Sexual Assault and Domestic Violence Grant Program

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

September 2017
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

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

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

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
• Enter User Name and Password
• Click “Login”
OVC PMT
Navigating the System

• Can make updates to your account from this home screen

*** Staying Logged-In ***
Keep this window open for navigation to all of your assigned OJP applications!
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:
OVCPMT
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”
• Select “Add a new user” at bottom
REMINDER: You must complete your Subgrant Award Report (SAR) and have it approved prior to being able to enter data.
• Click on “SAR” tab
OVCo PMT
Entering the SAR

- Click on your program
- Be sure to select “(SADVGP)”
OVCPMT
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
OVCPMT
Entering the SAR

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

- Total value of local in-kind match
- Total of 15% state cash PLUS local cash match
- Do not check
Questions?
REMINDER:
Report only on services and activities that are **funded through SADVGP (including state cash match and local cash & in-kind match)**.
OVCPMT
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.
Quarterly Data Questions:
The questions will look very familiar as they are almost identical to the questions on the SADVGP Quarterly Progress Report Form.
** 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
• Select reporting period from dropdown menu
# OVC PMT

## Entering Data

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

<table>
<thead>
<tr>
<th>POPULATION DEMOGRAPHICS</th>
<th>DIRECT SERVICES</th>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This section should be completed each reporting period.</strong>&lt;br&gt;Source of data: Activities conducted at the subgrantee level.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
OVC PMT
Entering Data

• For Quarter 1, there will be four tabs

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 during the reporting period.
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.
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:

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OVC PMT
Entering Data: Population Demographics Tab

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

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?
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

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.
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 12\textsuperscript{th} working day following the end of the quarter.

New Quarterly Narrative Report will be emailed by October 1\textsuperscript{st}.

Financial reports are also due in GMIS on/by 12\textsuperscript{th} working day.
OVCPMT
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