Office for Victims of Crime

Helping Crime Survivors Find Their Justice

Office for Victims of Crime Developing Future Victim Specialists for American Indian/Alaska Native Victims of Crime Performance Measurement Training

OVC Performance Management Team

Session Announcements

- This session is being recorded **and will be posted online at a later date**.
- Copies of these slides will be sent to all participants after the presentation.
- Recording will be stopped for Questions and Answers (Q&A) at the end.
- Type questions in the Q&A box; the team will provide responses for all participants to see.
- All participants are automatically muted upon entry.
- If you experience any technical difficulties, please send a private message to Harif Balogun and he will be able to assist you.

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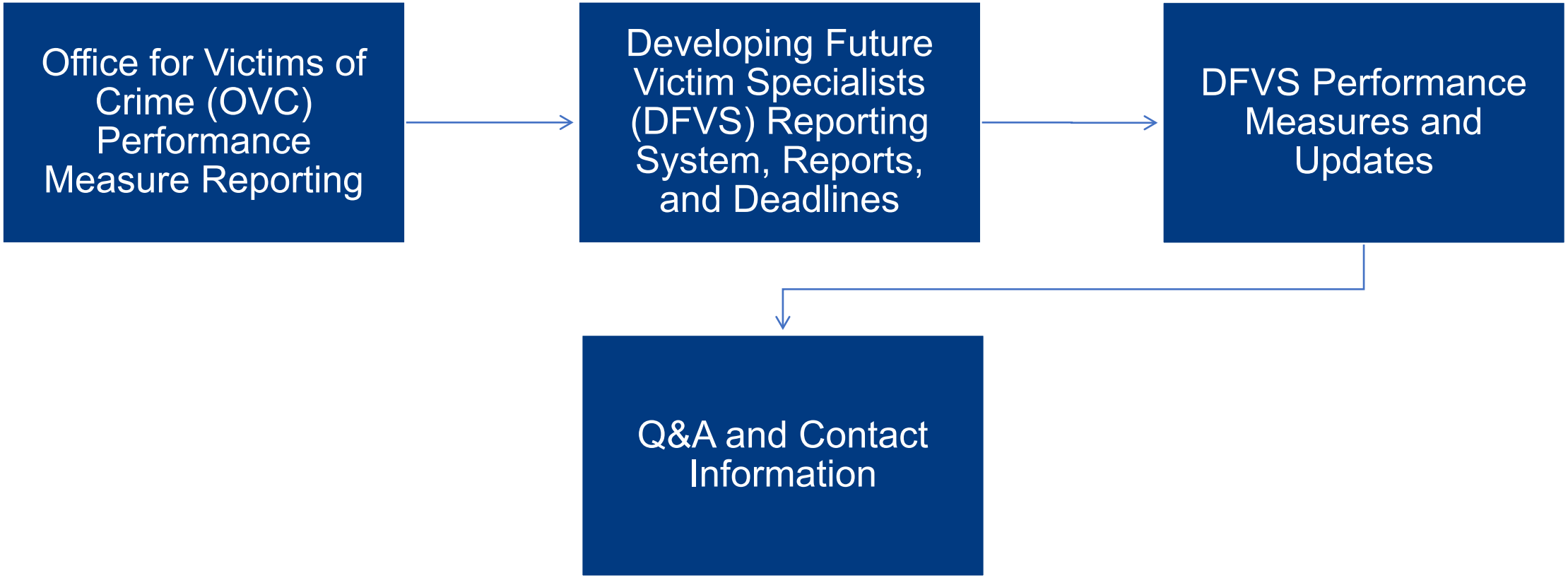
OVC Performance Management Team

Overview


Office for Victims of Crime (OVC) Performance Measure Reporting
Developing Future Victim Specialists (DFVS) Reporting System, Reports, and Deadlines
DFVS Performance Measures and Updates
Q&A and Contact Information

Office for Victims of Crime Performance Measure Reporting

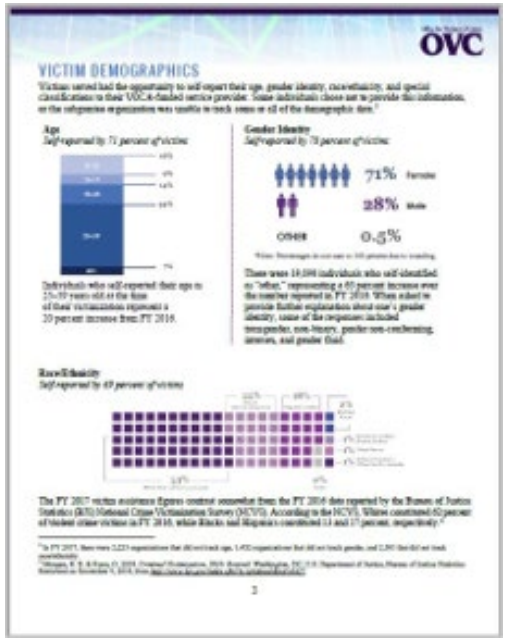
How Office for Victims of Crime Uses Performance Measure Data

The accuracy and timeliness of reporting performance measure data is extremely important. Data reported by grantees allows OVC to–

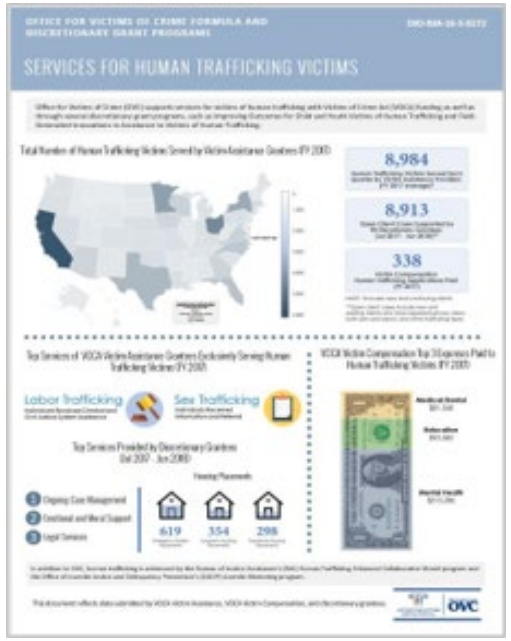
- Demonstrate the value and specific benefits of the program to Congress, federal and state government agencies, the victim services field, the general public, and other stakeholders.
- Generate an annual report on the program to demonstrate output of grant funding.
- Emphasize progress made toward achievement of OVC's strategic and program goals.
- Reach the target audience of grantees, federal partners and agencies, and the general public.

Examples of Data Analyses

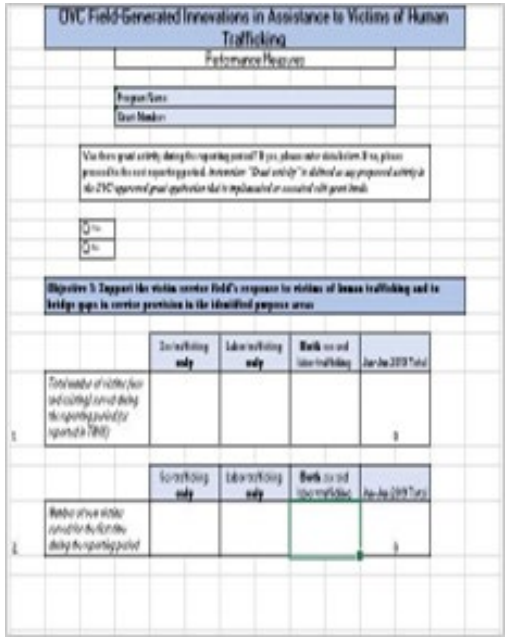
Program Data Reports



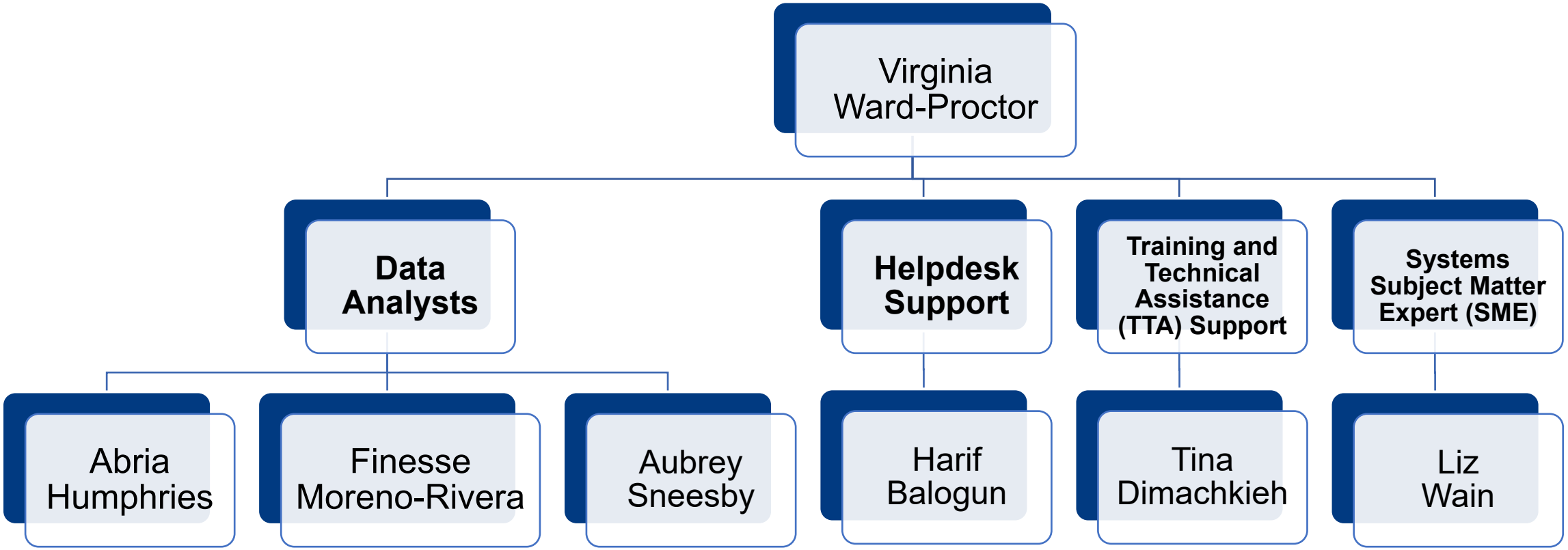
Topical Snapshots



Measure Review & Data Collection Tools



Nice to Meet You!



Office for Victims of Crime Performance Measurement Tool – General Support

- Contact us with questions about a specific measure.
- Schedule a “Welcome to the OVC performance management and performance measure reporting” session for new staff.
- Consider a short, 30-minute session via Webex to screen share and review your reports.
- Send questions, comments, and suggestions for technical assistance to the Performance Measurement Tool (PMT) Helpdesk.

Visit our webpage for resources!

Transforming Victim Services Discretionary Grantee Performance Measures | Office for Victims of Crime (ojp.gov)

Developing Future Victims Specialists Reporting System, Reports, and Deadlines

Reporting System

Justice Grants System (JustGrants): A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.

- JustGrants will serve as the only platform for data reporting for DFVS grantees
- DFVS for American Indian/Alaska Native Victims of Crime grantees will submit Progress Reports (PR) directly into JustGrants

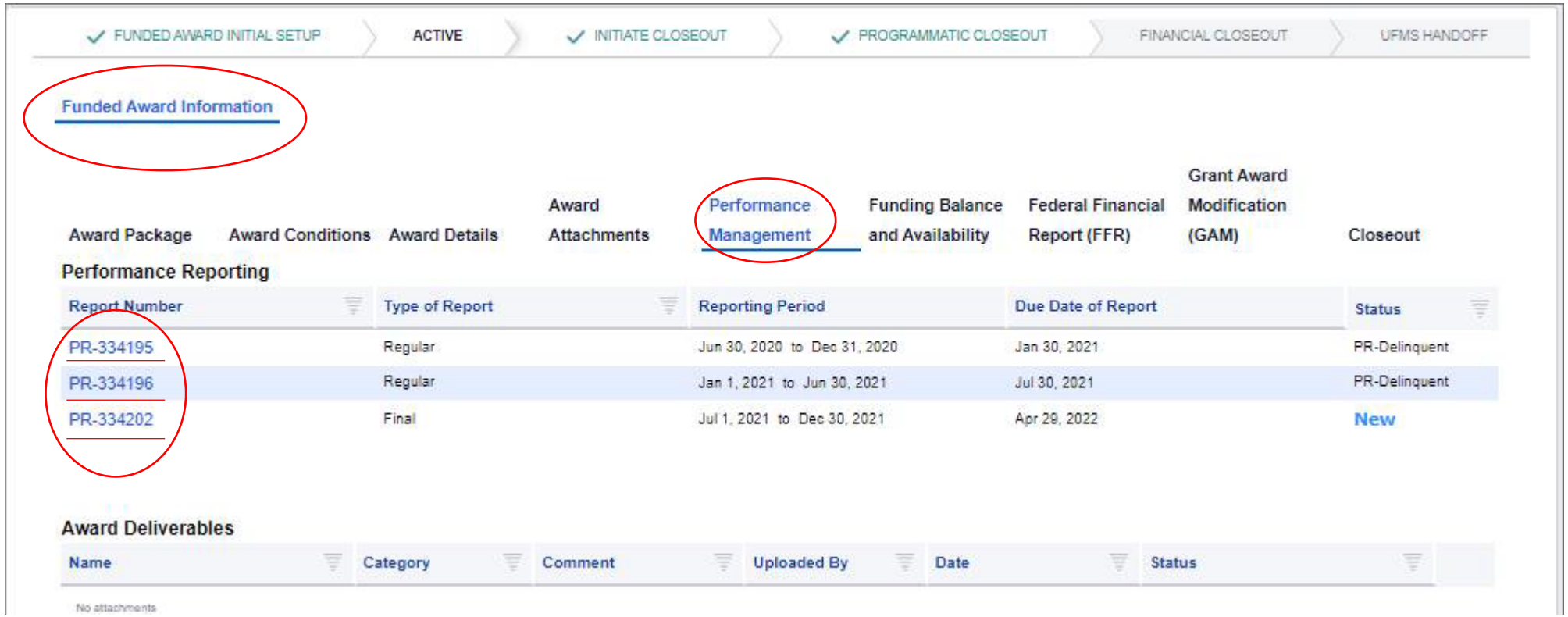
Reports

Quantitative Performance Measure Report	Standard performance measure data about OVC-funded program activities that were completed over a 6 months reporting period. This data is entered directly into JustGrants under the PR for that reporting period.
Semiannual Narrative Report	Qualitative information about program goals, activities, and other factors that impact program delivery. These responses are open-ended and can contain numbers. They are completed in a Word document provided by the OVC grant manager and attached to the JustGrants PR before submission.

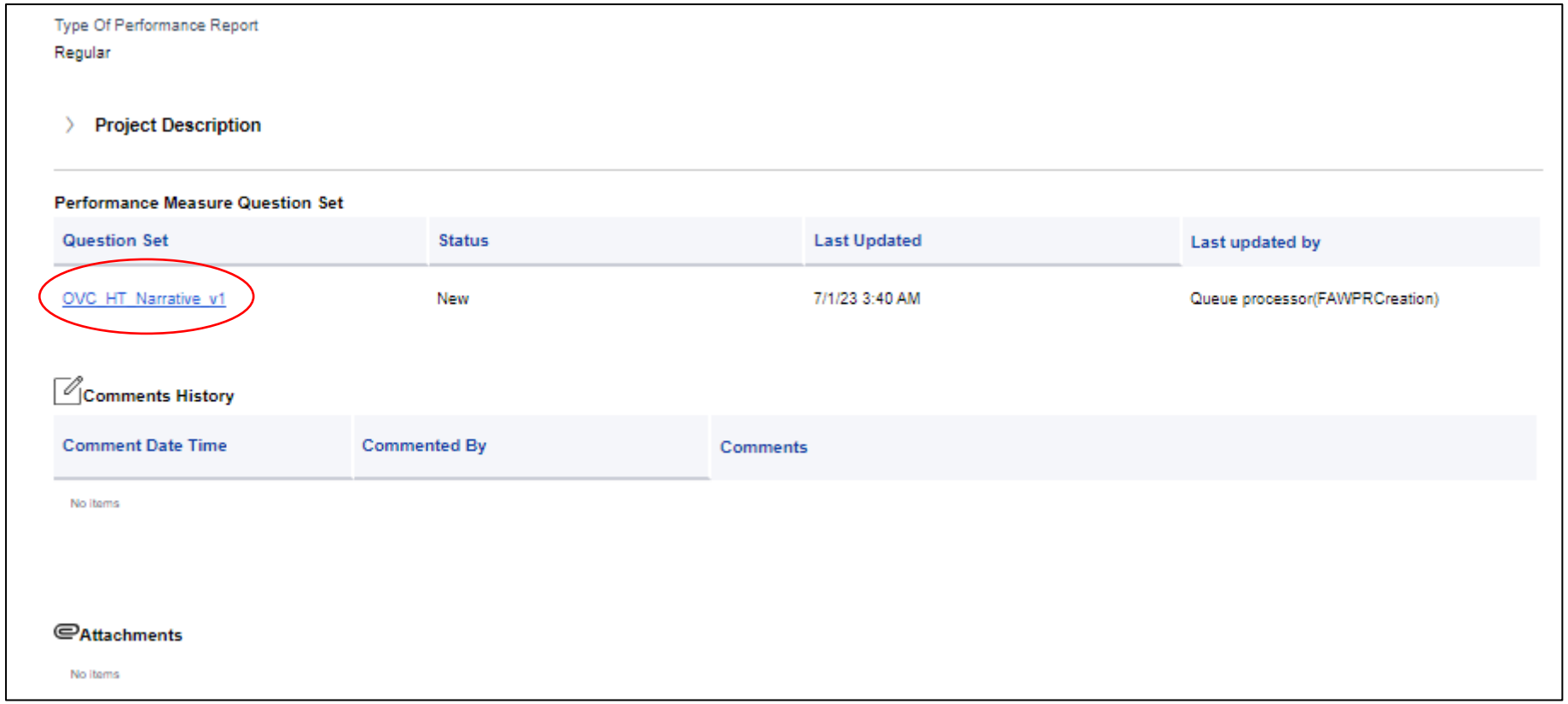
Report Due Dates

Reporting Period	Submission Period	Deadline	What is Due?
January 1–June 30	July 1–30	July 30	Quantitative Data Report and Semiannual Narrative Questions
July 1–December 30	January 1–30	January 30	Quantitative Data Report and Semiannual Narrative Questions

Locating Progress Reports



Accessing Question Sets



Type Of Performance Report

Regular

Project Description

Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
OVC_HT_Narrative_v1	New	7/1/23 3:40 AM	Queue processor(FAWPRCreation)

Comments History

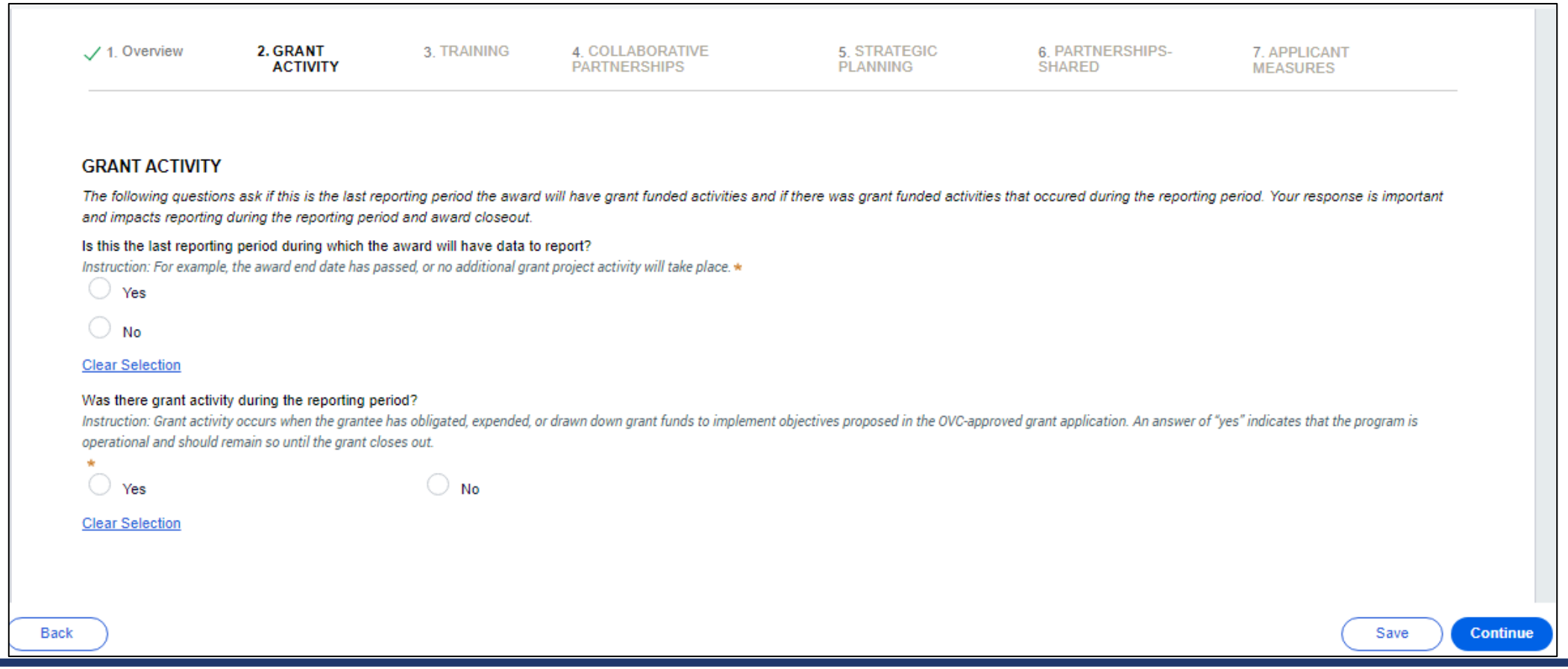
Comment Date Time	Commented By	Comments

No items

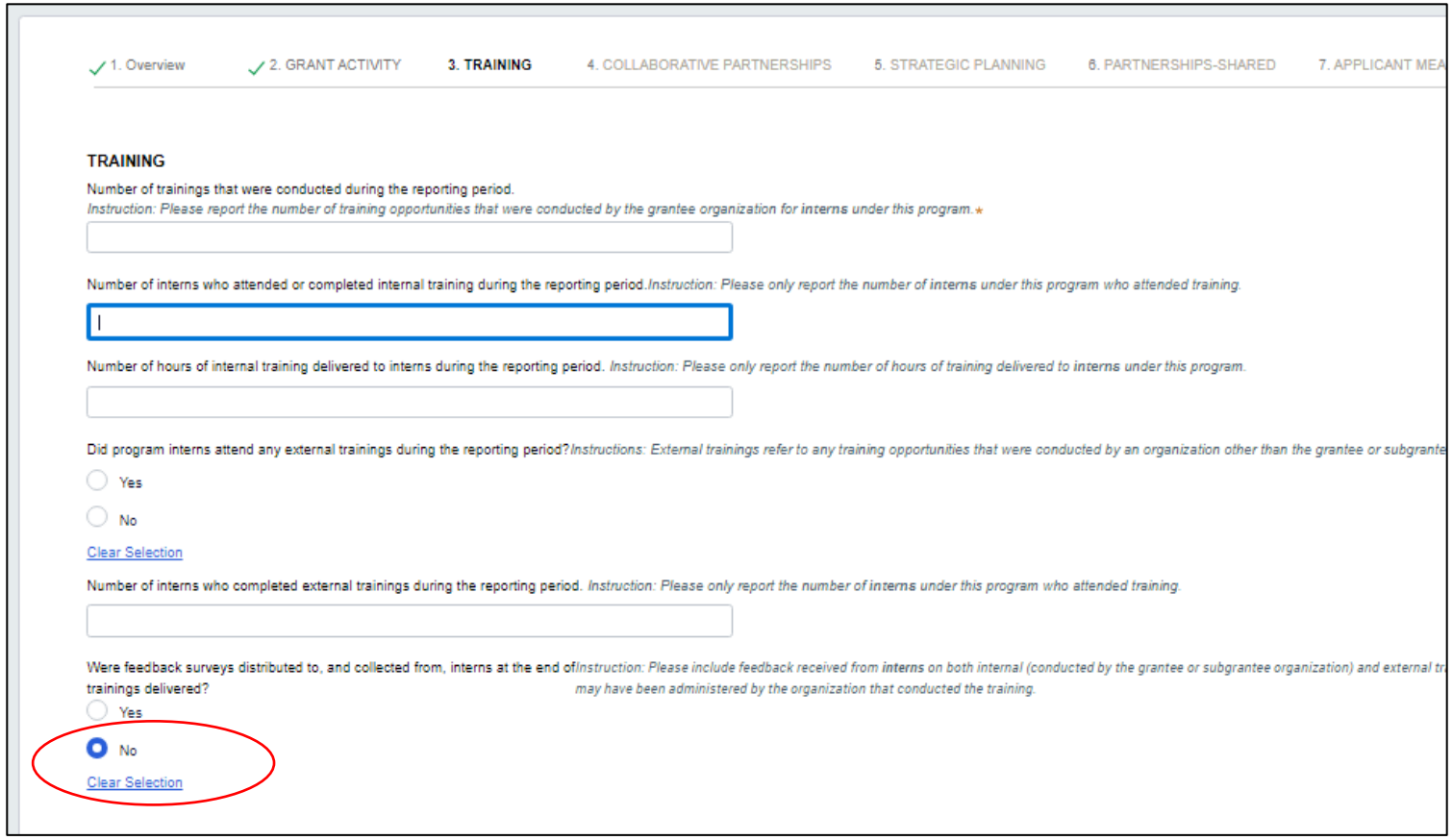
Attachments

No items

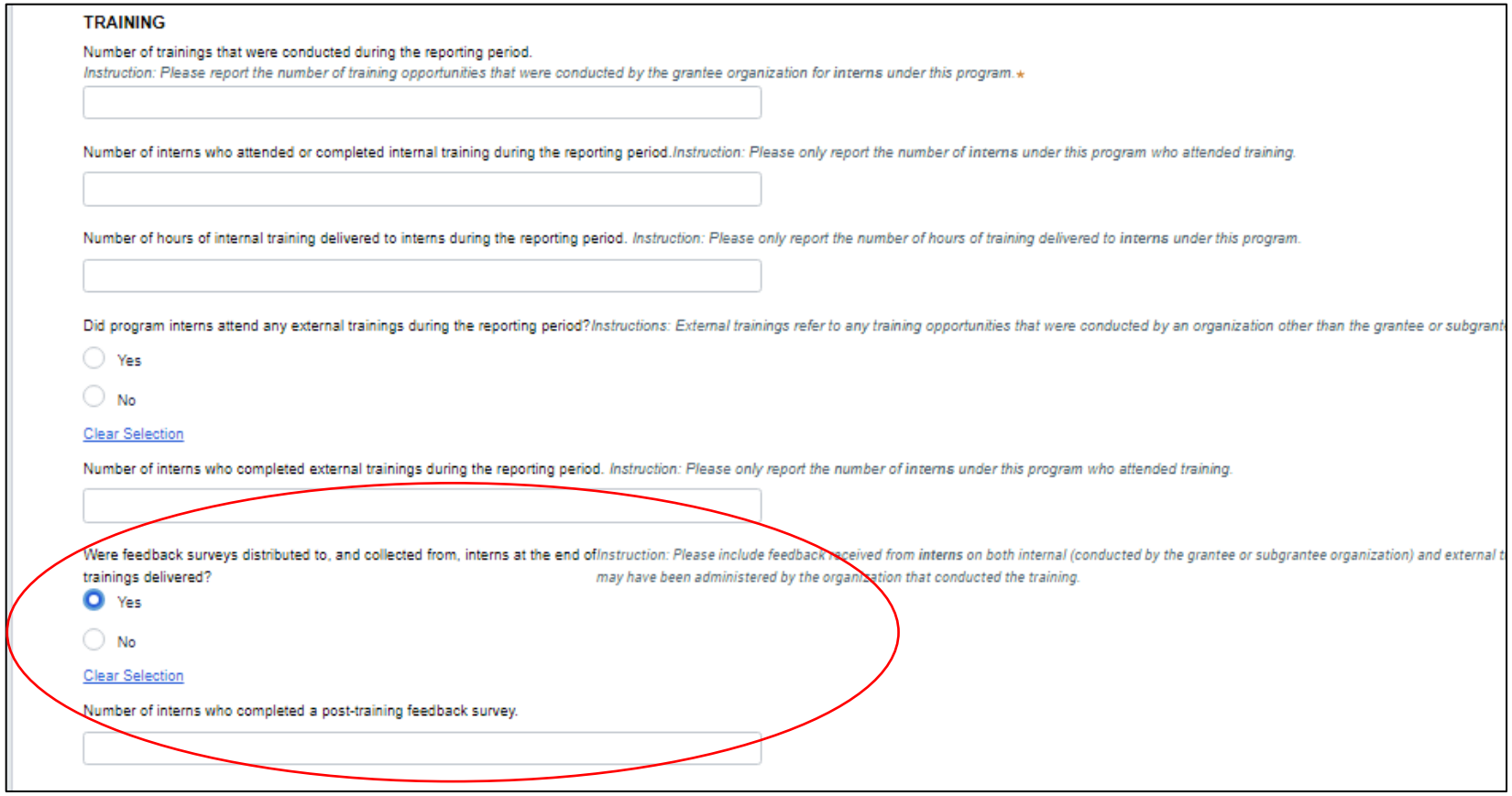
Entering Data into Question Sets



Question Sets Validations – Show and Hide



Question Sets Validations – Show and Hide



TRAINING

Number of trainings that were conducted during the reporting period.
Instruction: Please report the number of training opportunities that were conducted by the grantee organization for interns under this program. *

Number of interns who attended or completed internal training during the reporting period. *Instruction: Please only report the number of interns under this program who attended training.*

Number of hours of internal training delivered to interns during the reporting period. *Instruction: Please only report the number of hours of training delivered to interns under this program.*

Did program interns attend any external trainings during the reporting period? *Instructions: External trainings refer to any training opportunities that were conducted by an organization other than the grantee or subgrant*

- Yes
- No

Clear Selection

Number of interns who completed external trainings during the reporting period. *Instruction: Please only report the number of interns under this program who attended training.*

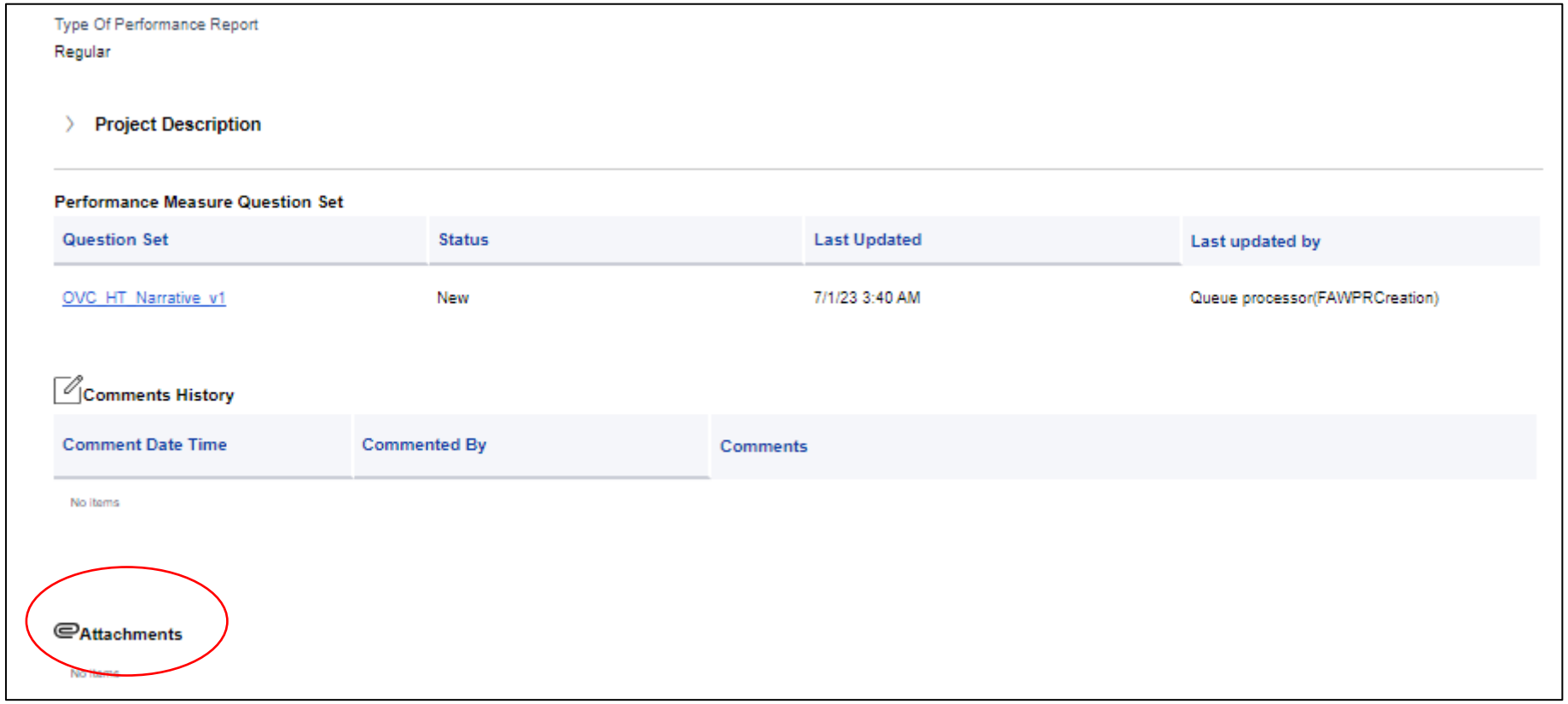
Were feedback surveys distributed to, and collected from, interns at the end of trainings delivered? *Instruction: Please include feedback received from interns on both internal (conducted by the grantee or subgrantee organization) and external t may have been administered by the organization that conducted the training.*

- (●) Yes
- ( ) No

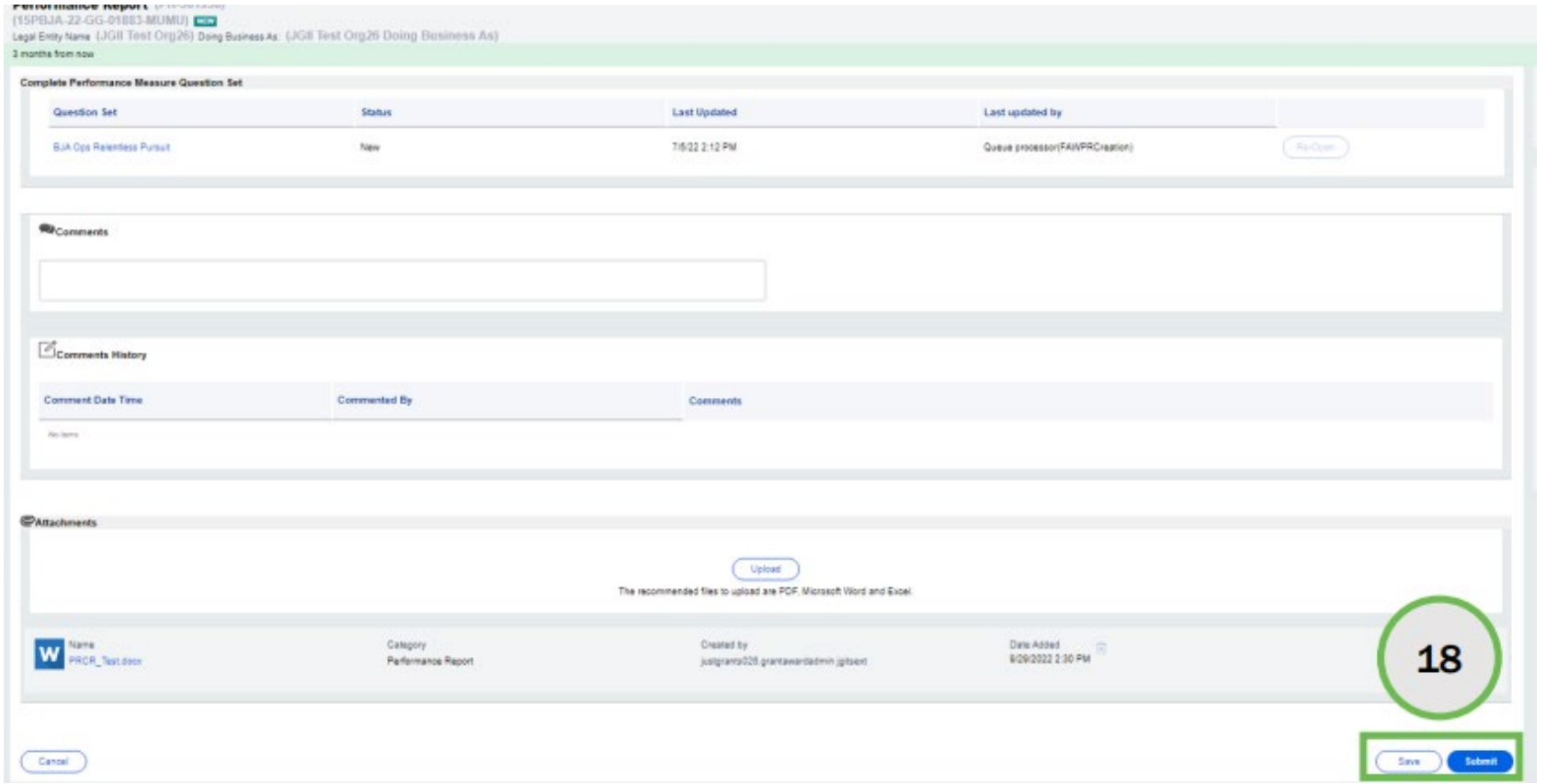
Clear Selection

Number of interns who completed a post-training feedback survey.

Attaching Narrative Document to a Progress Report



Progress Report Submission



JustGrants Resources

Reporting Resources:

- JustGrants Performance Reporting Training webpage: Training: Performance Reporting | JustGrants Resources (usdoj.gov)
- Reporting Guide: Performance Reporting Job Aid Reference Guide (usdoj.gov)
- Completing a question set: Completing a Question Set and Submitting the Performance Report (usdoj.gov)
- Steps to trouble shoot: Troubleshooting Performance Reports Using Question Sets
- Uploading additional documents: Managing Deliverables in JustGrants
- Infographic: Submit Performance Report

Booz Allen Hamilton Internal

Developing Future Victim Specialists Performance Measures

Question Sets

- Grant Activity
- Training
- Collaborative Partnerships
- Strategic Planning
- Partnerships – Shared
- Applicant Measures
- Semiannual Narrative Questions

Only OVC-funded activities should be reported. Grantees only need to respond to question sets and specific measures with data that applies to their OVC funded work. Any activity completed from other funding sources should not be included in the collected data.

Types of Questions

Baseline Questions	Some question banks include baseline questions. Baseline questions gather information about activities that occurred prior to the grant becoming operational. Baseline data for performance metrics is established at the beginning of the data collection process to support an assessment of the initiative. Grantees should enter the same baseline data for each Performance Report.
Current Reporting Questions	Quantitative and qualitative information about grant activity that takes place during the reporting period.

Grant Activity

1. Is this the **last reporting period** during which the award will have data to report?

2. Was there **grant activity** during the reporting period?*

**Grant activity occurs when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the OVC-approved grant application. An answer of "Yes" indicates that the program is operational and should remain so until the grant closes out.*

Training

Report data on **training opportunities** that were conducted by the grantee organization for interns under this program.

Provide data, including:

- Number of hours of internal and external training delivered to or completed by interns.
- Number of interns who attended or completed training.
- Information on credentials for training completion.
- Results of feedback surveys (if feedback surveys were distributed and collected).

Collaborative Partnerships

Report information on **partner organizations** participating in the initiative as a result of grant funding.

Provide data on:

- New groups/organizations/agencies participating during the reporting period.
- Total number of groups/organizations/agencies participating during the reporting period.

** Baseline question included in this question set.*

Strategic Planning

Provide information on **planning documents** that were completed during the reporting period.

Types of planning documents listed:

- Mission and/or Vision Statement
- Advisory Board Charter
- Community Partnership Memoranda of Understanding or Memoranda of Agreement
- Internal Needs or Strengths Assessment
- Community Needs or Strengths Assessment
- Program Logic Model
- Action Plan
- Evaluation Plan
- Sustainability Plan
- Data Collection Plan
- Standard Operating Procedures

Partnerships – Shared

Report information on **formalized collaboration agreements developed and letters of support received** that were funded as part of the agreement. Formalized agreements must be signed by heads of organization with authority to commit resources such as time, dollars, staff, and facilities. Letters of support lend organizational support but do not commit resources.

Provide data on:

- Formalized agreements developed.
- Letters of support secured.
- Level of involvement of partners.

** Baseline question included in this question set.*

Applicant Measures

Report information on **application process and outcomes** for DFVS internships during the reporting period.

Provide data on:

- Number of applications received and those received from qualified applicants.
- Number of applicant interviews conducted, and applicants accepted or hired.
- Number of entrance and exit interviews or surveys conducted and outcomes.
- Number of interns who started and who completed an internship.
- Number of interns who indicated that they plan to pursue career in victim services.
- Number of victims served at host site and those served by interns.

** Baseline question included in this question set.*

Validations List

Grant Activity

Question 2 (Grant Activity) – If “No,” all subsequent questions are not required

Strategic Planning

Question 2 (Planning Documents) – Not required IF previous question = zero (0)

Applicant Measures

Question 3 (Qualified Applicants) – Not required IF previous question = zero (0)
Question 7 (Interviews Conducted) – Not required IF previous question = zero (0)
Question 8 (Prepared on Entrance) – Not required IF previous question = zero (0)
Question 10 (Exit Interviews) – Not required IF previous question = zero (0)
Question 11 (Prepared on Exit) – Not required IF previous question (10) = zero (0)
Question 12 (Career Plan) – Not required IF previous question (10) = zero (0)
Question 13 (Career Plan by Type) – Not required IF previous question (10) = zero (0)

Validations List (Continued)

Training

Question 2 (Types of Internal Training) – Not required IF previous question = zero (0)
Question 5 (Internal Credential) – Not required IF previous question = zero (0)
Question 6 (Attend External Trainings) – Not required IF previous question = No
Question 7 (Types of External Training) – Not required IF previous question = No
Question 9 (External Training Hours) – Not required IF previous question = zero (0)
Question 10 (External Credential) – Not required IF previous question = zero (0)
Question 11 (Feedback) – Not required IF previous question = No
Question 12 (Complete Feedback) – Not required IF previous question (Question 11) = No
Question 13 (Post Feedback) – Not required IF previous question (Question 11) = No
Question 14 (Complete Post Feedback) – Not required IF previous question (Question 11) = No
Question 15 (Prepared to Implement) – Not required IF previous question (Question 11) = No
Question 16 (Planning to Implement) – Not required IF previous question (Question 11) = No

Semiannual Narrative Report

Share information with OVC on:

- Status of, activities completed under, and barriers to obtaining each goal and objective.
- Overview of the program.
- Performance measure analysis.
- Publications.
- Program accomplishments.
- Program changes.
- Other activities.
- Program impact.
- Attachments (photos, news articles, and referenced documents).

Contact Information

Contact Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5 p.m. Eastern Time
Toll free number: 1–844–884–2503*

Email:
ovcpmt@usdoj.gov

Website:
https://ovc.ojp.gov/funding/performance-measures

** Appointments are available outside of normal business hours by request only.*

JustGrants

Available Daily, 5 a.m.–9 p.m. Eastern Time
Toll free number: 1–833–872–5175

Email:
justicegrants.support@usdoj.gov

Website:
https://justicegrants.usdoj.gov/

Discussion and Q&A