



Sexual Assault and Domestic Violence Grant Program

Office of Justice Programs Office for Victims of Crime Performance Measurement Tool (PMT)

September 2017



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



PMT System

Use of the system is required for all Office for Victims of Crime (OVC) Victims of Crime Act (VOCA) grantees



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Current Process

- Programs submit the SADVGP Quarterly Progress Report Form in GMIS.
- Grant Monitors review and approve them.
- Staff manually enters each report into OVC PMT.





**** New Process ****

- Beginning in October (Q1 of FY18), programs will enter data directly into OVC PMT.
- Will bypass at least two steps and will speed up the process.





New Process

- Staggered roll-out of PMT data entry by program.
- VOCA New Initiative grantees started entering data directly in PMT for FY17.





OVC PMT

Navigating the System

- Find at: <https://ojpsso.ojp.gov/>
- Use of Google Chrome typically works best





OVC PMT

Navigating the System



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform



User Name

Email Address

Password

Maximum of 3 attempts

Login

[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.



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BJA

OVC

OJJDP

NIJ

Privacy | FOIA



OVC PMT

Navigating the System

Accessing the OVC PMT System:

- DCJS staff will set up your initial grant information in OVC PMT
- The person listed as the Project Director in your grant application is listed as the Point of Contact (POC) in OVC PMT





OVC PMT

Navigating the System

Accessing the OVC PMT System:

- The POC will receive an email invitation from PMT to establish their account – **you may have already**
- Contact Kristina if your Project Director does not receive this email **by next Friday, September 29th.**





Questions?



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OVC PMT

SAR & Data Entry

There are two primary components of your grant record in the PMT:

1. Subgrant Award Report (SAR)
2. Quarterly Data Entry





OVC PMT

1. SAR

Subgrant Award Report (SAR):

- Completed once at the beginning of the fiscal year
- Contains overall information about your grant award
- Typically due by the end of the first quarter





OVC PMT

2. Data Entry

Quarterly Data Entry:

- Completed at the end of each quarter of the fiscal year
- Will be entered under the current SAR/grant fiscal year
- SAR must be completed and approved prior to entering quarterly data for Quarter 1





OVC PMT

Navigating the System

- Enter User Name and Password
- Click “Login”



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Performance Measurement Platform



User Name

kristina.vadas@dcjs.virginia.gov

Password

.....

Login

[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.



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OVC PMT

Navigating the System

- Can make updates to your account from this home screen

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Performance Measurement Platform

Cristina Vadas [Logout](#)

[Home](#) [Update My Account](#) [Change Password](#)

OVC PMT





OVC PMT

Navigating the System

- Select “OVC PMT” to enter the system



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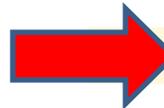
Performance Measurement Platform

Kristina Vadas [Logout](#)

Home

Update My Account

Change Password



OVC PMT

*** Staying Logged-In ***

Keep this window open for navigation to all of your assigned OJP applications!



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OVC PMT

Navigating the System

- New tab opens
- Screen will look similar to this:

The screenshot shows the OVC PMT system interface. At the top left is the logo for the Office of Justice Programs. Below it is the logo for the Office for Victims of Crime, which includes three stylized human figures in blue, green, and red. To the right of the logo is the text "OFFICE FOR VICTIMS OF CRIME". Further right is the text "Performance Measurement Tool (PMT) Victim Assistance VA - VIRGINIA DEPT. OF CRIMINAL JUSTICE" and "JUSTICE FOR VICTIMS • JUSTICE FOR ALL". Below this is a navigation bar with the following items: "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". Below the navigation bar is a section titled "INFORMATION AND RESOURCES" with a minus sign on the right. The text in this section reads: "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. You are responsible for creating a report from the Performance Measurement Tool that is submitted to OVC through the Grants Management System (GMS). Please see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged to create a report for your records." Below this text is a section titled "REPORTING SCHEDULE" with a plus sign on the right. At the bottom of the page is a footer with the text: "For technical assistance, contact the OVC PMT Help Desk at OVCPMT@csrincorporated.com or call toll-free 1(844)884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice." In the bottom right corner of the footer is a "Go to top" link with an upward arrow icon.





OVC PMT

Navigating the System

- The system will “time out” in approximately 30 minutes.
- Be sure to save the data you enter frequently so it is not lost if it times out.





OVC PMT

Navigating the System

- You can add additional users
- Hover cursor over “Administration” and select “User Management”

The screenshot shows the OVC PMT system interface. At the top, there is a logo for the Office of Justice Programs and the Office for Victims of Crime. Below the logo is a navigation menu with the following items: OVC PMT Home, Administration, Profile, SAR, Enter Data, Reports, Need Help?, and Logout. A red arrow points to the Administration menu item. Below the navigation menu is a section titled INFORMATION AND RESOURCES. The text in this section reads: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or havin leaving the system unattended or when you're finished entering data. You are responsible for creating a report from the Performance Measurement Tool that is submitted to OVC th see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged". Below this text is a section titled REPORTING SCHEDULE.





OVC PMT

Navigating the System

- Select “Add a new user” at bottom

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

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

Current User List

List Current Users

Search:

User Name	Phone	Email	Delete?
Kristina Vadas	8047867802	Kristina.vadas@virginia.gov	Delete

[Add a new user](#)





OVC PMT

Entering the SAR

REMINDER:

You must complete your Subgrant Award Report (SAR) and have it approved prior to being able to enter data.





OVC PMT

Entering the SAR

- Click on “SAR” tab

OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

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

Please be aware that your **session will time out 30 minutes after you stop saving data**. To avoid losing or having leaving the system unattended or when you're finished entering data.

You are responsible for creating a report from the Performance Measurement Tool that is submitted to OVC th see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged

REPORTING SCHEDULE





OVC PMT

Entering the SAR

- Click on your program
- Be sure to select “(SADVGP)”

Performance Measurement Tool (PMT)
Victim Assistance
VA - VIRGINIA DEPT. OF CRIMINAL JUSTICE

OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

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

Subgrantee List

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.

SUBGRANTEE LIST

Filter Records:

Name	Address	POC	Subaward Count	SAR Finished	SAR Approved	Allow Data Entry
Avalon: A Center for Women & Children (NI)	P.O. Box 6805 Williamsburg VA 23188-5230	Ms. Teresa Christian teresa@avaloncenter.org 7572585022	2	1	1	<input type="checkbox"/>
Avalon: A Center for Women & Children (SADVGP)	P. O. Box 6805 Williamsburg VA 23188-0000	Teresa Christin teresa@avaloncenter.org 7572585022	4	3	3	<input checked="" type="checkbox"/>





OVC PMT

Entering the SAR

- Complete/update your information

SUBGRANTEE CONTACT INFORMATION

<u>Agency Name:</u>	Sexual Assault Response and Awareness, Inc. (SARA Roanoke) (SAI)	<u>POC Name:</u>	Teresa Berry <small>(format: First Name Last Name)</small>
<u>Address Line one:</u>	3034 Brambleton Avenue	<u>POC Email:</u>	tberry@sararoanoke.org <small>(format: joe@smith.com)</small>
<u>Address Line Two:</u>	SW	<u>POC Phone:</u>	(540) 345-7273 <small>(format: 2029391234)</small>
<u>City:</u>	Roanoke	Note that this information is for system access. The contact information of the Subgrantee user should be entered here.	
<u>State:</u>	VA		
<u>Zip Code:</u>	24015-0000		

Subgrantee Organization Type: **Nonprofit Organization Only**

- Child Abuse Service Organization (E.G., Child Advocacy Center)
- Coalition (E.G., State Domestic Violence Or Sexual Assault Coalition)
- Domestic And Family Violence Organization
- Faith-Based Organization
- Organization Provides Domestic And Family Violence And Sexual Assault Services
- Organization By And/Or For Underserved Victims Of Crime (E.G., Drunk Driving, Homicide, Elder Abuse)
- Sexual Assault Services Organization (E.G., Rape Crisis Center)
- Multiservice Agency
- Other





OVC PMT

Entering the SAR

- Click on “Save & Continue” button at the bottom





OVC PMT

Entering the SAR

- Click “Enter/Edit Data” next to the current grant

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

Subgrantee List Subgrantee Contact Subaward List

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 you leave the system unattended or when you're finished entering data.

SUBAWARDS

SubAward Number	Subaward Amount	Project Dates	Federal Award	SARS	
16-E2333SA14	-----	07/01/2015 - 09/30/2016	2014-VA-GX-0051	Approved Review	
17-F2333SA15		07/01/2016 - 06/30/2017	2015-VA-GX-0043	Approved Review	
18-G2333SA16		07/01/2017 - 06/30/2018	2016-VA-GX-0039	In Progress	Enter/Edit Data

Go Back Add Subaward Update





OVC PMT

Entering the SAR

- Information on the first page will be completed for you
- Scroll to the bottom and click “Save and Continue”





OVC PMT

Entering the SAR

- Beginning with Question 7, complete the remaining questions
- Click on “Save & Continue” at the bottom once complete





OVC PMT

Entering the SAR

- Question 8 – include state cash match, local cash match, and local in-kind match

8. Subgrant match (financial support from other sources)

A. Value of in-kind match: Total value of local in-kind match

B. Cash match: Total of 15% state cash PLUS local cash match

C. Total match: (auto-calculated)

D. Match waiver: Do not check



Questions?



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OVC PMT

Entering Quarterly Data

REMINDER:

Report only on services and activities that are **funded through SADVGP** (*including state cash match and local cash & in-kind match*).





OVC PMT

Entering Quarterly Data

- Include services and activities of volunteers and/or student interns that support the grant-funded project.
- This includes volunteer services used as in-kind match and/or volunteers used to meet the volunteer requirement of OVC.

As a reminder, you must maintain records of volunteer hours used as match and explain/document how you valued the hours contributed.





OVC PMT

Entering Quarterly Data

Quarterly Data Questions:

The questions will look very familiar as they are almost identical to the questions on the SADVGP Quarterly Progress Report Form.





OVC PMT

Entering Quarterly Data

**** New Process ****

- This is a process change, not a change to data collection
- Use your VAdata report, Excel spreadsheet, or other data tracking method to generate your quarterly stats
- Enter them directly into OVC PMT rather than on the SADVGP Quarterly Report Form





OVC PMT

Entering Data

- Click on “Enter Data” tab

OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

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

INFORMATION AND RESOURCES

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

You are responsible for creating a report from the Performance Measurement Tool that is submitted to OVC th see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged

REPORTING SCHEDULE





OVC PMT

Entering Data

- Select reporting period from dropdown menu

OFFICE OF JUSTICE PROGRAMS

Performance Measurement Tool (PMT)
Victim Assistance
VA - VIRGINIA DEPT. OF CRIMINAL JUSTICE

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

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

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.

Select Reporting Period: - All -

For technical assistance, contact the OVC PMT Help Desk at OVCPMT@csrincorporated.com or call toll-free 1(844)884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Go to top





OVC PMT

Entering Data

- Data entry page with three tabs (Quarters 2-4)

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

This section **should** be completed each reporting period.
Source of Direct 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 reporting period.

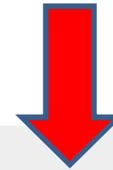




OVC PMT

Entering Data

- For Quarter 1, there will be four tabs



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

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

- TOTAL** number of individuals who received services during the reporting period. Number
- TOTAL** number of anonymous contacts received during the reporting period. Number
- Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency reporting period. Number





OVC PMT

Entering Data

Subgrantee Annually Reported Questions

- This tab will be displayed in October for the July-September quarter because September is the end of the Federal Fiscal Year





OVC PMT

Entering Data

Subgrantee Annually Reported Questions

- Use data from your April-June 2017 report to answer these questions, since you have already tracked this information for the state fiscal year





OVC PMT

Entering Data

Subgrantee Annually Reported Questions

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

11. Number of requests for services that were unmet because of organizational capacity issues.

Please explain.

You have characters left. (Maximum characters: 5000)

12. Does your organization formally survey clients for feedback on services received?

Yes

No (go to question #14)

13. Number of surveys distributed (includes, but not limited to, those distributed by hand, mail or electronic methods)

14. Number of surveys completed.

Report form Question 10:
“Fiscal year-to-date total number”

Report form Questions 12 & 13: “Fiscal year-to-date total number”

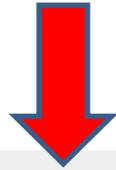




OVC PMT

Entering Data

- Other three tabs:



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 reporting period.





OVC PMT

Entering Data:

Population Demographics Tab

This tab contains the same questions as Questions 1–6 on SADVGP Quarterly Progress Report Form.



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





OVC PMT

Entering Data:

Population Demographics Tab

- Tip: Hover over underlined text to see additional instructions or information.
- *Brief review of questions 1-5; note that the numbering has changed*





OVC PMT

Entering Data

Reminder:
Be sure to save frequently!





OVC PMT

Entering Data:

Direct Services Tab

This tab contains the same questions as Questions 7–9 on SADVGP Quarterly Progress Report Form.



POPULATION DEMOGRAPHICS **DIRECT SERVICES** REVIEW

Complete this section each reporting period.

6. Number of individuals assisted with a victim compensation application 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

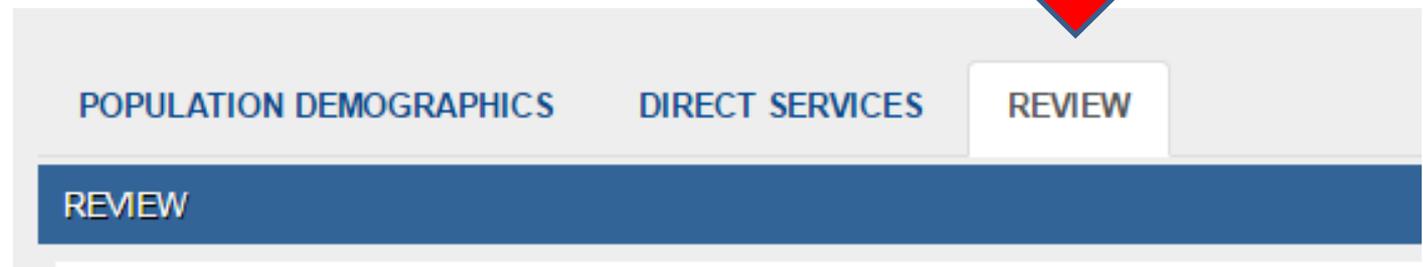




OVC PMT

Entering Data: Review Tab

- Can see summary of data entered
- Will alert you to any errors or missing information in the data you entered





Questions?



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OVC PMT

Navigating the System

- Reports

A screenshot of the OVC PMT system interface. At the top left is the logo for the Office for Victims of Crime, featuring three stylized human figures in blue, purple, and green. To the right of the logo is the text "OFFICE FOR VICTIMS OF CRIME". A large red arrow points down from the text "OFFICE FOR VICTIMS OF CRIME" to the "Reports" menu item. Below the logo and text is a navigation bar with eight items: "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Reports" item is highlighted in orange. Below the navigation bar is a "Select Reporting Period:" label followed by a dropdown menu showing "04/01/2017 - 06/30/2017". A large red arrow points up from below the dropdown menu to the "Reports" menu item.





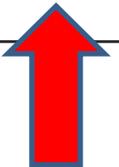
OVC PMT

Navigating the System

- Can generate a PDF or Excel document that you can save

Filter Records: |

Subgrantee Name ▲	Reporting Period ◆	Data Entry Status ◆	Last Modified ◆	Quarterly Reports ◆
Abuse Alternatives, Inc. (SADVGP)	04/01/2017 - 06/30/2017	Complete Unlock	08/29/2017 Tyler Hinton	PDF Excel





OVC PMT

Navigating the System

- Click “Need Help?” tab for resources

A screenshot of the OVC PMT website interface. At the top, there is a logo for the Office for Victims of Crime, which consists of three stylized human figures in blue, purple, and green. To the right of the logo is the text "OFFICE FOR VICTIMS OF CRIME". A large red arrow points down from the logo area to the "Need Help?" tab in the navigation menu. The navigation menu is a horizontal bar with several tabs: "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". Below the navigation menu is a blue header for "INFORMATION AND RESOURCES". The main content area contains a warning message: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having leaving the system unattended or when you're finished entering data." Below this is another line of text: "You are responsible for creating a report from the Performance Measurement Tool that is submitted to OVC th see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged". At the bottom of the screenshot, there is a grey header for "REPORTING SCHEDULE".





OVC PMT

Navigating the System

- PDF versions of the SAR & Performance Measures Report

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

Performance Measures

- [Victim Assistance – Subgrant Award Report \(SAR\) \[June 2017\]](#)
- [Victim Assistance – Subgrantee Performance Measures Report \[June 2017\]](#)
- [Victim Assistance – Grantee Report](#)
- [Victim Assistance – Subgrantee Data Tracking Template \(Excel\)](#)

PMT User Materials

- [Victim Assistance User Guide for Grantees](#)
- [Victim Assistance User Guide for Subgrantees](#)
- [Victim Assistance – FAQs](#)
- [PMT Fact Sheet](#)

Trainings (conference presentations and recorded webinars)





OVC PMT DCJS Review

- DCJS staff will review the data you enter
- Staff may contact you for corrections or additional clarification
- Once verified by DCJS, your data will be submitted to OVC





**** New Process ****

1. Complete **SAR** in OVC PMT by **Friday, October 6th**.



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**** New Process ****

2. Enter **OVC PMT data** on/by the 15th of the month following the end of the quarter.





**** New Process ****

3. Submit copy of **PMT data** AND **Quarterly Narrative Report** in GMIS on/by 12th working day following the end of the quarter.

New Quarterly Narrative Report will be emailed by October 1st.

Financial reports are also due in GMIS on/by 12th working day.





OVC PMT

Quarterly Submissions

- * DCJS GMIS will allow up to four documents to be uploaded in a reporting period field.
- * DCJS GMIS will accept files that end in:
.pdf .rtf .snp .txt .zip .doc .xls





Questions?



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For Additional Assistance:

Kristina Vadas

804-786-7802

Kristina.Vadas@dcjs.virginia.gov

or your

Grant Monitor



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