered in question 1, how many were <strong>NEW</strong> individuals who received services from your agency for the first time during the reporting period.</td>
<td></td>
<td>157</td>
</tr>
<tr>
<td>We cannot track new individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>
OVC-PMT Reporting

- If any information is missing your will see a **Required** alert on the right hand side of the report:

  - Clicking on the **Required** link will take you to the question that needs a response or correction.

  - The box for the answer or response to the question will also be outlined in red (and yes, it is a very thin line).
OVC-PMT Reporting in GEMS

- Once you have completed the report, you have the option to save the report as a PDF file.
  - Indicate the project number and the time frame of the report in the name of the PDF file.

- Then go into GEMS and click on PMT Reports
After you click on **PMT Reports**, you will see the reports previously entered, including the date submitted and confirmation that GCC grant managers have reviewed the report.

- Click on the quarter that you need to upload

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Year</th>
<th>Submitted On</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly PMT Report (10/01/2017 - 12/31/2017)</td>
<td>2018</td>
<td>05/11/2018</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (01/01/2018 - 03/31/2018)</td>
<td>2018</td>
<td>05/11/2018</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (04/01/2018 - 06/30/2018)</td>
<td>2018</td>
<td>07/31/2018</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (07/01/2018 - 09/30/2018)</td>
<td>2019</td>
<td>10/31/2018</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (10/01/2018 - 12/31/2018)</td>
<td>2019</td>
<td>02/04/2019</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (01/01/2019 - 03/31/2019)</td>
<td>2019</td>
<td>04/30/2019</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (04/01/2019 - 06/30/2019)</td>
<td>2019</td>
<td>07/30/2019</td>
<td>Reviewed by GCC</td>
</tr>
<tr>
<td>Quarterly PMT Report (07/01/2019 - 09/30/2019)</td>
<td>2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OVC-PMT Reporting in GEMS

› Click on **Browse** and locate the folder where you have saved your PMT reports

› Select the report needed for that quarter and click on **SAVE ATTACHMENT**
OVC-PMT Reporting

- Once you have saved the report in GEMS, you should see the date you submitted the report.
- When your grant manager has reviewed and approved your report, it will show as reviewed.
- Then you are done until the next quarter!!!
OVC-PMT Reporting

Questions??

- If you have questions about your OVC-PMT reports or need assistance, contact:
  - Karen G. Jayson, Community Development Planner II
  - 919-733-4564 or
  - Karen.Jayson@ncdps.gov
Reporting Requirements

Office on Violence Against Women
STOP Reporting Requirements

VAWA “Annual” Progress Report

• Due within 30 days of the end of the reporting period.
• Information is collected for the calendar year.

• Grant Period: 10/1/19 – 9/30/20
  ◦ Reporting Period #1: 10/1/19 – 12/31/19
    • Report Due: 1/30/20
  ◦ Reporting Period #2: 1/1/20 – 9/30/20
    • Report Due: 10/30/20

• STOP Subgrantee Report Instructions are available on GCC website at http://www.ncdps.gov/gccforms
Accessing the STOP Report

In GEMS, click on the VAWA Reports tab on the left-hand navigation bar to open the VAWA report page.
Accessing the STOP Report

- Click on the VAWA Report
- Save the Report to your Computer
- Complete Electronically and Submit Report via GEMS

<table>
<thead>
<tr>
<th>Create Report</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 VAWA Annual Progress Report (01/01/2019 - 09/30/2019)</td>
<td>10/30/2019</td>
</tr>
</tbody>
</table>

This form must be completed every calendar year for each VAWA Grant. Click on the link below to open the report. After you have completed and validated the report, you must save and upload your report.

- VAWA Report
- Reporting Instructions
Completing the STOP Report

Section A: General Information

Covers general information about your organization, including:

- Reporting Period
- Subgrantee Name
- Project ID (PROJXXXXXXX)
- Type of Organization
- Point of Contact
- Positions Funded
Completing the STOP Report

Section B: Purpose Areas

Indicate which of the Statutory Purpose Area(s) align with your funded project(s). You may choose more than one.
Completing the STOP Report

Section C: Function Areas

- FUNCTION AREAS
  - Training
- Education
- Coordinated Community Response
  - All subgrantees must complete this subsection.
- Policies and Legislation
- Products
- Data Collection and Communication Systems
- Specialized Units
- System Improvement

If a section does not apply to you, click on the ‘No’ response and skip to the next question.
Completing the STOP Report

Section D: Victim Services/Legal Services

**Victim Services/Legal Services**

Were your STOP Program funds used to provide victim services?
Check yes if STOP Program-funded staff provided victim services or if STOP Program funds were used to support victim services during the current reporting period. Report all victims served and victim services provided with STOP Program funds, whether by a victim services agency or victim services within law enforcement, probation, or the court system in this section. Report criminal justice activities, such as 911 calls, cases investigated, and cases prosecuted, in Section E only.

- Yes—answer questions 29-42
- No—skip to Section E

Chrome PDF Viewer

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. Some victims/survivors may have experienced more than one type of...
Completing the STOP Report

65. (Optional) Additional information
(Use the space below to discuss the effectiveness of probation activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might include a decrease in caseload and higher number of contacts with offenders as a result of funding a specialized domestic violence probation officer.) (Maximum 2000 characters)

66. Offenders in program (Report the number of offenders in your batterer intervention program during the current reporting period.)

Number of offenders in BIP program: 

67. Outcomes
(Report the total number of domestic violence/dating violence offenders in your program who completed the program, who were terminated from the program, or who returned to the program after termination during the current reporting period.)

<table>
<thead>
<tr>
<th>Number of offenders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed program</td>
</tr>
<tr>
<td>Terminated from program</td>
</tr>
<tr>
<td>Returned to program after termination</td>
</tr>
<tr>
<td>Other (specify):</td>
</tr>
</tbody>
</table>
Section E: Criminal Justice System

- Law Enforcement
- Prosecution
- Courts
- Probation and Parole
- Batterer Intervention Program

Section F: Narrative

- All subgrantees must answer questions 69 and 70.
- Subgrantees using funds to implement the Crystal Judson Domestic Violence Protocols must answer question 71.
- Questions 72 and 73 are optional.
Completing the STOP Report

Validating the Report

Once you have completed the STOP Report, Save, THEN Validate the Report!
Submitting the STOP Report

1. Project Overview
2. Create Report
   - Due Date: 10/30/2019
4. Save Attachment
STOP Progress Report Requirements

- Each VAWA STOP project must upload a separate report in GEMS.

- Reports must be completed electronically.

- Handwritten, scanned, incomplete and/or blank reports = Agency Hold in GEMS.

- Information and data submitted should reflect the project’s grant funded activities completed during the specified calendar year. For a typical 1 year STOP project - 10/1 – 12/31 = 1st report and 1/1 – 9/30 requires a 2nd report.

- Keep a copy of all STOP reports for a minimum of 3 years.
Importance of STOP Reports

- Data is utilized by the Office on Violence Against Women to demonstrate the effectiveness of VAWA funding nationwide.

- OVW utilizes the data submitted to support continued funding to the State.

- The State utilizes data as a tool to guide funding priorities.
Reporting Questions

Contact Crime Victims Services Planning Staff

(919) 733-4564

Sandy Dixon, Lead Planner  Sandy.Dixon@ncdps.gov
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Karen Lombri, VAWA Planner Karen.Lombri@ncdps.gov
Adonicca McAllister, VOCA Planner Adonicca.McAllister@ncdps.gov
Jim Lassiter, VOCA Planner  Jim.Lassiter1@ncdps.gov