


Performance Measurement Tool User Training

Victims of Crime Act
Victim Assistance Grantee User Training

Updated October 2019





Performance Measurement Tool: Overview, Access, Managing Users and Your Profile Page



Performance Measurement Tool Definitions

Performance Management	The systematic use of strategic planning, goals, performance indicators, evaluation, analysis, and data-driven reviews, evaluations, and reporting to improve the results of programs and the effectiveness and efficiency of agency operations.
Performance Measurement Tool (PMT)	The online system maintained by the Office for Victims of Crime (OVC) for collecting performance measure data from grantees and subgrantees.
Grants Management System (GMS)	The online data collection system maintained by the Office of Justice Programs (OJP) for all grants administered through OJP. GMS is the priority system of record for information about grants.
Grantee	The primary grant recipient of funds directly from OVC.
State Administering Agency (SAA)	The grantee; the state office responsible for receiving Victims of Crime Act (VOCA) Victim Assistance and Victim Compensation funds and reporting data.
Subgrantee	An entity that receives a portion of grant funding through a formal agreement with the grantee. Grantees are required to monitor subgrantees to ensure subgrant funds are appropriately spent.



Performance Measurement Tool Definitions

<p>Subgrant Award Report (SAR)</p>	<p>This report collects information about the subgrantee organization, the length of the subawards and activities to be implemented by the subgrantee, and the allocation of grant funds.</p>
<p>Subgrantee Data Report</p>	<p>This report collects information quarterly on victims served with VOCA plus match funding, including victim demographics, types of victimization, and services provided.</p>
<p>Annual Grantee Report</p>	<p>This report allows grantees to report on activities and/or factors that impact program delivery such as emerging trends, policy changes, and outreach efforts.</p>



Role of Grantees

As a grantee, your role in performance measurement reporting includes—

- identifying individuals in your organization who will have access to the PMT and maintaining your organization's profile page,
- collecting data required in the PMT and ensuring its accuracy,
- entering SARs for any subawards made,
- communicating with subgrantees about reporting, monitoring subgrantee reporting, and reviewing subgrantee data in the PMT,
- submitting quarterly data reports and an Annual Grantee Report in the GMS by the established deadlines, and
- clarifying and updating data in response to any inquiries from OVC.



Role of the State Administering Agency, Subgrantee and Office for Victims of Crime

OVC program specialists and members of OVC's Performance Management Team perform the following activities related to performance measure data—

- identify appropriate performance measures for grantees to report based on program goals and anticipated outputs/outcomes,
- provide training and technical assistance, including helpdesk support, on using the PMT system and entering performance measures,
- review data entered by grantees and subgrantees to promote consistency and accuracy, and
- analyze data to develop grant program reports and respond to data inquiries.



Gaining Access to the Performance Measurement Tool for the First Time

- As a new grantee point of contact (POC), the OVC PMT Helpdesk or the existing grantee POC for your organization can add you to the PMT.
- After your account is created, you will receive an email from the OJP PMT Administrator (ojpssso@usdoj.gov) indicating you now have access to the OVC PMT.
- Emails are sent by the system within 10 minutes after the request is made. Please follow the instructions in the email.



If you do not receive an account creation email, contact the **OVC PMT Helpdesk**.



Updating Your User Account

Each individual using the PMT should have their own user account. For security purposes users should not share accounts.

- **Full Name**—Include your first and last name.
- **Email Address**—Enter your work email address. User registration confirmation, and any communications sent from the system, will go to this email.
- **Phone Number**—Enter your work phone number or the best daytime number.
- **Security Challenge and Response**—A word, phrase, statement, or question (up to 75 characters in length) which may aid in verifying your identity in case you forget your password

Home Update My Account Change Password

First Name: Jane

Last Name: Doe

Email Address: jane@doe.com
Also used as a User Name for signing onto the system

Phone Number: 123-456-7890

Security Challenge: what is my mother's maiden name?
A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.

Security Response: Leave blank if no change

Verify Security Response: Leave blank if no change

Update

Required Entry



Logging into the Performance Measurement Tool Site

- Visit the PMT website, <https://ojpsso.ojp.gov/>, and enter your user name and password.
- If you forget your password:
 1. Enter your user name and leave the password field blank.
 2. Select **Forgot Password**.
 3. Enter and submit the answer to your challenge question.
 4. On the following page, click on the **OVC PMT** button to sign in to the PMT.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
 Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

User Name: Password:

Forgot Password

Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

BJA OVC OJJDP NIJ

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
 Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

Note: The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.

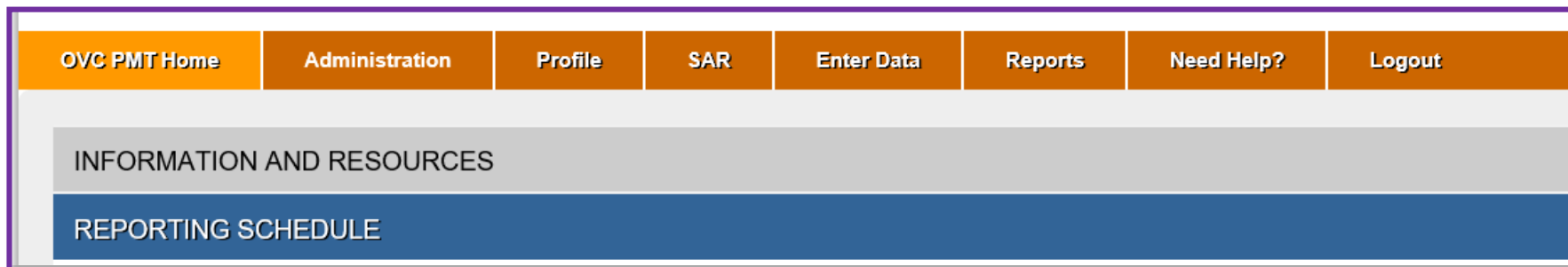
OVC PMT

*** Staying Logged-In ***
 Keep this window open for navigation to all of your assigned OJP applications!

BJA OVC OJJDP NIJ



Main Menu Bar



- **OVC PMT Home:** General information about your award(s) and reporting schedule
- **Administration:** Details of federal awards and user information associated with your organization
- **Profile:** Contact information for your organization and organization POC
- **SAR:** Data entry pages for all SARs associated with your award
- **Enter Data:** Data entry pages for the quarterly Subgrantee Data Report and Annual Grantee Narrative
- **Reports:** List of current and past reports and their status
- **Need Help?:** Resources for using the PMT as well as submitting feedback and questions
- **Logout:** Logs you out of the PMT system



Administration: Federal Award List

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout							
Federal Awards & Subawards Table							Save
Federal Award	Admin Funding	Training Funding	Total Federal Award Amount	Subaward Number (State Assigned)	Distributed Amount	Total Sub Award Amount	Subgrantee
2018-V2-AA-0000				12456	150,000.00	150,000.00	Testing for SCAD Demo
2018-V2-AA-0000	<input type="text"/>	<input type="text"/>	5,000,000.00		150,000.00		

1. Hover your mouse over the **Administration** tab to view the Federal Award List.
2. The Federal Awards and Subawards Table displays a list of your state’s federal awards and all subawards made under those awards.
3. Allocate a total of **5 percent** of each active federal award to administrative and/or training activities. This information should be reported and **updated every year in the last quarter of the federal fiscal year**. If state did not set aside administrative and/or training funds, please enter zero dollars (\$0).



Administration: User Management Adding a New User

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Current User List

List Current Users

User was successfully Added. ←

Search:

User Name	Phone	Email	Delete?
Matthew Kenyon	8448842503	OVCPMTTier4@ojp.usdoj.gov	Delete

Add a new user

1. Determine the individuals in your organization who need access to the system.
2. Hover your mouse over **Administration** from the top navigation bar and then click **User Management** to manage the user accounts associated with your state.
3. To add a new user, select the **Add a New User** button.
4. After entering the new user information in all fields, click **Save** to create a new user.



Administration: User Management Deleting a User

OVC encourages grantees to review their users each year and take ownership to remove individuals who are no longer working with OVC grants.

A screenshot of the OVC PMT web application interface. The top navigation bar includes links for "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Administration" link is highlighted. Below the navigation bar, the page title is "Current User List". A red message states "User was successfully Added." Below this is a table with columns for "User Name", "Phone", "Email", and "Delete?". The table contains one entry for "Matthew Kenyon" with phone number "8448842503" and email "OVCPMTTier4@ojp.usdoj.gov". A red arrow points to the "Delete?" link in the "Delete?" column. Below the table is a button labeled "Add a new user".

User Name	Phone	Email	Delete?
Matthew Kenyon	8448842503	OVCPMTTier4@ojp.usdoj.gov	Delete

1. Hover your mouse over **Administration** from the top navigation bar and then click **User Management** to manage the user accounts associated with your state.
2. Select the **Delete** button to remove the user.
3. Confirm the user's profile was successfully deleted.



Profile Tab

- Here you can view grantee organization and grant(s) information. This information is pulled from GMS and is not editable within the PMT.
- View the contact information for each award by selecting the “+” symbol sign.
- If any information on the Profile page is incorrect, you must submit a Grant Adjustment Notice (GAN) in GMS to correct it.

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
CSR TA is visiting Grantee's page.							
GENERAL INFORMATION							
Legal Name	TEST - Victim Assistance						
DUNSNNumber	2						
OJPPVendorNumber:	111100000						
Address	811 Seventh Street NW						
City	Washington						
State	AA						
ZipCode	20001						
CONTACT INFORMATION - 2018-V2-AA-0000 +							
CONTACT INFORMATION - 2018-V2-AA-0000							
Award Amount	\$ 5,000,000.00						
Project Start Date	2017-10-01						
Project End Date	2021-09-30						
Grant Manager	Matthew Kenyon						
POC Name	PMT Helpdesk						
POC Address	810 Seventh Street NW						
POC Phone	844-884-2503						
POC Email	OVCPMTTier4@ojp.usdoj.gov						
Fiscal Year	2018						
Solicitation	OVC FY18 VOCA VA						
Program Title	FY18 VOCA Victim Assistance						
Project Description	This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the State to local community-based organizations that provide direct services to crime victims. NC/NCF						
Continue							



Entering Subgrant Award Reports



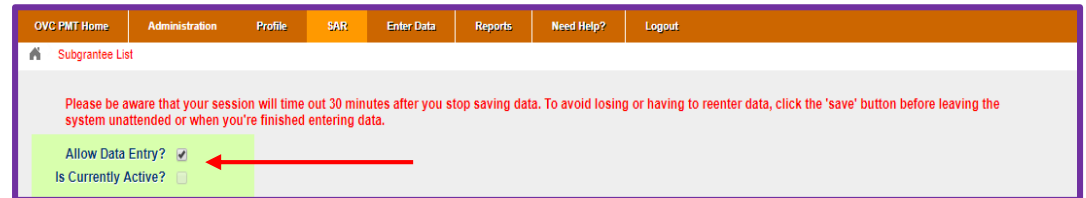
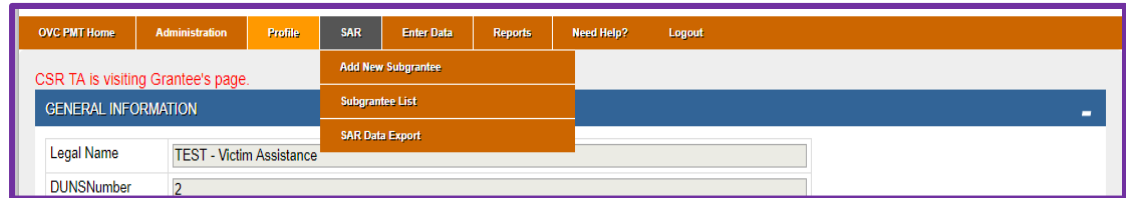
Entering Subgrant Award Reports

- A SAR is required for each subgrant that implements programming with VOCA plus match funding.
- SAR Part 1 (Questions 1–6):
 - Subaward information
 - **Must be completed by the grantee**
- SAR Part 2 (Questions 7–11):
 - Information about the subgrantee
 - **May be completed by the grantee or subgrantee**
- SARs should be entered into the PMT system within 90 days of awarding funds to the subgrantee.
- SARs should be updated within 30 days of information changes (e.g., award amounts, project start and end dates).



SAR: Adding a New Subgrantee

1. Hover over the SAR tab and click the **Add New Subgrantee** option.
2. Add subgrantee organization and POC information.
3. Select the **Allow Data Entry?** option if you would like the subgrantee to complete PMT reporting data.





SAR: Adding a New Subgrantee

4. Enter the subgrantee's contact information.
5. Create one subgrantee profile for each organization and align all of the organization's subawards to the profile.
 - Enter the subgrantee's legal name.
 - Avoid acronyms.
 - Avoid internal references that would not be understood by the general public.

ADD NEW SUBGRANTEE

<p>Agency Name: <input type="text" value="Victim Assistance Grantee Test Account"/></p> <p>Address Line one: <input type="text" value="810 7th Street NW"/></p> <p>Address Line Two: <input type="text"/></p> <p>City: <input type="text" value="Washington"/></p> <p>State: <input type="text" value="DC"/></p> <p>Zip Code: <input type="text" value="20001"/></p> <p>Subgrantee Organization Type: <input type="text" value="Government Agencies Only"/></p> <ul style="list-style-type: none"> <input type="radio"/> Corrections <input type="radio"/> Courts <input checked="" type="radio"/> Juvenile Justice <input type="radio"/> Law Enforcement <input type="radio"/> Prosecutor <input type="radio"/> Other 	<p>POC Name: <input type="text" value="Matthew Kenyon"/> <small>(format: First Name Last Name)</small></p> <p>POC Email: <input type="text" value="ovcpmt@usdoj.gov"/> <small>(format: joe@smith.com)</small></p> <p>POC Phone: <input type="text" value="18448842503"/> <small>(format: 2029391234)</small></p> <p style="color: red; font-size: small;">Note that this information is for system access. The contact information of the Subgrantee user should be entered here.</p>
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Adding or Editing a Subgrant Award

The screenshot shows the PMT system interface. The top navigation bar includes: OVC PMT Home, Administration, Profile, SAR, Enter Data, Reports, Need Help?, and Logout. Below the navigation bar, there are links for Subgrantee List, Subgrantee Contact, and Subaward List. A red arrow points to the Subaward List link. A warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below the warning is a table titled "SUBAWARDS". The table has columns for SubAward Number, Subaward Amount, Project Dates, Federal Award, SARS, and Remove. The first row shows a SubAward Number of 751923, a Subaward Amount of \$150,000.00, Project Dates of 07/02/2018 - 06/08/2020, a Federal Award of 2018-V2-AA-0000, and a SARS status of In Progress. A red arrow points to the "Enter/Edit Data" link in the SARS column. Below the table are three buttons: Go Back, Add Subaward (highlighted with a red box), and Update.

SubAward Number	Subaward Amount	Project Dates	Federal Award	SARS	Remove
751923	\$150,000.00	07/02/2018 - 06/08/2020	2018-V2-AA-0000	In Progress	Deleted

1. Navigate to the **Subgrantee List**.
2. Click on the number in the **Subaward Count** column.
3. Click **Enter/Edit** data to update an existing SAR.
4. Click **Add Subaward** to add a new SAR for this subgrantee.



Subgrant Award Report – Part 1: Subaward Information (Questions 1–6)

1. Check the box for the award number that funds the subaward.
2. Enter the total subaward amount and the amounts allocated toward each of the priority areas, including—
 - A. Child Abuse
 - B. Domestic & Family Violence
 - C. Sexual Assault
 - D. Underserved

SUBAWARD INFORMATION

State-assigned Subaward Number:

Subaward Amount:
(Enter Federal Funds ONLY, NO MATCH)

Select Federal Award:

	Award Number	\$\$\$ from this award	A. Child abuse:	B. Domestic and Family Violence:	C. Sexual assault:	D. Underserved:
<input checked="" type="checkbox"/>	2018-V2-AA-0000	<input type="text" value="150,000"/>	<input type="text" value="50,000"/>	<input type="text" value="50,000"/>	<input type="text" value="0"/>	<input type="text" value="50,000"/>

INSTRUCTIONS: Select the federal grant from which this subaward is funded and enter the amount(s) related to that grant. When more than one OVC VOCA federal grant is used to fund the subaward, for the same start and end date, select each federal grant and enter the associated amount.

Secondly, enter the portion of the subaward amount that is intended for use for each priority or underserved category. If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for **Priority and Underserved Requirements**.

Project Start Date: (The date the VOCA-funded project begins.)

Project End Date: (The date the VOCA-funded project ends.)

Subaward Purpose:

- A. Continue a VOCA-funded victim project funded in a previous year
- B. Expand or enhance an existing project not funded by VOCA in the previous year
- C. Start up a new victim services project
- D. Start up a new Native American victim services project
- E. Expand or enhance an existing Native American project

Note: Enter the portion of the subaward amount that is intended for use for each priority or underserved category (A – D). If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for Priority and Underserved Requirements.



Subgrant Award Report – Part 1: Subaward Information (Questions 1–6)

PRIORITY AND UNDERSERVED REQUIREMENTS:

INSTRUCTIONS: *This is determined by the state for each SAR. Indicate the amount of VOCA funds ONLY (federal award share, not matching funds). Match funds are reported in item 8.*

For allocation of funds, reporting, and compliance purposes, States must identify services that assist “previously underserved populations of victims of violent crime,” per VOCA Victim Assistance Program Final Rule, Section 94.104(c). States may still fund services for victims of non-violent crimes and can report them separately below. However, services funded for victims of non-violent crimes cannot count towards meeting the required allocation or the underserved victim category.

*See Appendix for child sexual victimization definitions. Child sexual abuse or assault should be reported EITHER in category 6A, CHILD ABUSE, or in category 6C, SEXUAL ASSAULT, depending on how the state or territory tracks and reports this data. **SELECT ONLY one.***

A. Child abuse:	50000
A1. Child physical abuse/neglect:	\$ Amount (Optional)

- The subaward amounts entered in categories A–C will auto-populate to the corresponding fields, as shown above.
- For each category, you have the option of entering what portion of the funds will be used for various subcategories. If a field has red text that says “required,” and no funds are allocated to this, then simply put zero dollars (\$0).



SAR – Part 1: Subaward Information (Questions 1–6)

Underserved (D)

- For each underserved category, you have the option of entering what portion of the funds will be used for various subcategories.
- The sum of the subcategories for underserved (D) must equal the category total (D1–D9).



D. Underserved:	<input type="text" value="50000"/>
D1. Underserved (DUI/DWI crashes)	<input type="text" value="25000"/>
D2. Underserved (assault):	<input type="text" value="0"/>
D3. Underserved (adults molested as children):	<input type="text" value="0"/>
D4. Underserved (elder abuse):	<input type="text" value="0"/>
D5. Underserved (robbery):	<input type="text" value="25000"/>
D6. Underserved (survivors of homicide victims):	<input type="text" value="0"/>
D7. Other Underserved (other violent crimes):	<input type="text" value="0"/>
D8. Please briefly describe "Other Underserved (other violent crimes)":	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <small>You have 2000 characters left. (Maximum characters: 2000)</small>
D9. Other Underserved (non-violent crimes):	<input type="text" value="0"/>
D10. Please briefly describe Other Underserved (non-violent crimes):	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <small>You have 2000 characters left. (Maximum characters: 2000)</small>
Total Underserved:	<input type="text" value="50000"/> (Auto calculated)
D11. Please briefly explain how your state or territory defines "underserved" if other than what is listed above:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <small>You have 2000 characters left. (Maximum characters: 2000)</small>

This is determined by the state for all SARs. It will auto-populate all active SARs during the same federal fiscal year.

It will auto-populate all SARs created for the same time period..



SAR – Part 2: Subgrantee Information (Questions 7–11)

SAR - PART2

7. Service Area (s):

Select counties (by state)

Other counties served outside of the State:

N/A

8. Subgrant match (financial support from other sources)

A. Value of in-kind match:

B. Cash match:

C. Total match: (auto-calculated)

D. Match waiver:

9. USE OF VOCA AND MATCH FUNDS:

INSTRUCTION: For this subaward, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency. Check all that apply.

A. INFORMATION & REFERRAL

Information about the criminal justice process

Information about victim rights, how to obtain notifications, etc.

Referral to other victim service programs

Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)



- There is a record locking security feature in the system to prevent multiple users from accessing and entering data on the same record. This may be triggered if the state enters SAR Part 2 or a quarterly performance data report on behalf of a subgrantee that is allowed data entry.
- States may wish to have subgrantees complete SAR Part 2 to ensure successful access to and entry of the subgrantees' quarterly data.



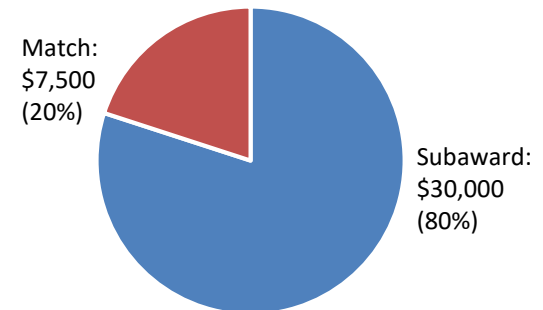
SAR – Part 2: Subgrantee Match

All VOCA awards must be matched (20 percent) either with an in-kind or cash match, except for subgrants made in—

- the Virgin Islands,
- Puerto Rico,
- American Samoa,
- Guam,
- Northern Marianas, or
- Palau.
- tribal organizations, and
- organizations with approved match waivers.

The match must be 20 percent of the total project budget. For example, see the pie chart to the right: If a subgrant award is **\$30,000**, then the match requirement is **\$7,500**.

Sample Project Budget:
\$37,500





SAR – Part 2: Budget and Staffing

11. BUDGET AND STAFFING:

INSTRUCTION: Indicate below the requested information based on the subgrantee's current fiscal year: Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, then only report the budget for the victim advocate unit. NOTE: Do not include in-kind match; do not report sums less than one dollar.

Information Requested	Response										
A. Total budget for all victimization programs/services for this agency (The amount reported is for the current fiscal year. Include the subaward amount reported in Question 4.)	20000										
B. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year (Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency. Do not count funds in more than one category. OTHER FEDERAL includes all federal funding except the subaward amount reported in Question 4.)	<table border="1"> <tr> <td>B1. Subaward Amount:</td> <td>10000</td> </tr> <tr> <td>B2. OTHER STATE/TERRITORY:</td> <td>5000</td> </tr> <tr> <td>B3. OTHER LOCAL:</td> <td>1000</td> </tr> <tr> <td>B4. OTHER FEDERAL:</td> <td>3000</td> </tr> <tr> <td>B5. OTHER NON-FEDERAL:</td> <td>1000</td> </tr> </table>	B1. Subaward Amount:	10000	B2. OTHER STATE/TERRITORY:	5000	B3. OTHER LOCAL:	1000	B4. OTHER FEDERAL:	3000	B5. OTHER NON-FEDERAL:	1000
B1. Subaward Amount:	10000										
B2. OTHER STATE/TERRITORY:	5000										
B3. OTHER LOCAL:	1000										
B4. OTHER FEDERAL:	3000										
B5. OTHER NON-FEDERAL:	1000										

- Question 11A, report the **total budget** for all victimization programs/services for this subgrantee. Include the subaward amount reported in Question 4.
- Question 11B, report **annual funding amounts allocated** to all victimization programs and/or services. Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.



SAR – Part 2: Staffing and Hours

- Question 11C, report the total **number of paid staff** for your program, regardless of funding source. You should include both VOCA-funded and non-VOCA funded positions.
 - Count each staff member once
 - Do not prorate
 - Only enter whole numbers
- Question 11D, report the **number of hours** funded with VOCA or match funds. Do not include non-VOCA funded hours here.
 - This question is not a percentage of staff member time (e.g., 50 percent)
 - This question is not a full-time equivalent of staff member time (e.g., 0.50)



SAR – Part 2: Volunteers

- Question 11E, report the **number of volunteers** supporting the work of this award with VOCA plus match funds.
 - Count each volunteer once
 - Do not prorate
 - Only enter whole numbers
- Question 11F, report the **total number of volunteer hours** funded with VOCA or match funds for subgrantee's victimization program and or/services.
 - Do not include non-VOCA funded hours here.
 - Count all volunteer hours that support the activities of your VOCA Assistance program, even if they are not used as match.





Subgrant Award Report: Review and Approval

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Subgrantee List Subgrantee Contact Subaward List Subaward Detail SAR **Review**

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

SAR Review

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT (SAR)

1 **Print**

FEDERAL AWARD NUMBER: [EDIT](#)

Overall Comments(Optional):

2 Mark the SAR as Approved.

Add Comments

You have 500 characters left. (Maximum characters: 500)

SAVE

1. Navigate to the **Review** page to review all SAR data. You may also print a copy.
2. Check the box to approve the SAR and click **Save**.



Preparing the Subgrantee Data Report



2019 Updates

A screenshot of the PMT system interface. At the top left is the "OFFICE OF JUSTICE PROGRAMS" logo. Below it is a navigation bar with "OVC PMT Home", "Administration", and "Pro". The main content area shows a validation error message: "ovcpmt.ojp.gov says The total of the questions in section 5A must be greater than Question 1 plus Question 2." Below the message is a blue "OK" button. At the bottom of the screenshot, there is a red warning message: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." The background of the screenshot shows a form with fields for "Reporting Period:" and "Sub-grantee Name: victim Assistance Subgrantee Test Account".

Data Validations

OVC added new validations to the PMT system to help with data reporting and verification process. These validations help to increase data accuracy and reduce the need for grantees to go back and clarify inconsistencies with subgrantees.





How to Use Victim Assistance Data

How OVC Uses Victim Assistance Data

- Demonstrate the value and specific benefits of the program to government agencies, the victim services field, the general public, and other stakeholders.
- Generate an annual report on the program and respond to specific inquiries.



How Grantees Can Use Victim Assistance Data

- Monitor progress and determine whether the organization is on track to meet the project goals and objectives.
- Evaluate past performance and set reasonable goals, objectives, and targets for future awards.





Prorating Strategies

- OVC expects all grantees and their subgrantees to collect and report performance measure data for activities supported by the Victim Assistance program.
- OVC recognizes that in some situations, tracking VOCA-funded activities separately from other activities may not be possible.
- In these circumstances, the grantee should work with the subgrantee to apply an appropriate strategy for prorating subgrantee activity so that a reasonable portion is allocated to the VA subgrant(s) and reported in the PMT.
- OVC is developing a prorating strategies resource to support VA grantees and subgrantees with prorating.



Reporting Schedule: OVC Deadlines



Performance data is due in the PMT on a quarterly basis. Grantees that do not submit data in the PMT by the due date may receive a notice from their OVC Program Specialist to ensure compliance with the quarterly grant reporting requirements.

Quarterly Reporting in PMT				Annual Reporting in GMS			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period	Annual PMT Report	Deadline
October 1– December 31	January 1– February 15	Performance Measures	February 15	October 1– September 30	October 1– December 30	Performance Measures & Narrative Questions	December 30
January 1– March 31	April 1– May 15	Performance Measures	May 15				
April 1– June 30	July 1– August 15	Performance Measures	August 15				
July 1– September 30	October 1– November 15	Performance Measures & Narrative Questions	November 15				



Communicating with Subgrantees

- Grantees can use the email feature on the **Need Help?** page to email their subgrantees. Select the reporting period and report status (Complete, In Progress, or Not Started) from the dropdown fields to select the appropriate subgrantee recipients.



Note that the PMT does not have the ability to send attachments with email messages.

A screenshot of the PMT web application interface. The top navigation bar includes links for "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Need Help?" tab is active. Below the navigation bar, there are two dropdown menus: "-- All Periods--" and "-- All Status --", along with "Reset" and "Apply" buttons. A large text area labeled "Email to:" contains a list of recipients with checkboxes. The first option is "Select / Deselect All" (checked), and the second is "Victim Assistance Grantee Test Account" (checked). At the bottom of the list, there is a checkbox for "CC Myself at OVCPMTTier4@ojp.usdoj.gov" (checked). A blue "Continue" button is located at the bottom right of the email selection area.



Enter Data Tab

A screenshot of the OVC PMT system's "Enter Data" tab. The navigation bar at the top includes "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data" (highlighted in orange), "Reports", "Need Help?", and "Logout". A red warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below the warning, there is a form with two main sections. The first section, "Select Reporting Period:", contains a dropdown menu showing "04/01/2019 - 06/30/2019", an "Upload" button, and a "Download Template" button. The second section, "Select Subgrantee:", contains a dropdown menu showing "-- Victim Assistance Grantee Test Account" and a "Continue" button. A red rectangular box highlights the "Select Reporting Period:" section.

1. Select the desired reporting period and the subgrantee and click **Continue**.
2. Only subgrantees whose SARs are approved and are active during the selected reporting period will be displayed in the dropdown menu.



Population Demographics (Questions 1–3)

OVC PMT Home Administration Profile SAR **Enter Data** Reports Need Help? Logout

Reporting Period: Sub-grantee Name: Victim Assistance Grantee Test Account
 Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

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.

2. TOTAL number of anonymous contacts received during the reporting period.

3. Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period.

We cannot track new individuals

- Question 1, enter the total number of **individuals served** during the reporting period and the number of **anonymous contacts** in Question 2.
- Question 3, enter the number of **new individuals** served for the first time during the reporting period. All individuals served will be counted as new during the first quarter of the subaward.
- Check the box if you **cannot track** new individuals.



Demographics (Question 4)

- A. Race/Ethnicity**—Count each victim in only one race/ethnicity category as self-reported. Individuals who self-report in more than one race/ethnicity category are counted in the Multiple Races category.



The race/ethnicity total field will auto-calculate after the user clicks the Save button at the bottom of this data entry page. It does not auto-calculate as each data field is entered.

- B. Gender**—Enter the number of victims by population. The total for each gender category should equal the number of victims reported in Question 3. Count each victim once.
- C. Age**—Age should reflect the age at the time of the crime reported on the intake form.



Victimization Types (Question 5A)

Question 5A: Types of Victimizations

- Grantees and subgrantees should apply a broad definition to the 25 victimization types listed and use “Other” only when no other type of victimization can apply.

Question 5A: Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other

If no victims served:

- The PMT no longer requires narrative data in the Please Explain field if no victims were served. This field may be left blank.

If victims served:

- If a number greater than zero (0) is entered, the system will display a **Please Explain field**. The subgrantee should indicate the hate crime motivation (e.g., race, religion, sexual orientation) if known or indicate if unknown.

Performance Measure Dictionary and Terminology Resource



- OVC is developing a **Performance Measures Dictionary and Terminology Resource** to be a resource for terms used as part of OVC's performance data collection efforts.
- This resource will create a single location to find definitions and examples of terms used across the modules and will standardize definitions for easier reporting. This resource will be available in the near future.



Victimization Types (Question 5B–C)

Question 5B: Multiple Victimizations

- Of the total number of individuals who received services, indicate the number who presented with more than one type of victimization during the reporting period.

Question 5C: Special Classifications of Individuals

- Indicate the number of victims who self-report under the special classification categories.



Direct Services (Questions 6 - 8)

POPULATION DEMOGRAPHICS	DIRECT SERVICES	SUBGRANTEE ANNUALLY REPORTED QUESTIONS	REVIEW
Complete this section each reporting period.			
6. <u>Number of individuals assisted with a victim compensation application during the reporting period.</u>			<input type="text" value="Number"/>

Question 6: Count the number of individuals who received any level of assistance with completing a Victim Compensation application during the reporting period, even if they did not submit the application.



Direct Services (Questions 7–8)

Question 7: Select the types of services your organization provided during the reporting period.

7. Select the types of services provided by your organization during the reporting period:

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

Question 8: Report on the number of individuals who received services in each category and the number of times each particular service (subcategory) was provided.

- If Question 1 + Question 2 equals 20 individuals, then the number of individuals served per main category of service (A, B, C, D, or E) would be less than or equal to 20.
- If 10 individuals received A. Information and Referrals, the number of times each subcategory of service was provided (A1 + A2 + A3 + A4) should be **greater than or equal to** 10.



Reviewing and Completing Data

As grantees review subgrantee data, they should ask:

- Are all questions fully answered? Is anything missing?
- Does this report make sense given the subgrantee's funding, staffing, and objectives?
- Is the subgrantee counting non-VOCA funded activities in their report?
- Is the subgrantee prorating their data? If so, are they using an appropriate method for prorating and calculating the VOCA program portion properly?
- Should any victimization types described as Other be reported in an existing victimization category?
- Are there any illogical responses? (e.g. entering N/A or "0" as a response, then including a narrative response about the related activity)
- If the subgrantee had data that needed clarification last quarter, does that data appear to be accurate this quarter?



Reviewing and Completing Data

POPULATION DEMOGRAPHICS DIRECT SERVICES SUBGRANTEE ANNUALLY REPORTED QUESTIONS **REVIEW**

REVIEW

Total Alert(s): 57
 Enter data for any "Required" missing fields identified in the 'Alert' column below and mark your data complete once all required data has been entered.

Search: [Print](#)

Question	Option	Response	Alert
POPULATION DEMOGRAPHICS			
1. TOTAL number of individuals who received services during the reporting period.			Required
2. TOTAL number of anonymous contacts received during the reporting period.			Required

- The **Review page** shows grantees what you have entered into the system under the Response column and provides alerts about any issues found in your data entry (e.g., missing data).
- Use the tabs to navigate to any data entry page where you need to edit data to address alerts.



Reviewing and Completing Data

A screenshot of a web application interface. At the top, there are three tabs: "POPULATION DEMOGRAPHICS", "DIRECT SERVICE", and "REVIEW". The "REVIEW" tab is highlighted with a red box. Below the tabs, there is a link that says "CLICK HERE TO REVIEW THE DETAILS". Underneath that, the word "CONFIRMATION" is written in red. A red-bordered box highlights a checkbox labeled "Mark data entry as complete. The record will be locked for further data entry." To the right of this checkbox is a blue "SAVE" button. Below the checkbox is a text area labeled "Additional Comments" with a character count: "You have 500 characters left. (Maximum characters: 500)". At the bottom of the form, there is a red asterisk note: "*Once data entry is complete for a reporting period, you can view performance data reports here."

After confirming that your data entry is accurate, check the **Mark Data as Complete** box. Click the **Save** button. Saving will lock your report and prevent additional editing. If you need to unlock your report, contact the **OVC PMT Helpdesk**.



Generating the Annual Grantee Report



Report Section: Annual Narrative

GRANTEE ANNUALLY REPORTED QUESTIONS

REVIEW

1. Were any administrative and training funds used during the reporting period?
 - Yes
 - If Yes, please briefly describe what those funds were used for (up to 500 words).
 You have 5000 characters left. (Maximum characters: 5000)
 - No
2. Did the administrative funds support any education activities during the reporting period?
 - Yes
 - No (If No, go to question #8)
3. Number of requests received for education activities during the reporting period. Number
4. Number of people trained or attending education events during the reporting period. Number



- Narrative questions are asked once a year during the July–September reporting period and cover activities and data that occurred during the entire federal fiscal year (October–September).
- You can enter up to 5,000 characters in each text box.
- Reports lock after submission and cannot be edited. Please draft responses in Word and copy and paste to ensure you have a copy.
- Remember to select **Save** periodically as you enter your narrative questions.



Generating the Annual Grantee Report

The PMT system will aggregate the four quarters of data to generate the annual report. You will not need to enter a separate set of annual numbers.

1. Navigate to the **Reports** page.
2. Identify the Annual Report and generate the PDF.
3. Save the PDF to your local computer and upload a copy of this annual report as an attachment to your annual report in GMS by **December 30**.

OVC PMT Home | Administration | Profile | SAR | Enter Data | **Reports** | Need Help? | Logout

Select Reporting Period: 04/01/2019 - 06/30/2019 ▼


After marking data entry complete every reporting period, your ability to enter/edit data will be locked and the PMT will create a report in PDF.

- If changes are needed and it's during a data submission period, select "unlock" to return the data entry status back to 'In Progress'.
- If changes are needed and the data submission period has ended, please contact the OVC PMT help desk (844-884-2503) to request that the report is unlocked.

After completing data entry for all 4 quarters of the Federal Fiscal Year (October through September), the PMT will automatically create an Annual Performance Measurement Report. As the state grantee, you must save a copy of this annual report in PDF to your computer and upload it as an attachment to your annual progress report in the Grants Management System (GMS) by December 30.

If any changes are made to the data, please remember to again mark data entry as complete to recreate the PDF. Replace the previous version in your files.

Reporting Period	Total Subgrantees	Subgrantee Completed	Subgrantee In Progress	Subgrantee Not Required to Report	Subgrantee Not Started	Quarterly Reports
04/01/2019 - 06/30/2019	20	0	1	16	3	In Progress
01/01/2019 - 03/31/2019	20	0	2	16	2	In Progress
10/01/2018 - 12/31/2018	20	4	1	15	0	Data Export In Progress
Annual Report - 2018						PDF



Troubleshooting Tips and Additional Resources



General Troubleshooting Tips



Periodically click the Save and Continue button to ensure the data you entered are saved into the system. The system will time you out after 30 minutes of inactivity and unsaved data will be lost.

Note that simply entering data into a field does not constitute as activity; the system only recognizes saving or the advancement to another page as activities that will keep your session active.

Click the Exit Data Entry button to close and exit the page. Please note that any unsaved data will be lost. The Exit Data Entry button does NOT automatically save your work.

Hover over underlined text to prompt helpful language explaining the question to appear.






The fields labeled "Number" or "Number Required" will only accept a numeric response. You will not be able to enter text, decimals, or special characters.



The value of "0" must represent a true value of zero. If data for a field is not available or the field is not applicable, then enter "N/A" if it is a required field or leave the field blank if it is not required.



If You Encounter a System Error

 <p>Log out of your PMT account and login again using the same browser</p>	<p>Try to access your report from a different browser (Internet Explorer, Firefox, or Google Chrome)</p>
<p>Clear the cache and cookies on your browser</p>	<p>Restart your computer </p>
<p>Access the PMT during non-peak periods such as the early morning or late evening </p>	<p>Ensure that JavaScript is enabled on your computer.</p>



Recorded Webinar Trainings

A screenshot of the Office for Victims of Crime (OVC) website. The header includes the OVC logo, the text "OFFICE FOR VICTIMS OF CRIME", and the slogan "JUSTICE FOR VICTIMS • JUSTICE FOR ALL". A navigation menu lists various topics such as "Topics A-Z", "News & Features", "Providers/Community Leaders", "Help for Crime Victims", "Grants & Funding", "Library & Multimedia", "Crime Victims' Rights", "Public Awareness", and "About OVC". The main content area is titled "Grants & Funding" and features a sub-section for "FY 2018 OVC Performance Measurement Tool User Training Webinar Series". On the right side of the page, there are utility links for "Text size", "Feedback", "Print page", and "Send page", along with icons for "Calendar", "Directory", and "E-Mail Updates". At the bottom right, there are social media icons for Facebook, Twitter, and YouTube.

- OVC PMT webinars are available via the PMT's Need Help? page or via OVC's public-facing website on the **Performance Measurement Tool Webinar Series page** (<https://ovc.gov/grants/performance-measurement-tool-webinar-series.html>).





Need Help? Page

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
Performance Measures							
Victim Assistance - Subgrant Award Report (SAR) (Fall 2018)							
Victim Assistance - Subgrantee Data Report (June 2017)							
Victim Assistance - Grantee Report							
PMT User Materials							
Victim Assistance - User Guide for Grantees (Fall 2018)							
Victim Assistance - Grantee FAQs (Fall 2018)							
Victim Assistance User Guide for Subgrantees (Fall 2018)							
Victim Assistance - FAQs on the Subgrant Award Report (Fall 2018)							
Victim Assistance - FAQs on the Subgrantee Data Report (Fall 2018)							
Victim Assistance - FAQs on the PMT System (Fall 2017)							
Victim Assistance - Progress Reporting Fact Sheet (Fall 2018)							
Victim Assistance - Subgrantee Data Tracking Template (Excel)							
Victim Assistance - Import Tool User Guide (Fall 2018)							
Trainings							
Victim Assistance - Performance Measures Training (Fall 2018)							
Victim Assistance Targeted Guidance Training (Fall 2018)							
Victim Assistance - 2016 VOCA National Conference, PMT Update Slides (Summer 2016)							
OVC Performance Measurement Tool Webinar Series Recordings							

- **PMT User Guide:** Includes tips for navigating through the PMT system
- **Performance Measures:** A list of all performance measures with explanations
- **Subgrantee Data Tracking Template:** A tool to help subgrantees collect data

Office for Victims of Crime Performance Measurement Tool Helpdesk



If you have any questions about performance measures, system navigation, or the content in this presentation, please contact the **OVC PMT Helpdesk**.

- The OVC PMT Helpdesk is available from 8:30 a.m.–5:00 p.m. ET on weekdays, except federal holidays and via email at ovcpmt@usdoj.gov or toll-free at 1–844–884–2503.
- If you are experiencing a system issue, the helpdesk may escalate your issue to the development team for further investigation. If the issue is widespread amongst grantees and subgrantees, OVC will send an email to all grantees with necessary information and next steps.

GMS Helpdesk

To contact the GMS Helpdesk, please call 1–888–549–9901 and dial 3 when prompted or email the GMS Helpdesk at GMS.Helpdesk@usdoj.gov.