NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE

VOCA Reporting

Grant Award Breakout
September 2020

Required VOCA Reports

- Initial Subgrant Award Report (ISAR)
- Subgrant Award Report (SAR)
- OVC Quarterly Performance Reports (PMT)

Each report is required as a condition of your VOCA award and must be submitted by their respective deadlines.

Non-submission of these reports will result in a **GEMS hold** and you will not be able to receive reimbursements for project-related expenses!

You must submit ALL required reports!

Initial Subgrant Award Report (ISAR)

Due: immediately

Subgrant Award Report (SAR)

Due: within 30 days

Performance Reports (PMT)

Due: Quarterly

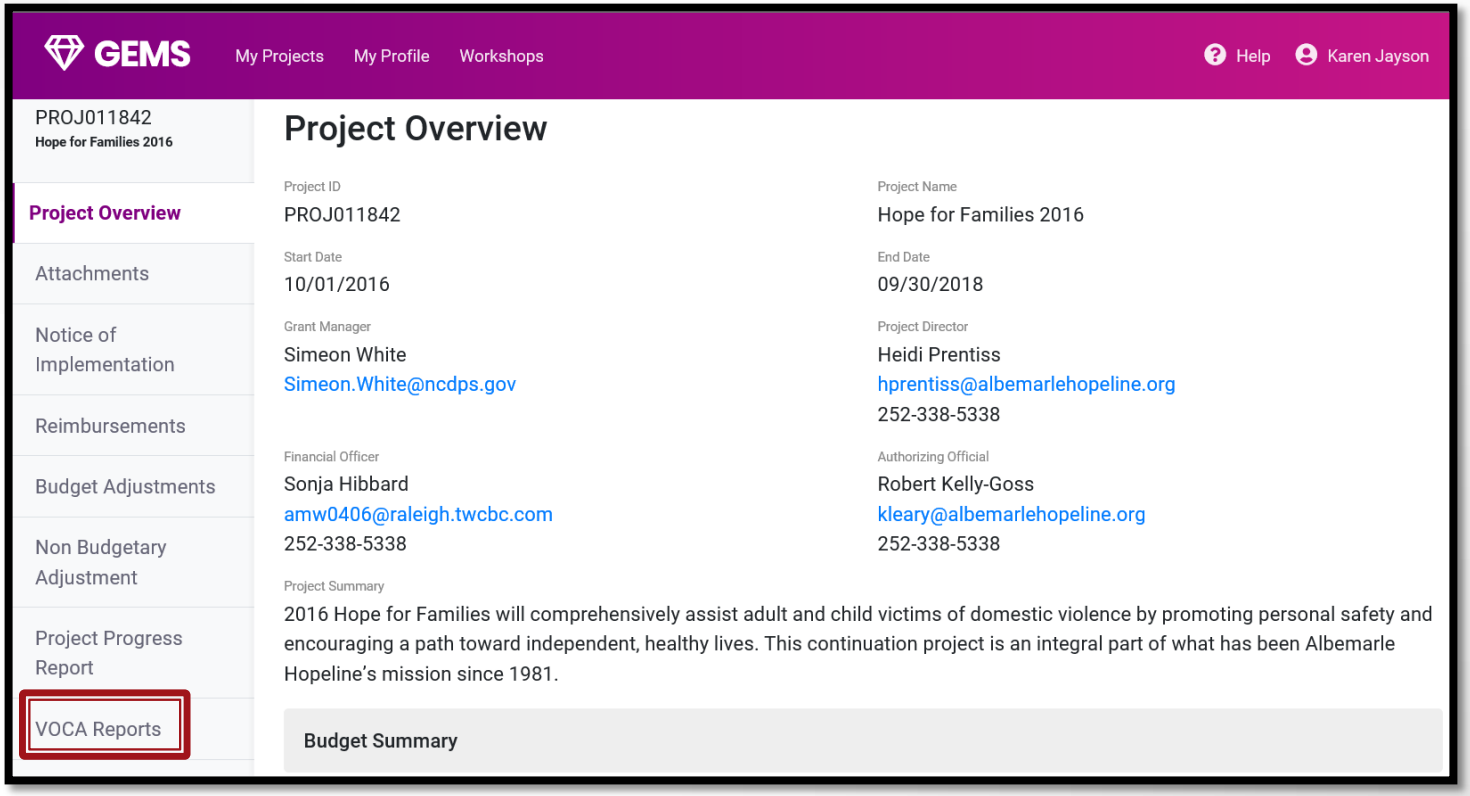
Initial Subgrant Award Report (ISAR)

Initial Subgrant Award Report

- All VOCA reports except the Initial Subgrant Award Report (ISAR) are entered directly through the OVC-PMT reporting system
- The ISAR is the first step in gaining access to required VOCA reports in the PMT system
- Due to GCC at the **implementation of the grant**

Initial Subgrant Award Report

- The Initial Subgrant Award Report can be accessed through GEMS

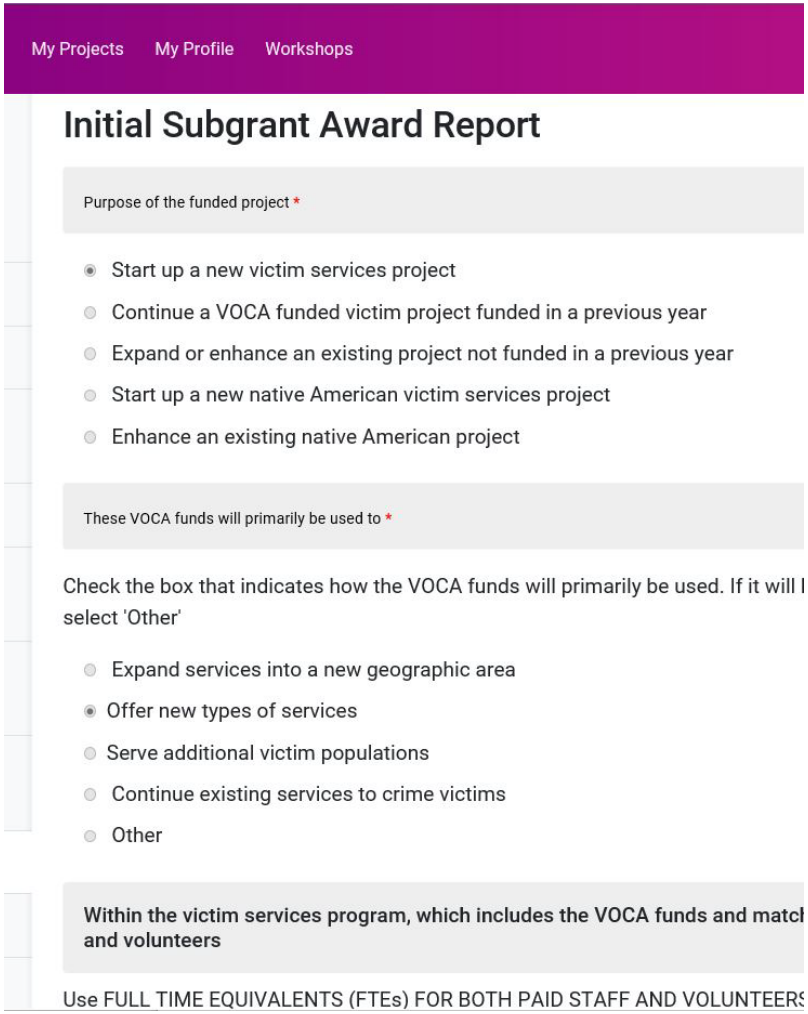


Initial Subgrant Award Report

- Once notified that the project has been opened, you must complete the **Initial Subgrant Award Report**
- This report is submitted directly into the GEMS system
- The link for the ISAR can be found under the VOCA Reports tab in GEMS

The Initial Subgrant Award Report

- The data submitted provides basic information on your organization and project
- Once completed, your Grant Administrator enters the data into the OVC-PMT system as the SAR Part 1



Subgrant Award Report (SAR)

Subgrant Award Report

- Due within **30 days** of the implementation of a project
- Your GCC Grant Administrator will complete the SAR Part 1 in the PMT system
- You will then have access to complete the SAR Part 2 in the PMT system
- Once completed, you will have access to the quarterly reports for each of your organization's VOCA-funded projects

OVC-PMT Reporting

Office for Victims of Crime Performance Measurement Tool

Due Dates

	REPORT WINDOW	DUE DATE
Q1	OCTOBER – DECEMBER	January 30
Q2	JANUARY – MARCH	April 30
Q3	APRIL – JUNE	July 30
Q4	JULY – SEPTEMBER	October 30

- If you experience problems with the website, you must contact the OVC-PMT Help Desk at ovcpmt@usdoj.gov or 1-844-884-2503
- The staff at the Governor's Crime Commission cannot address any technical issues with the website.
- All data entered into this system goes directly to the Office for Victims of Crime.

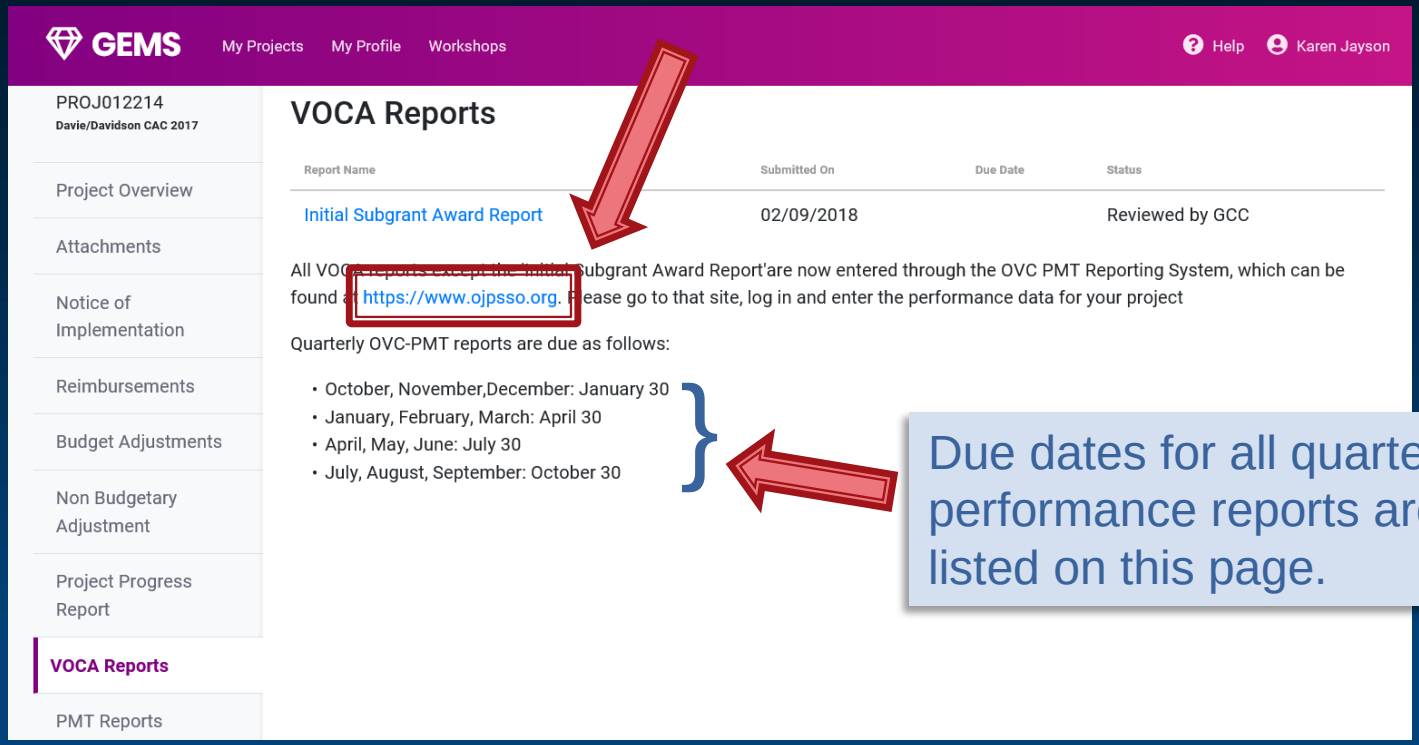
OVC-PMT Reporting

- Once your award has been opened in the GEMS system, GCC staff will create a profile in the PMT system

- Please note that the Project Director for the project will receive all correspondence from the GCC regarding
  - If someone other than the Project Director is responsible for submitting the quarterly OVC-PMT data, note that they can be added as a user in the PMT system
  - The Project Director is responsible for informing staff of due dates and ensuring that the reports are submitted by the respective deadlines

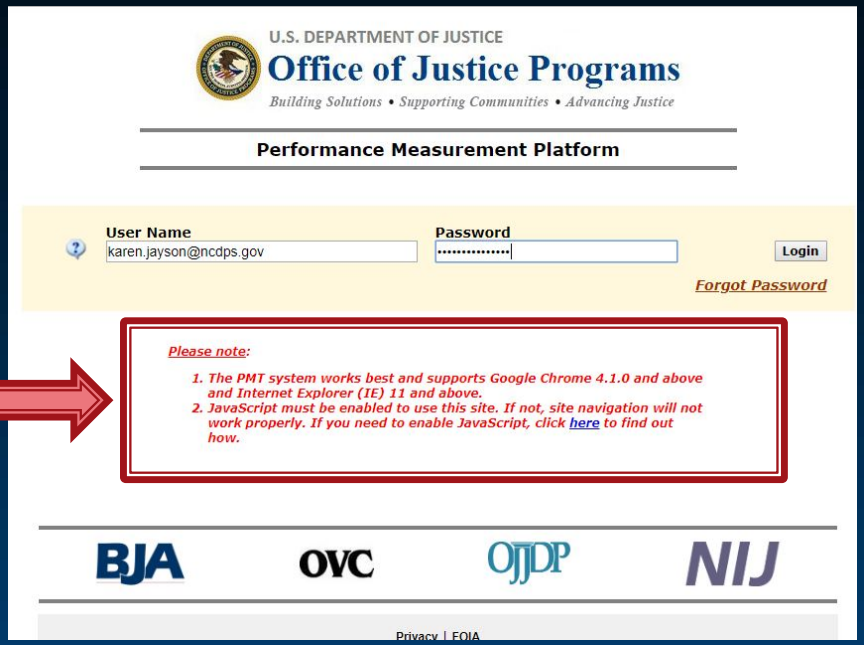
VOCA Reporting

- Click on the link in GEMS and it will take you to the OVC-PMT reporting web site.



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.



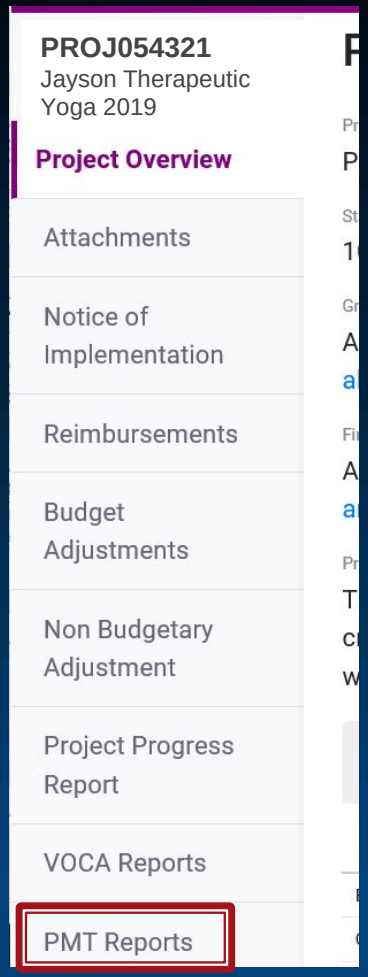
OVC-PMT Reporting

- You must report activities specific to the individual project
  - **Do not** combine numbers from two different projects
  - **Do not** report the same numbers for two different projects

- If an individual receives services through both projects, the services should be reported separately under each project.

OVC-PMT Reporting in GEMS

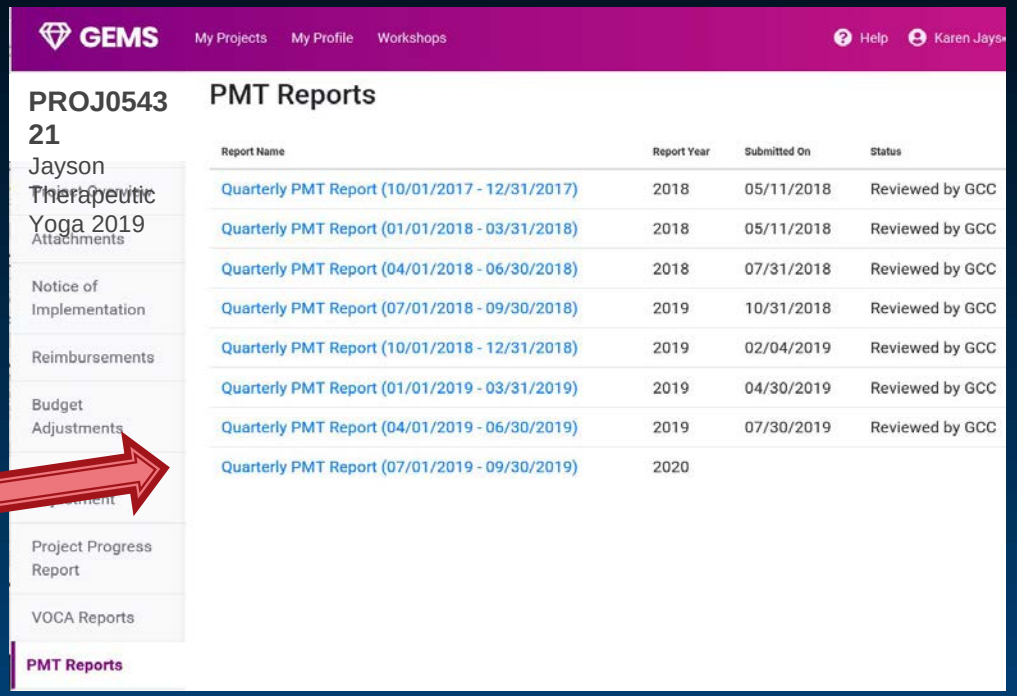
- Once you have completed the report, you must save the report as a PDF file
- Indicate the project number and the time frame of the report in the name of the PDF file
- Then go into GEMS and click on PMT Reports



OVC-PMT Reporting in GEMS

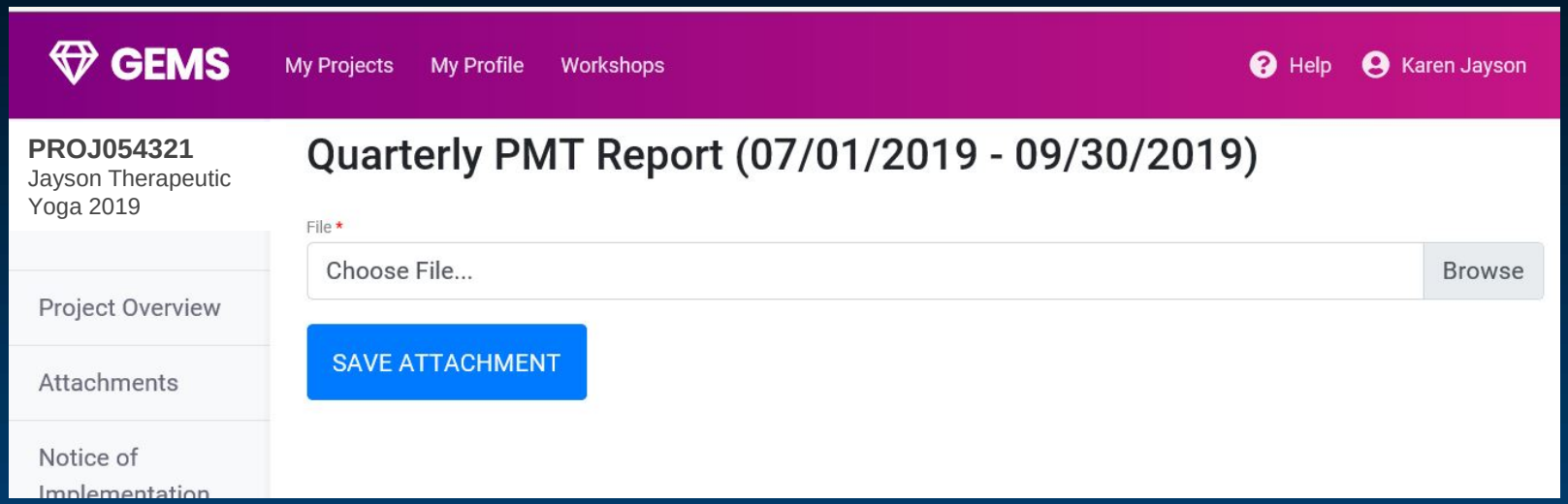
- After you click on **PMT Reports**, you will see the reports previously entered, including the date submitted and confirmation that GCC Grant Administrators have reviewed the report

- Click on the quarter that you need to upload



OVC-PMT Reporting in GEMS

- Click **Browse** to locate the folder where you have saved your PMT reports



- Select the proper report and click **SAVE ATTACHMENT**

OVC-PMT Reporting

- Once you have submitted the report in GEMS, you will see confirmation of the date that you submitted the report

- Your GCC Grant Administrator will review and validate your report
  - If there are errors with the report, it will be sent back for modifications
  - You must correct these errors within the PMT system and provide an updated report as an upload in the GEMS system

Reporting Questions

Contact Crime Victims Services Planning Staff

(919) 733-4564

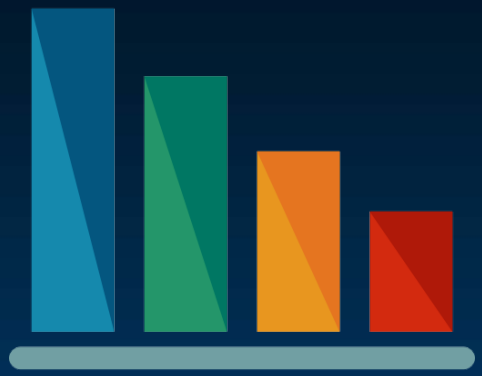
Sandy Dixon, Lead Planner	Sandy.Dixon@ncdps.gov
Jim Lassiter, VOCA Planner	Jim.Lassiter1@ncdps.gov
Karen Lombri, VAWA Planner	Karen.Lombri@ncdps.gov
Adonicca McAllister, VOCA Planner	Adonicca.McAllister@ncdps.gov

OVC-Performance Measures

Office for Victims of Crime

OJP Performance Measurement

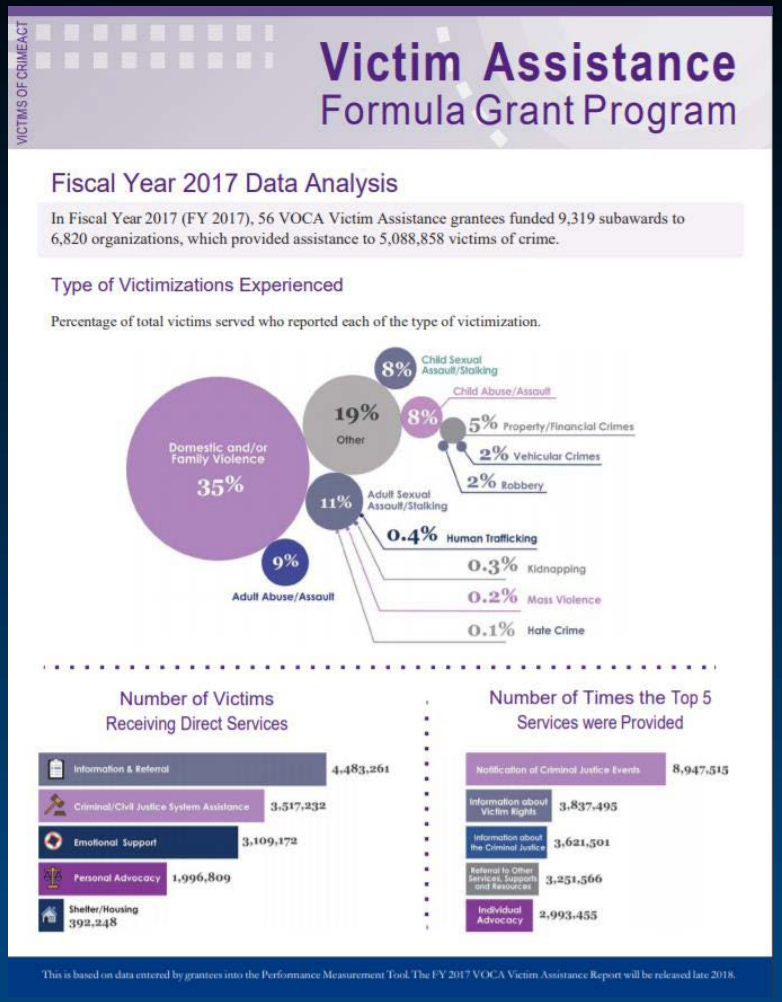
- Information or data showing achievement of desired goals or results.
- Performance measures are the parameters against which progress toward goals is assessed.



Link to OJP definition https://www.ojp.gov/funding/apply/grant-performance-measurement-and-progress-reporting-information

How Does OVC Use Performance Measures

- VOCA nationwide performance reports
- Communicate aggregate performance measure data
- Demonstrate output of grant funds
- Emphasize progress made toward achievement of OVC's strategic and program goals
- Reach target audience of grantees, subgrantees, and general public



OVC Performance Measurement In Real Life...

- Collect = Understand OVC performance measures. Assess system capabilities to securely save and access performance measure data.
- Track = Maintain and document internal processes to create consistency.
- Report = Understand due dates and requirements for the OVC system (example PMT).
- Analyze = Set up internal checks on data for usability and progress toward program goals.

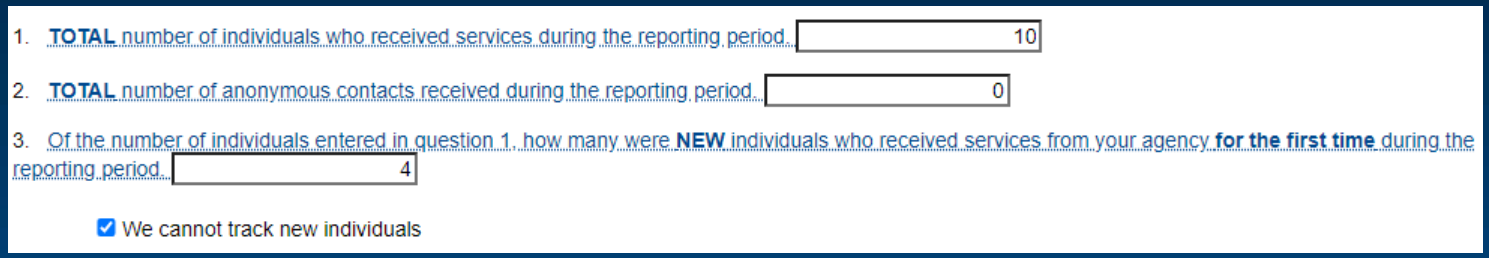
Victim Services (Collect and Track)

Clients and Demographics (Questions 1-6)

- TOTAL individuals who received services
- TOTAL number of anonymous contacts
- NEW individuals served for the first time
  - Not Reported: demographic data not provided by victim.
  - Not Tracked: grantee cannot collect demographic data
- Race/Ethnicity, Gender, and age
- Victimizations – Includes hate crimes, other, multiple victimizations, Special Classifications
- Victim Compensation Form Assistance

Review and Verify: Questions 1 and 3

- During the first quarter of an ACTIVE subaward, the total number of individuals served (Question 1) should be equal to the number of new individuals served (Question 3).
- If the subgrantee indicates that they "cannot track new individuals," then the number of new individuals should be zero (0).


1. **TOTAL** number of individuals who received services during the reporting period. 10

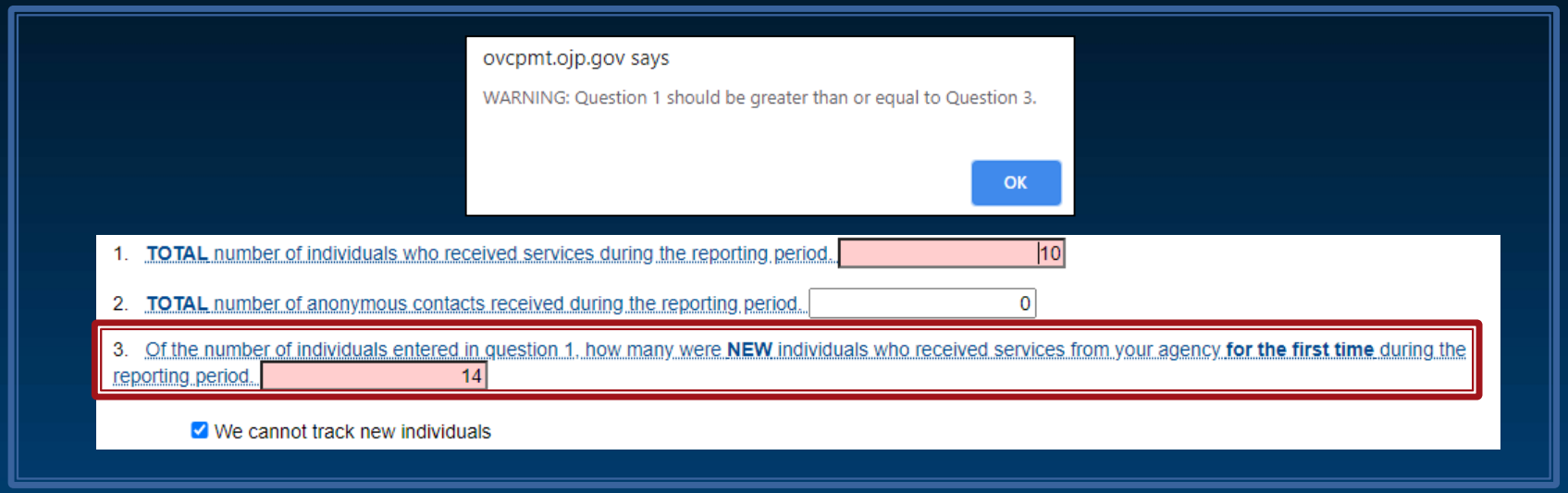
2. **TOTAL** number of anonymous contacts received during the reporting period. 0

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. 4

☑ We cannot track new individuals

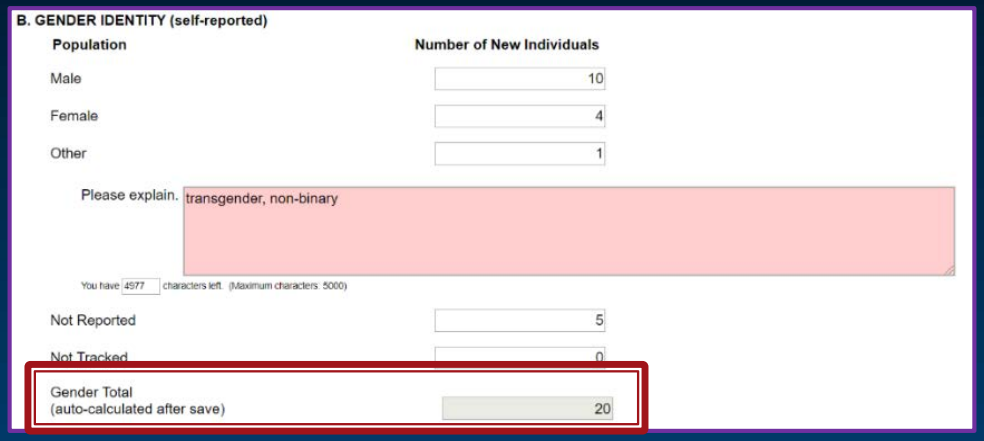
System Validations: Question 3

- Number of new individuals entered in Question 3 should be less than or equal to number of total individuals entered in Question 1.



Review and Verify: Question 4A–4C

- **System Validation:** Total number entered in each demographic category (Race/Ethnicity, Gender Identity, and Age) must be equal to the total number of new individuals entered in Question 3.

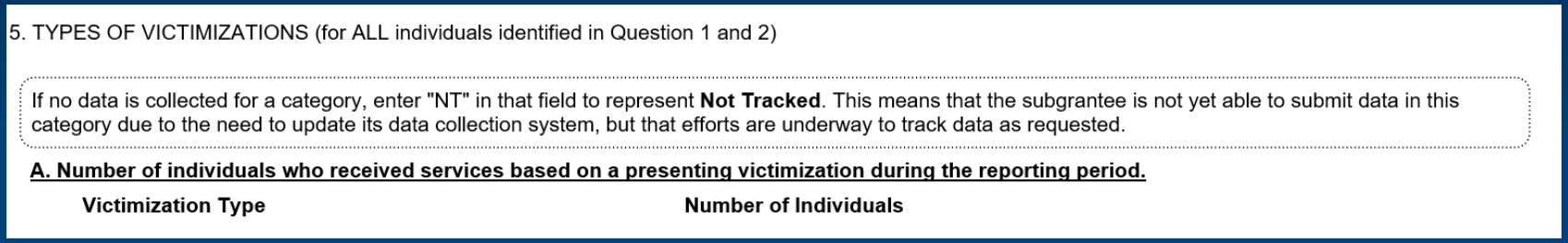


- Verify: What is in the “please explain” text box?

Example - How does an explanation of “other” line up with how the VOCA act defines a victim?

System Validations: Question 5

- The total number of victimizations must be greater than or equal to the sum of the **total number of individuals served** plus the total number of anonymous contacts received (i.e., Question 5 >= Question 1 + Question 2).
- Anonymous contact victimization type- If a subgrantee does not know the victimization type, report it as "Other." Indicate how many anonymous contacts are included in "Other Explanation" text box.



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.

Victimization Type	Number of Individuals

Review and Verify: Question 5

- Subgrantee reported a number for "Victimization Type-Hate Crime" yet did not provide an explanation.
  - If the number of “Hate Crimes” is greater than zero (0), ensure that an explanation was provided.
- Subgrantee reported total victimizations for ONLY NEW individuals served, and anonymous contacts received (Q1 + Q2).
- Is this feedback a cause for concern? Did the same errors happen last quarter?

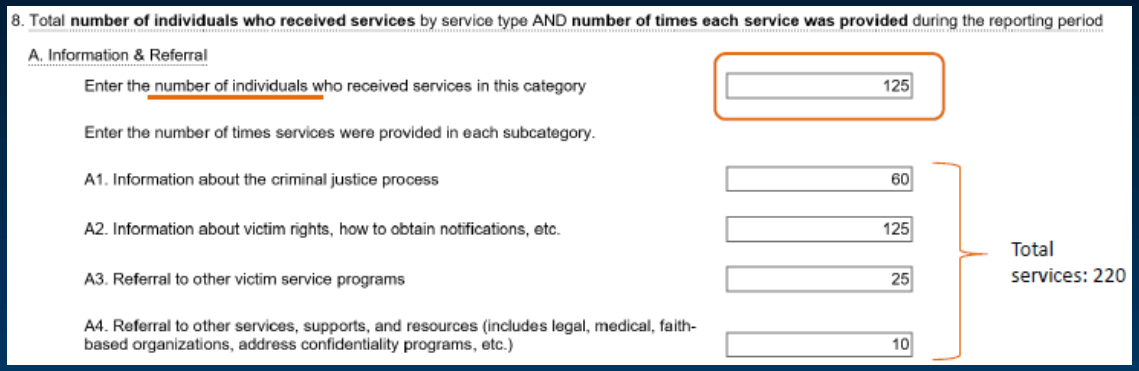
Victim Services (Collect and Track)

Direct Services (Questions 7 and 8)

- Assistance with completing a victim compensation application
- Services organization provided to victims
- List services by service type AND number of times each service was provided
  - Information & Referral Services
  - Personal Advocacy/Accompaniment
  - Emotional Support/Safety Services
  - Shelter/Housing Services
  - Criminal/Civil Justice System Assistance

Review and Verify: Question 8

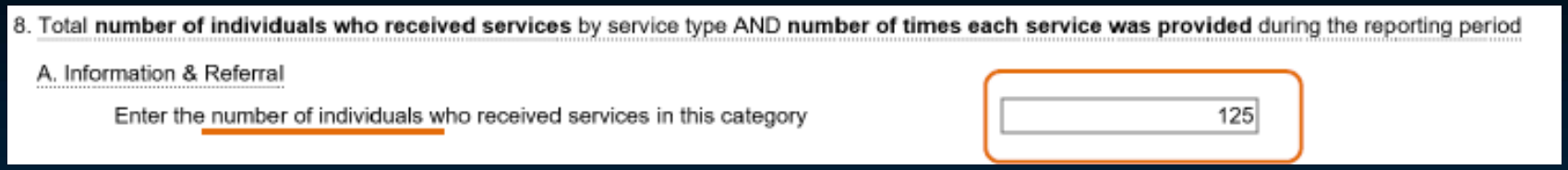
- **Individuals 8A–E:** Total number of individuals served in each of the five main service categories is less than or equal to the total individuals served (Question 1) plus the number of anonymous contacts received (Question 2).



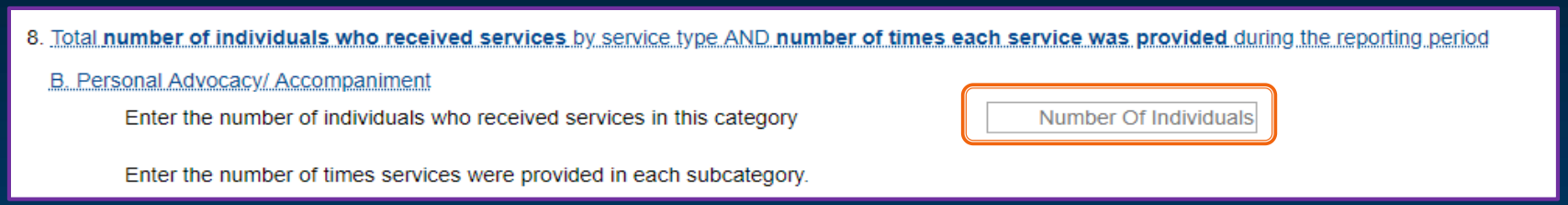
- Services A–E: Total number of times a subcategory of service was provided and is greater than or equal to the total individuals served in that category.

Review and Verify: Question 8

- **Individuals 8A**



- **PLUS Individuals 8B**



- **Greater than or Equals ALL individuals served (Question 1)**

Analyze Performance Data

Resources to Use:

- Performance measures PDF
- VOCA Terminology Resource
- Agency or program goals and objectives
- Past quarterly reports for comparison

Suggested Questions to Review Data:

- What is reasonable?
- Does the data make sense in relation to the award objectives or categories of service?
- What might signify a cause for concern?
- What is the project timeline status?
- How does an explanation line up with what was reported or the VOCA act?

How Can We Help?

Start with PMT resources in the “Need Help” tab:

- List of all performance measures
- User guides
- OVC Performance Measure Dictionary and Terminology Resource
- Online pre-recorded trainings
- Have a more in-depth question?
- Contact the OVC PMT Helpdesk to receive assistance with data entry
- Experiencing staff turnover? Ask about a “Welcome to OVC Performance Management” session

OVC PMT Helpdesk Contact Information

Monday–Friday, 8:30 a.m.–5:00 p.m. EST
Toll free number: 1–844–884–2503**
Email: *ovcpmt@usdoj.gov*

** Appointments available outside normal business hours by request