

SRO/SSO Incentive Grant Program Completing a Status Report in OGMS

Michelle Miles, SRO/SSO Grant Monitor
Virginia Center for School and Campus Safety



DCJS
Virginia Department of Criminal Justice Services

Hello! This presentation is for the status report process for the SRO/SSO Incentive Grant Program. If you have any questions about the information provided in the slides, please contact Michelle Miles at michelle.miles@dcjs.Virginia.gov or 804-225-1846.

Please note, this presentation is an overview of how to complete a status report in DCJS OGMS for grantees. If there is any discrepancy between this presentation and the OGMS forms, please refer to the OGMS forms for instructions.

What to expect?

- Navigating OGMS
- Starting a Status Report
- Completing the SRO Status Report
- Completing the SSO Status Report
- Reporting Requirements
- Technical Assistance

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As we go through the presentation, we hope to cover:

How to navigate OGMS to complete a status report,
How to start a status report,
How to complete the SRO and SSO status reports,
Reporting requirements, and
Contact information for DCJS staff

DCJS Resources

OGMS Training & Resources

- Visit <https://www.dcs.virginia.gov/grants/ogms-training-resources> for training documents and videos.
- All Project Directors are required to watch the OGMS Grant Tracking Overview video.

Notifications

- Sign up to receive notification for upcoming trainings and other events.



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A screenshot of a login form titled "Log in". It says "You are not logged in." and has two buttons: "I have an account" (yellow) and "I want to create an account" (grey). Below are input fields for "Username or email address*", "Password*", and "Remember me (checked)". There is a link "Forgot your password?". A CAPTCHA section follows with the text "This question is for testing whether or not you are a human visitor and to prevent automated guest submissions." and a math problem "Eight question* 10 + 10 =". At the bottom is a "Log in" button.

On the DCJS website there are additional resources on how to navigate OGMS. We are requiring Project Directors to watch the OGMS Grant Tracking Overview video but we encourage anyone who will be working with the grant to watch it as well.

We also strongly recommend that you sign up for DCJS Updates via our website. To register, go to [dcs.virginia.gov](https://www.dcs.virginia.gov) and click in the yellow box that says 'DCJS Updates'. You will be brought to the login screen where you can create an account. After your registration is complete you can sign up to receive various updates on trainings, announcements, and grant opportunities.

Accessing your Grant

Sign into OGMS: <https://ogms.dcjs.virginia.gov>

On the Login Page

- Click on User ID on the left side of your page under Login
- Enter your User ID
- Enter your Password
- Click on Sign In

- Note: Use the OGMS Menu, not the Browser Menu. OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

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The URL for OGMS is ogms.dcjs.virginia.gov

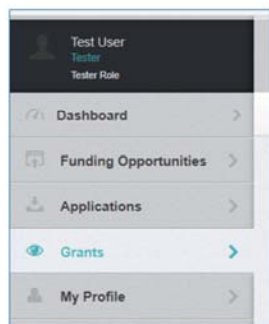
Once you enter the URL in your browser, it will take you to the Login page where you will find announcements on the right hand side of the screen. This area will include open funding opportunities, system maintenance alerts, and other information that will be helpful with managing your grants in OGMS.

Enter your id and password and click 'Sign In'. If you are not a registered user then click 'Click here to Register' to set up an account. Instructions on how to register are located on the DCJS OGMS Training and Resources webpage.

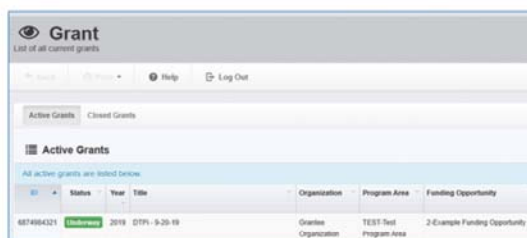
Accessing your Grant *(continued)*

From the Side Menu:

- Click on “Grants”



- Select the Grant you would like to access in the “Active Grants” listing.
- If you need to access a closed grant, click on the “Closed Grants” tab.



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To access your grant, click on ‘Grant’s in the vertical tool bar on the left hand side of the screen.

This will bring you to the list of Active Grants where you can select the grant you would like to access. If you don’t see the grant in this list, contact your Project Director to add you as an additional contact on the grant.

Accessing your Grant (*continued*)

- Once you have selected the Grant, you will be directed to the Grant Components.
- Components may not be the same for all grant programs.

Grant Components	
The grant forms appear below.	
Component	
General Information	
Budget	
Contract Document	
Correspondence	
Status Reports	←
Claims	
Contract Amendments	
Encumbrances	
Face Sheet	
FREE - Personnel and Employee Fringe Benefits	
Goals and Objectives	
Monitoring Activities	
Funding Opportunity	
Application	

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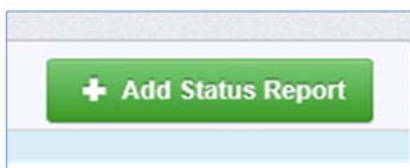
After you click on the grant you will see the list of grant components. The grant components may be different for each grant program.

Under General Information is where the Project Director can add additional contact.

For the purposes of this presentation we will choose the 'Status Reports' component.

Starting a Status Report

- Choose “Status Report” from the components list.
- Click on “Add Status Report” on the right side of the screen.



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When you click on ‘Status Reports’ it will bring you to a screen that will list any status reports that are in editing status, have been submitted, or were withdrawn.

To start a status report, click the ‘Add Status Report’ button.

Starting a Status Report *(continued)*

- The status will be auto populated.
- Sub Type:
 - SRO grants choose “SRO Report”
 - SSO grants choose “SSO Report”
 - Report dates are the beginning and end of the quarter
- Click “Save Form.”

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*:

Report Dates:

Start Date End Date

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OGMS will ask you to complete the General Information portion of the report before you can save it.

The status will be auto populated

Under Sub Type, SRO grants will choose SRO Report and SSO grants will choose SSO Report.

The report dates are the beginning and end of the quarter. Those are:

1st Quarter- July 1, 2021 through September 30, 2021

2nd Quarter- October 1, 2021 through December 31, 2021

3Rd Quarter- January 1, 2021 through March 31, 2021

4th Quarter- April 1, 2021 through June 30, 2021

Starting a Status Report (*continued*)

SSO Report



Status Report Details

Status Report cannot be Submitted Currently
• Status Report components are not complete

Component	Complete?
General Information	✓
Law Enforcement Activities	
Presentations and Narrative	
Allocation of Time	
Goals and Objectives Report	

SRO Report



Status Report Details

Status Report cannot be Submitted Currently
• Status Report components are not complete

Component	Complete?
General Information	✓
Incidents and Frequency	
Training and Narrative	
Goals and Objectives Report	

The SRO and SSO reports have different components. The SSO report will mimic the FY21 forms with little to no changes. The SRO report has been revised to capture additional data points for a more complete picture of what an SRO does on a daily basis. These changes were suggested by current SRO grantees but we welcome additional feedback from you as well. Any suggestions or comments will be used to revise next years report if needed.

Now we will go into a more detailed description of how to complete each status report. First we will discuss the SSO report.

SSO Status Report: Incidents

Incident Type	Number of Incidents Where SSO Responded	Number of Incidents Reported to School Admin by SSO	Number of Students Involved	Number of Incidents Reported to Law Enforcement	Number of Students Receiving Instructional Supports	Number of Students Receiving Behavioral Interventions	Number of Students Receiving Disciplinary Sanctions	If Other List DCJ Code
Disruptive Behavior								
Drug Violations								
Tobacco Offenses								
Alcohol								
Weapons								
Fighting/Conflict								
Verbal Abuse								
Stalking								
Threats/Verbal/Physical								
Electronic Devices/Cellphone Use								
Sexual Harassment								
Other								

LAST UPDATED: 10/15/2021 10:10 AM [Edit Grid](#)

Incident Type	Number of Incidents Where SSO Responded	Number of Incidents Reported to School Admin by SSO	Number of Students Involved	Number of Incidents Reported to Law Enforcement	Number of Students Receiving Instructional Supports	Number of Students Receiving Behavioral Interventions	Number of Students Receiving Disciplinary Sanctions	If Other List DCJ Code
Disruptive Behavior								
Drug Violations								
Tobacco Offenses	2	2	4	0	2			
Alcohol								
Weapons								
Fighting/Conflict								
Verbal Abuse								
Stalking								
Threats/Verbal/Physical								
Electronic Devices/Cellphone Use								
Sexual Harassment								
Other								

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'Incidents' is the first section of the SSO status report. If the grant funded SSO(s) is involved with disciplinary actions, enter the number of incidents where the SSO(s) responded and the number of those incidents reported to School Administration. Include the number of students involved and, if any, the number of incidents reported to Law Enforcement. Under 'Interventions', enter the number of students that received instructional supports, behavioral interventions, or disciplinary sanctions because of the incidents.

To edit this form, click on 'Edit Grid' which will open all sections. You do not have to click 'Save Grid' after each section unless you want to return to it at another time. Once you've completed all sections you can click 'Save Grid' or 'Save Form'.

SSO Status Report: Frequency

Monitor security cameras and other technology	Weekly
Inspect equipment to make sure it was working properly	Quarterly
Report equipment issues to school administrators (e.g. broken equipment, equipment not in the appropriate place)	Quarterly
AD HOC ASSISTANCE TO THE COMMUNITY	
Support the safe and secure coordination of special events	Weekly
Provide escorts to people who feel unsafe	Daily
Other assigned duties	Daily

Save Form

☐ Other Duties

Describe Other Assigned Duties:

Other assigned duties include:

Mark as Complete Save Form

Last Edited By: Michelle White - Sep 7, 2021 11:15:00 AM

Save Form

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The next section is 'Frequency'. The person completing this section should indicate the frequency next to the activities provided by the grant funded SSO this quarter. The options are Daily, Weekly, Quarterly, or Annually.

The list is not exhaustive and does not indicate that the activities are required of the SSO under the grant. The SSO should follow the School and Division's policies and procedures and, if there is any doubt as to what an SSO is required to do in a given situation, it is the school administration who are to provide guidance.

The last section is an opportunity for the SSO to discuss any activities they perform that are not included in the list. This is not required but should be completed if the SSO indicated a frequency in 'other assigned duties.'

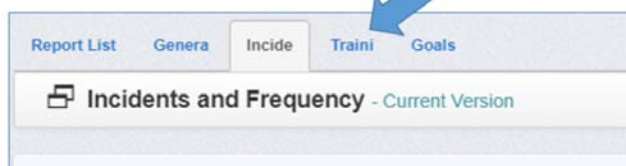
Once all sections are complete, or you want to return to finish it at another time, click 'Save Grid' or 'Save Form'. If all the information is accurate you can click 'Mark as Complete'.

SSO Status Report (*continued*)

- To move to the next part of the report click “Next” or return to the top and click on the next tab.



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When moving through the report to complete the different sections you can either use the blue 'Next' or 'Back' button or you can go to the top and click on the different tabs.

SSO Status Report: Training and Narrative

- This section is Accomplishments, Issues, and Concerns.
- To begin, click “Edit Form” to answer the narrative questions.
- There are 4 narrative questions and the first one is required.

The screenshot shows a web form titled "SSO Status Report: Training and Narrative". At the top, there is a green button labeled "Edit Form". Below this, the form is divided into sections. The first section is titled "Accomplishments, Issues and Concerns" and contains the following text: "Please provide a short description that highlights the SSO's demonstrated involvement and interest in the school community, approach/activities, and professionalism. Please do not use names or include any other identifying information." Below this text is a red heading "SSO's Interest in Community and Professionalism:". The next section is titled "Innovative Programs:" and contains the text "Briefly describe any innovative programs, initiatives, or activities initiated by grant funded SSO(s)". The following section is titled "Training and Professional Development:" and contains the text "Please describe any training needs or suggestions for professional development." The final section is titled "Additional Information:" and contains the text "Please provide information you feel DCJS should know about (potential problems, program changes or weaknesses, etc.)".

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Under the Training and Narrative tab the first section is Accomplishments, Issues, and Concerns.

Click 'Edit Form' to answer the narrative questions.

There are four questions and the first one is required. Do not include any identifying information when answering the questions.

SSO Status Report: Training and Narrative

- The next section is Training.
- Click the green “Add Row” button for each training event the SSO attended.
- Provide the following:
 - Course Title
 - Start Date and End Date
 - Number of hours

The screenshot shows a form titled "Training" with a sub-header "List any training or professional development opportunities obtained during this period". Below this, there are four input fields labeled "Course Title:", "Start Date:", "End Date:", and "Total Hours:". Each field has a corresponding text input box.

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The last section on this form is Training.

Add a new row for each training event the SSO attended during the quarter.

Provide the following:

Course Title

Start and End Date of the training

Number of Hours

Goals and Objectives

- Goals and Objectives are the same for both SROs and SSOs.
- The goals and objectives approved in the application will auto populate.
- Click on each individual row to report the activities for the current quarter only.

Do NOT add a new row!

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The Goals & Objectives form is the same for SRO and SSO grants.

The goals, objectives, and activities approved in the grant application will auto populate in the appropriate fields. You will not be given the opportunity to edit those fields and you should not add a new row. If you want to make changes to your goals, objectives, or activities you will need to submit a project scope contract amendment. Contact your Grant Monitor to discuss that process.

To complete this section, you will click on the individual rows.

Goals and Objectives (*continued*)

10 Goals and Objectives

Report on the Goals and Objectives, as entered in the grant application. Please describe any progress or barriers to working on the activities this reporting period.

Goal Number:

Goal:

240 characters left

Objective:

240 characters left

Activity:

240 characters left

Month:

Select an Option

Progress and Updates

Progress or Barrier:

Month (in which implementation was completed):

Select an Option

Is this the last report of the award period?

Submit Go Back

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- **Progress and Barriers**
 - Provide a brief description of the progress made on the activities under the objective.
- **Month**
 - Indicate the months during this quarter that the activities took place.

On this form you will need to discuss the progress made on the activities during the quarter. For instance, if the activity was to meet with school administration weekly to discuss high risk students, you could write that the SRO attended 10 out of 12 possible meetings this quarter.

This is also an area to discuss barriers to completing the activity. Using the same example, you could write that 2 out of the 12 possible meetings were cancelled due to the principal being sick. Another example would be to include why an activity didn't take place during the quarter as planned.

Next, choose the month(s) that the activities took place.

Goals and Objectives (*continued*)

- Last Report

- On the 4th quarter report answer “Yes.”
- Indicate if you met the objective.
- Explain how you met or did not meet the objective.

The screenshot shows a web form with a yellow background. It contains two questions, each with 'Yes' and 'No' radio buttons. The first question is 'Is this the last report of the award period?' and the second is 'Did you meet the approved objective in the application?'. Below these is a text box labeled 'Please Explain:'.

Is this the last report of the award period?:	<input type="radio"/> Yes	<input type="radio"/> No
Did you meet the approved objective in the application?:	<input type="radio"/> Yes	<input type="radio"/> No
Please Explain : <input type="text"/>		

- Click “Save Row.”

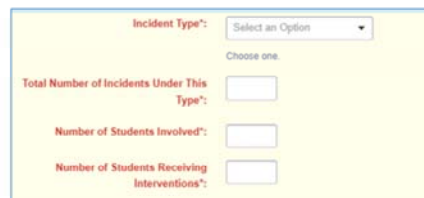
The next question will ask you if this is the last status report of the grant year. If yes, you will be asked to indicate if you met the approved objective. Below that you will provide evidence for how the objective was met or discuss why the objective was not met.

When complete, click ‘Save Row’

SRO Status Report: LE Activities

- Incidents

- Click “Add Row.”
- Choose an incident type from the dropdown.
- Provide the total number of incidents per type.
- Provide the total number of students involved.
- Provide the number of students receiving interventions.

A yellow rectangular form with a blue border. It contains the following fields: "Incident Type:" with a dropdown menu showing "Select an Option"; "Choose one."; "Total Number of Incidents Under This Type:" with a text input field; "Number of Students Involved:" with a text input field; and "Number of Students Receiving Interventions:" with a text input field.

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Now we will discuss the SRO Status Report.

As you go through the forms, you will notice there are changes from past reports. We took feedback from the field and added some additional content to capture more of the work that SRO's are doing. The report is broken down into 4 forms/tabs. The first form is Law Enforcement Activities which is further broken down into 3 sections.

The first section is Incidents, where you will provide data surrounding incidents the SRO was involved with.

If you do not see the 'Add Row' button next to Incidents, scroll down and click 'Save Grid'

Add a new row for a different incident type. Choose the type from the dropdown and enter the total number of incidents where the SRO(s) was involved. Include the number of students involved and the number of students receiving interventions.

SRO Status Report: LE Activities (continued)

- Number of incidents reported by:
 - School Administration
 - School Staff
 - Student(s)
 - Parent(s)
 - Other

Number of Incidents Reported by:

School Admin*:	<input type="text"/>
School Staff*:	<input type="text"/>
Student(s)*:	<input type="text"/>
Parent(s)*:	<input type="text"/>
Other:	<input type="text"/>
	<input type="text"/>

Specify

We further broke down how the incidents were reported.

Out of the total number of incidents for this type, indicate how many were reported by school admin, school staff, students, parents, or other.

If Other, please specify the source of the report.

SRO Status Report: LE Activities (continued)

- Interventions
 - School responses based on the SBAR
 - Instructional Supports
 - Behavioral Interventions
 - Disciplinary Sanctions
 - Law Enforcement interventions
 - Informal counseling
 - Student/parent meeting
 - Community resource referrals
 - Referral to court services
- Click “Save Row.”

The screenshot shows a web form titled "School Response (SBAR)". It includes a link "Click here for additional information on VDOE SBAR". Under "School Response (SBAR)", there are three input fields: "Instructional Supports*", "Behavioral Interventions*", and "Disciplinary Sanctions*". Below this is a section titled "Law Enforcement Interventions" with four input fields: "Informal counseling*", "Student/parent meeting*", "Referral to community resources*", and "Referral to court services*". There is also an "Other:" field with a "Specify" label and a text input box. At the bottom of the form is a green "Save Row" button.

The intervention types for both schools and SROs were also expanded.

Under School Response, enter the number of students that received an intervention based on Student Behavior and Administrative Response (SBAR). A link has been provided, in the form, if you need additional information on the new VDOE resources.

Under Law Enforcement Intervention, enter the number of students that received informal counseling, parent meetings, referrals, or other. If you choose Other, please specify what the intervention was.

SRO Status Report: LE Activities (continued)

- Crime Prevention
 - **Report for this quarter only!**
 - Click “Add Row”
 - Choose Crime Prevention Type
 - Indicate the number of times an activity was performed
 - Describe the results or recommendations as a result of the activity

The screenshot shows a form for reporting crime prevention activities. It includes a dropdown menu for 'Crime Prevention Type' with the text 'Select an Option' and a downward arrow. Below this is a text input field for 'Other Specify:' with a character count of '250 character(s) left'. To the right of the 'Other Specify:' field is a 'Frequency:' dropdown menu, also with 'Select an Option' and a downward arrow. At the bottom is a larger text input field for 'Results/Recommendations:' with a character count of '500 character(s) left'.

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We did provide additional types under Crime Prevention and changed from frequency to the number of times an activity occurred. Report only on the activities that took place during the quarter.

The type of crime prevention activities are:
Formal school safety assessment/audit
Information school safety assessment/audit
Applied CPTED principles
Review of school policies/procedures
Student crime prevention project
Threat assessments
Crisis Planning/Management
School patrol/security checks
Drills
Traffic control
Other (please specify)

The frequency types include:
1-2 times this quarter
3-9 times this quarter

10-24 times this quarter
25+ times this quarter

SRO Status Report: LE Activities (continued)

- Referrals

- Click “Edit Grid.”



- Enter the number of referrals provided to students and/or parents.

- Click “Save Grid.”

A screenshot of the "Referrals - Edit" form. The form has a title bar with "Referrals - Edit" and a "Save Grid" button. Below the title bar is a text box with instructions: "Enter the number of referrals provided by the grant funded SRO(s) to a student and/or a parent to the following school or community resources or programs. The number of referrals may exceed the number of individuals. For instance, if you referred one student to two different mental health providers, then you would enter 2 under Mental Health/Family Counseling Services." Below the text box is a table with four columns: "RESOURCE/PROGRAM", "If Other, Please Specify", "Student (number of referrals)", and "Parent (number of referrals)". The table has seven rows with the following resources: School counselor, School social worker, School psychologist, Conflict management, Anger management, Truancy/dropout, and Student assistance. Each row has input fields for the number of referrals for students and parents.

RESOURCE/PROGRAM	If Other, Please Specify	Student (number of referrals)	Parent (number of referrals)
School counselor			
School social worker			
School psychologist			
Conflict management			
Anger management			
Truancy/dropout			
Student assistance			

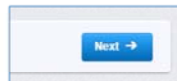
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The last section under Law Enforcement Activities is Referrals. Enter the number of referrals provided by the grant funded SRO to a student and/or a parent for school or community resources.

One thing to remember is that the number of referrals can exceed the number of individuals who receive the referrals. For instance, if you provide two different mental health referrals to one individual, you would enter 2 under mental health.

SRO Status Report *(continued)*

- To move to the next form of the report you can click “Next” or return to the top and click on the “Presen” tab.



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When moving through the report to complete the different sections you can either use the blue ‘Next’ or ‘Back’ button or you can go to the top and click on the different tabs.

SRO Status Report: Presentations and Narrative

- Law-Related Educator

- Click “Add Row.”
- Choose the presentation type from the drop down.
- Enter number of people in attendance.
- Select the audience type.
- Indicate if a formal curriculum was used.
 - If yes, then provide the title.
- Indicate the platform used to present the material.
- Click “Save Row.”

Under Law-Related Educator, click ‘Add Row’ for each presentation the SRO facilitated during the quarter.

If you do not see the ‘Add Row’ button next to Law Related Educator, scroll down and click ‘Save Grid’

Choose the presentation type from the drop down and enter the number of people in attendance.

Next, select the audience type and provide information if a formal curriculum was used.

The last field in this section is new. This will give you an opportunity to indicate how the training was presented. For example, was it an in person training, done virtually, or was it a module that students could access on their own time?

SRO Status Report: Presentations and Narrative *(continued)*

- Informal Mentor and Role Model Activities
 - Click “Edit Grid.”
 - Indicate the number of times an activity was performed.
 - If Other, specify in the first column.
 - Click “Save Grid.”

Activity	If Other, Please Specify	Number of times
Classroom visits		
Tutoring		
Reading to students		
Home visits		
Meal delivery		
Lunch buddies		
Student clubs		
N/A		

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Informal Mentor and Role Model Activities is a new section aimed to capture more information on the mentoring activities SROs perform.

Indicate the number of times an activity took place during the quarter.

If you performed an activity that would not fit under a listed category, place it in one of the Other rows and describe it in the next column.

SRO Status Report: Presentations and Narrative *(continued)*

- Informal Mentor and Role Model Activities - Narrative
 - Click “Edit Form.”
 - Provide a short description of an interaction with a student.
 - Highlight the SRO’s role as an informal mentor or role model.
 - Do not use identifying information.
 - Describe relationship building activities.
 - School events, assemblies, PBIS, summer programs, youth recreation programs, etc.
 - Complete the next section before you click “Save Form” or save to come back to it another time.

The next section are the narrative questions about informal mentor and role model activities.

The first question is required. This is an opportunity for you to discuss an interaction(s) with a student(s) that highlights the SRO’s role as an informal mentor or role model. This should be an anecdotal description but do not use any identifying information.

The next question is new and asks you to describe any relationship building activities that the SRO participated in during the quarter. This could include school events, assemblies, Positive Behavioral Interventions and Supports (PBIS), youth recreation programs, or Shop with a Cop/Sheriff program.

After you’ve answered those question, you can move on to the next section or click ‘Save Form’ to come back to it at another time.

SRO Status Report: Presentations and Narrative (*continued*)

- Program Issues, Concerns, and Accomplishments
 - Click “Edit Form.”
 - There are 4 questions in this section.

The screenshot shows a form section titled "Program Issues, Concerns, and Accomplishments" with a yellow background. It contains four questions:

- Innovative Programs:** Briefly describe any innovative programs, initiatives, or activities initiated by grant funded SRO(s).
- Training Needs:** Please describe any training needs or suggestions for professional development.
- Information:** Please provide information about the project's grant management or grant requirements you feel DCJS should know about (e.g. vacancies, extended leave, feedback, etc.)
- Not Reported:** Is there anything you would like to share that has not been captured in another section of the report?

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The last section on the Presentations and Narrative form has also been revised.

In this section, we ask you to describe any innovative program, initiatives, or activities initiated by the SRO and any training needs or suggestions.

However, we changed the next question and added another.

We are asking you to provide any information that would effect the implementation of the project. For instance, this would be a good place to discuss vacancies and the progress of rehiring, extended leave, any organizational changes, or provide feedback on the status report. This does not replace the requirement to complete a contract amendment to officially notify DCJS of those changes but will record the information on the status report for historical purposes.

The last question is new and gives you the opportunity to discuss anything you want to share that has not been captured in another section of the report.

Once those have been completed, click ‘Save Form’

SRO Status Report: Allocation of Time

- SRO Assignments
 - Estimate the percentage of grant funded time spent on SRO activities.
- Non-SRO Assignments
 - Estimate the percentage of grant funded time spent on Non-SRO activities.
 - This section can be skipped if there is nothing to report.
- Total
 - The amount of time spent on SRO activities and Non-SRO activities should equal 100%.

Total	
Total SRO Time:	
Total Non-SRO Time:	
Total Time:	Total time should equal 100%

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The next form on the report is Allocation of Time. This section was removed in last year's report but we have added it back. The Total Time percentage will be auto calculated and should equal 100%.

There are two sections on this form; SRO Assignments and Non-SRO Assignments. SRO assignments include those activities performed as an SRO during the quarter.

Non-SRO assignments are for those activities performed on grant funded time but not as an SRO. This would include duties during non-school hours, such as summer or holiday breaks. For example, during the summer break the SRO is assigned to patrol duty so those activities would be captured under Non-SRO assignments. Another example is during alternative scheduling, like we experienced with COVID-19 restrictions. PLEASE NOTE: this would not include activities such as general security during school sponsored events or overtime.

It is expected, under this grant program, that an SRO considered full-time on the grant is employed as a certified law enforcement officer year-round and is dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.

When everything is complete, click 'Save Grid' or 'Save Form'

SRO Status Report: Goals and Objectives

Refer to slides #15-17 for additional instructions.

Report on the Goals and Objectives, as entered in the grant application.
Please describe any progress or barriers to working on the activities this reporting period.

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)	Progress or Barriers	Month (in which implementation step occurred)	Is this the last report of the award period?	Did you meet the approved objective in the application?	Please Explain
1	Test	Test	Test	July					

As previously discussed, Goals & Objectives are the same for the SRO and SSO status reports. This form was discussed in slides #15-17 and will be appropriate for SRO grants.

Reporting Requirements

- Financial Reports and Reimbursements (CLAIMS) - due within 15 days after the end of each calendar quarter. Claims are due even if no expenditures occurred during the quarter.
- Progress (STATUS) Reports - due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor.

CALENDAR QUARTER ENDING	REPORT DUE DATES
9/30/2021	10/15/2021
12/31/2021	1/15/2022
3/31/2022	4/15/2022
6/30/2022	7/15/2022
Final	8/15/2022

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FINANCIAL REPORTS & REIMBURSEMENTS (Claims) – OGMS Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day.

PROGRESS (Status) REPORTS for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor. Reports are due even if no activities were performed during the quarter.

BUDGET (Contract) AMENDMENTS may be submitted for consideration through OGMS. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned Grant Monitor.

GRANT CLOSEOUT: The grantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period.

Technical Assistance

For questions regarding your SRO/SSO grant, please contact:

Michelle Miles

michelle.miles@dcjs.virginia.gov

(804) 225-1846

For specific questions regarding SRO/SSO training, certification and/or roles and responsibilities, please contact:

Kim Simon

kim.simon@dcjs.virginia.gov

(804) 997-1717

For assistance with the OGMS system, email:

ogmssupport@dcjs.virginia.gov

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Technical Assistance (*continued*)

For financial questions, please contact:

DeAndrea Williams

DeAndrea.Williams@dcjs.virginia.gov

(804) 371-5380

Will Abbott

Will.Abbott@dcjs.Virginia.gov

(804) 997-5195

Closeout questions should be directed to:

Andrew Wooldridge

Andrew.Wooldridge@dcjs.virginia.gov

(804) 225-1863

Mark Fero

Mark.Fero@dcjs.virginia.gov

(804) 225-2782

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Questions?



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