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

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

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?

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"

OVC PMT
Navigating the System

- Can make updates to your account from this home screen

OVC PMT
Navigating the System

- Select "OVC PMT" to enter the system
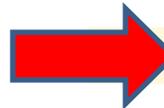
OVC PMT
Navigating the System

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

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"

OVC PMT
Navigating the System

- Select "Add a new user" at bottom

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

OVC PMT
Entering the SAR

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

OVC PMT
Entering the SAR

- Complete/update your information

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
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: 0

B. Cash match: 0

C. Total match: 0 (auto-calculated)

D. Match waiver: ☐

Total value of local in-kind match

Total of 15% state cash PLUS local cash match

Do not check

Questions?

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)*.

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OVC PMT
Entering Quarterly Data

- Include services and activities of <u>volunteers</u> and/or <u>student interns</u> 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

OVC PMT
Entering Data

- Select reporting period from dropdown menu

OVC PMT
Entering Data

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

OVC PMT
Entering Data

- For Quarter 1, there will be four tabs
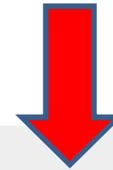
| POPULATION DEMOGRAPHICS | DIRECT SERVICES | SUBGRANTEE ANNUALLY REPORTED QUESTIONS | REVIEW |

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

1. **TOTAL** number of individuals who received services during the reporting period. [Number]

2. **TOTAL** number of anonymous contacts received during the reporting period. [Number]

3. 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

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:
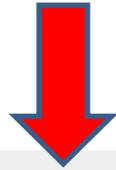
POPULATION DEMOGRAPHICS   DIRECT SERVICES   REVIEW

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.   231

2. **TOTAL** number of anonymous contacts received during the reporting period.   51

3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your reporting period.   166

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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. `251`

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. `184`

☐ 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. 0

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

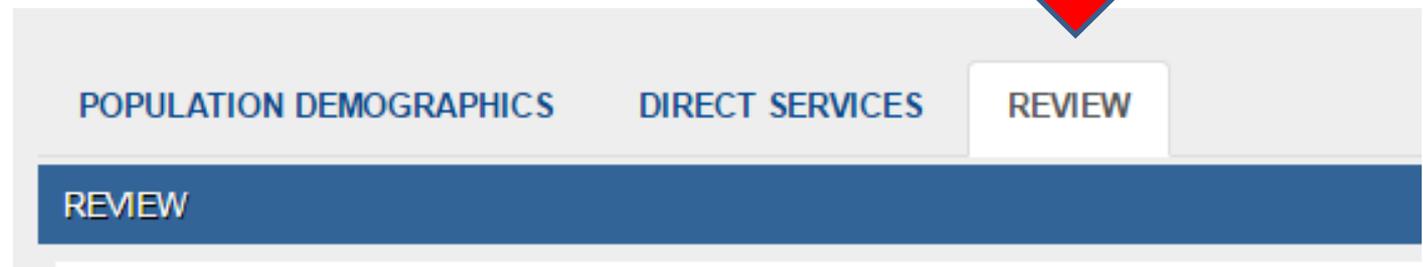☑ E. Criminal/ Civil Justice System Assistance

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

POPULATION DEMOGRAPHICS   DIRECT SERVICES   REVIEW

REVIEW

Questions?

OVC PMT
Navigating the System

- Reports

OVC PMT
Navigating the System

- Can generate a PDF or Excel document that you can save
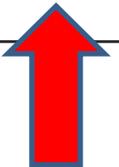
OVC PMT
Navigating the System

- Click "Need Help?" tab for resources

OVC PMT
Navigating the System

- PDF versions of the SAR & Performance Measures Report

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**.

** 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?

For Additional Assistance:

Kristina Vadas
804-786-7802
Kristina.Vadas@dcjs.virginia.gov

or your
Grant Monitor