



Sexual Assault Grant Program **(SAGP)**

2016 Quarterly Progress Report Form

December 2015



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Brief Overview: SAGP Purpose

To provide and/or enhance
direct services to victims of
sexual assault in Virginia.



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Brief Overview: What is SAGP?

Primary source of funding for
local sexual assault crisis
centers (SACC) in Virginia



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Brief Overview: What is SAGP?

SAGP funding is comprised of:

1. Victims of Crime Act (VOCA) federal funding through the Office for Victims of Crime (OVC), and
2. Annual State General Fund appropriation by the General Assembly.



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Brief Overview: SAGP Reporting Requirements

- Quarterly Financial Report (*in GMIS*)
- Quarterly Progress Report (*in GMIS*)
 - Changed as of Q1 of FY16 (Oct.)
 - Use old/existing form for Q1 & Q2
 - Last submission of existing form in GMIS will be due 1/21/16



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The New Form: Why Needed?

- The federal Office for Victims of Crime (OVC) released new performance measures for the Federal Fiscal Year beginning 10/1/15
- All VOCA-funded programs are required to comply with these



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The New Form: Why Needed?

This includes:

- New data collection measures (grantee and subgrantee reports),
- New reporting requirements (initial, quarterly, annually), and
- Use of a new reporting system (Federal “PMT”)



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The New Form: Why Needed?

- The previous SAGP reporting process and form will not meet these new federal requirements



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New 2016 SAGP Quarterly Progress Report Form

- Effective January 1, 2016
- Begin using for third quarter reporting: 1/1/16 – 3/31/16
- Due in GMIS by April 18, 2016



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New 2016 SAGP Quarterly Progress Report Form

- Form is a “fill-able form” Word document
- Content is almost entirely word-for-word from the new required OVC “Subgrantee Data Report”



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New 2016 SAGP Quarterly Progress Report Form

- Report only on **SAGP-funded** services and activities.



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New Form Review: General Information

Grant Number:	<input type="text"/>
Program Name:	<input type="text"/>
Name of Person Completing Report:	<input type="text"/>
Contact Information (phone or email):	<input type="text"/>
Reporting Period: Fiscal Year	<input type="text"/>
<input type="checkbox"/> Quarter 1 (July 1 – September 30)	<input type="checkbox"/> Quarter 2 (October 1 – December 31)
<input type="checkbox"/> Quarter 3 (January 1 – March 31)	<input type="checkbox"/> Quarter 4 (April 1 – June 30)



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New Form Review: Section I - Population Demographics

Question 1:

- Total number of individuals served through the use of SAGP funds during the **quarter**
- Include new and continuing clients
- More on this later...



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New Form Review: Section I - Population Demographics

Question 6:

- Indicate the types of victimizations for all individuals counted in Question 1
- The value of “0” should represent a true value of zero



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New Form Review: Section I - Population Demographics

Question 6:

- A. Victimization Type
 - See Appendix B for definitions
 - An individual **may** be counted under more than one victimization type
 - Do not count an individual more than once **within the same** victimization type



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New Form Review: Section I - Population Demographics

Question 6:

- B. Multiple Victimization Types
 - List the number of individuals (from Question 1) that presented with more than one type of victimization
 - In other words, how many individuals were counted under more than one victimization type in “A”?



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New Form Review: Section I - Population Demographics

Question 6:

- C. Special Classifications
 - As self-reported by the individual
 - Individuals may not report any of the listed special classifications
 - Individuals may be counted under more than one special classification
 - “Other” includes any additional classification that you track



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New Form Review: Section II – Direct Services

Question 7:

- Enter the number of individuals assisted with a victim compensation application during the quarter (CICF application)
- Must have provided more assistance than simply handing out the application form



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New Form Review: Section II – Direct Services

Questions 8 & 9:

- This is where services are documented
- Five broad categories
- Each category has additional subcategories of services
- Reminder to report only **SAGP-funded** services



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New Form Review: Section II – Direct Services

Question 8:

- First select the broad categories of services provided by your agency:
 - A. Information & Referral
 - B. Personal Advocacy/Accompaniment
 - C. Emotional Support or Safety Services
 - D. Shelter/Housing Services
 - E. Criminal/Civil Justice System Assistance



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New Form Review: Section II – Direct Services

Question 9:

- For each **broad category** that you checked, enter the **number of individuals** who received services in the category
- This should be unduplicated for that **quarter**



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New Form Review: Section II – Direct Services

Question 9:

- For each **subcategory** within the broad categories that you checked, enter the **number of times each service was provided** during the quarter



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New Form Review: Section II – Direct Services

Question 9:

- Subcategory totals will likely be greater than the number of individuals served in the category
- Zero is a valid response if you do not offer the subcategory service
- Clients may be counted more than once in a subcategory



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New Form Review: Section II – Direct Services

Question 9:

- Be sure to count each service in only one subcategory; in other words, for each service you provide, pick the one subcategory that best describes it
- For example: A1 & E1
- Pay attention to B3 & E9 - pick one



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New Form Review: Section II – Direct Services

Question 9:

- Quick review of A, B, & C subcategories
- Category D subcategories:
 - D1 & D2: Can be numbers of bed nights in shelter / transitional



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New Form Review: Section II – Direct Services

Question 9:

- Category E subcategories:
 - E4, E5, E7: Does **NOT** need to be an attorney providing these services; can be an advocate, paralegal, or other person providing this type of assistance
 - E6, E11: Very broad; use only if a service you provide doesn't fit anywhere else



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New Form Review: Section III – Quarterly Reported Outcomes

Question 10:

- Number of requests for SAGP-funded services that were not received/provided (for both the quarter and year-to-date)
- Could be due to capacity, “wait list”, need for language/interpretation services, etc. – provide explanation



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New Form Review: Section III – Quarterly Reported Outcomes

Questions 11, 12, & 13:

- Numbers of surveys distributed and completed
- For both the quarter and year-to-date



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New Form Review: Section III – Quarterly Reported Outcomes

Questions 14 & 15:

- General narrative questions regarding program challenges
- Provide brief responses



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New Form Review: Section III – Quarterly Reported Outcomes

Question 16:

- Same as narrative question 2 on old progress report form
- Report on the three additional objectives from grant application
- Restate program objectives and briefly describe progress made on them during the quarter



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New Form Review: Section III – Quarterly Reported Outcomes

Question 17:

- Provide one brief case study
- Most important to illustrate SAGP-funded services, not details of a case



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New Form Review: Section I - Population Demographics

Question 1:

- Total number of individuals served through the use of SAGP funds during the **quarter**
- OVC would like an unduplicated count; check box if not
- Count each individual once regardless of number of services or number of victimization types



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New Form Review: Section I - Population Demographics

Question 2:

- Within each quarter, and from one quarter to the next, can you identify individuals as either new or continuing since Q1?
- If yes, skip to Question 4
- If no, continue to Question 3



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New Form Review: Section I - Population Demographics

Question 3:

- Are you able to determine the number of new individuals served since the last quarter?
- If yes, continue to Question 4



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New Form Review: Section I - Population Demographics

Question 3:

- Are you able to determine the number of new individuals served since the last quarter?
- If no, select either “Not Tracked” or “Other Reason” (with explanation) and skip to Question 6



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New Form Review: Section I - Population Demographics

Question 4:

- Total number of **NEW** victims this **quarter**
- Count each individual once regardless of number of services or number of victimization types



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New Form Review: Section I - Population Demographics

Question 5:

- Demographic information should be provided for all individuals counted in Question 4
- The total for each demographic category should equal the number reported in Question 4



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New Form Review: Section I - Population Demographics

Question 5:

- Demographic information is as self-reported by the individual
- Be sure to carefully review the “Not Reported” and “Not Tracked” definitions; the value of “0” should represent a true value of zero



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New Form Review: Section I - Population Demographics

Question 5:

- A. Race/Ethnicity
 - See Appendix A for definitions
 - Someone identifying bi- or multi-racial should be listed under “Multiple Races”
 - Must equal the number reported in Question 4



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New Form Review: Section I - Population Demographics

Question 5:

- B. Gender Identity
 - As self-reported by the individual
 - Provide a brief description if “Other” is selected
 - Must equal the number reported in Question 4



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New Form Review: Section I - Population Demographics

Question 5:

- C. Age
 - Report each individuals' age **at the time of the victimization** for which they are seeking services
 - Must equal the number reported in Question 4



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Next Steps

- Begin tracking data for this form on January 1st
- Data collection template (Excel spreadsheet) provided by OVC
- This is very new for all of us; there will likely be lots of questions!



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Next Steps

- If you have questions:
 - Call me
 - Email me (copy your Grant Monitor)
- We will compile all questions and develop a FAQ document as needed
- We are also developing a new “Codebook”



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