

# Human Trafficking FY 2022 Cohort Grantees

Performance Measure Reporting Orientation

January 2023



# Announcements



- This session is being recorded and will be available on the OVC website.
- This session is for Human Trafficking grantees with new awards from fiscal year (FY) 2022.
- A copy of the slides will be sent to all participants after the presentation.
- All participants are automatically muted upon entering the session.
- Type your questions in the Q&A box and the team will respond.
- Type comments and responses to the presenter and participants in the chat box.
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Elaine Kierl.

# Webex Chat Practice

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What was the best show or movie you watched in 2022?

Post your answer in the chat box!

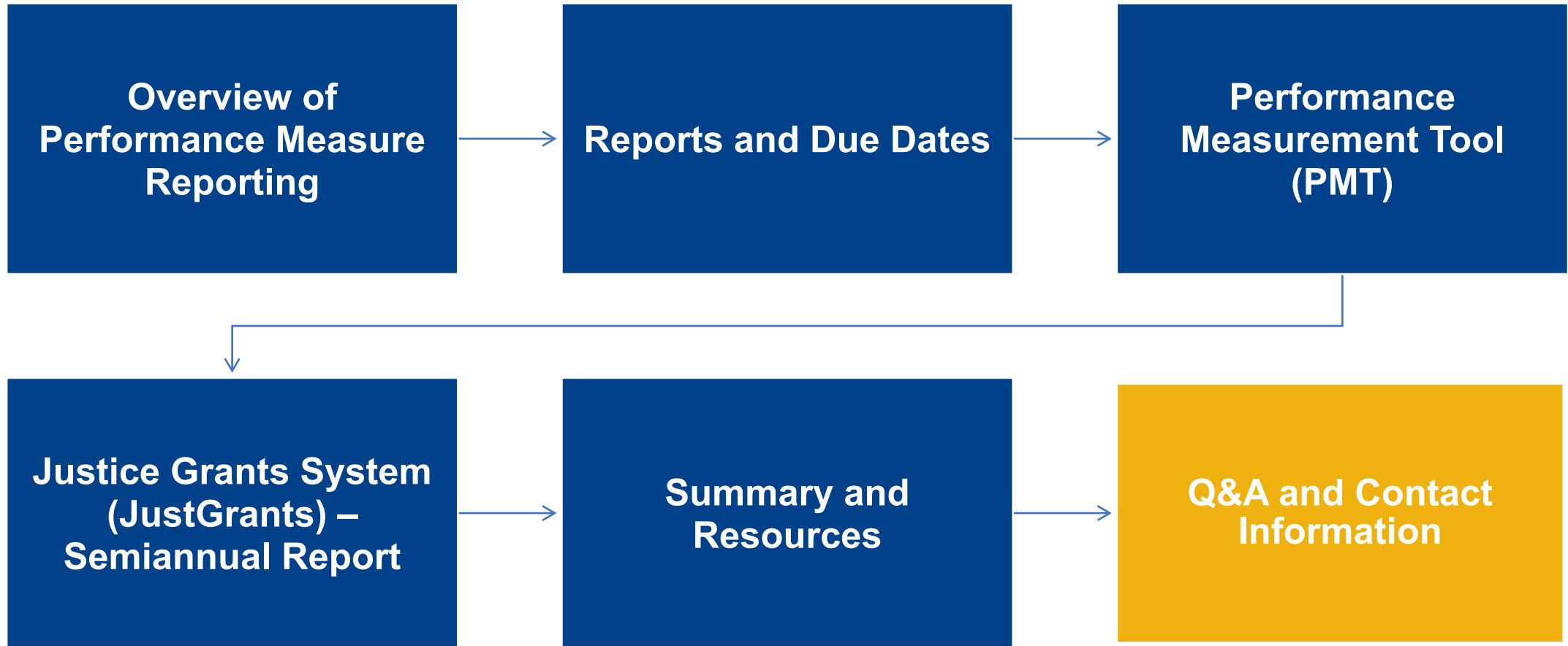
# Human Trafficking FY 2022 Cohort Grantees

## Performance Measure Reporting Orientation

January 2023



# Overview



# Overview of Performance Measures Reporting



# Importance of Performance Measure Reporting



President's Management Agenda: Results-Oriented Accountability for Grants (2018)

Foundations for Evidence-Based Policymaking Act (2018)

Grant Reporting Efficiency and Agreements Transparency (GREAT) Act (2019)

Revisions to the Uniform Grants Guidance (Revisions effective November 12, 2020)

Grant Performance and Results Act—Modernization Act (GPRA-MA) (2010)

Across the federal government, focus is shifting to **grantee performance** over basic compliance with regulations

# How the Office of Victims of Crime Uses Performance Measure Data



The accuracy and timeliness of reporting data is extremely important. Data reported by grantees allows OVC to:

- demonstrate the value and specific benefits of the program to Congress, federal and state government agencies, the victim services field, the general public, and other stakeholders,
- generate an annual report on the program to demonstrate output of grant funds,
- emphasize progress made toward achievement of OVC's strategic and program goals, and
- reach target audience of grantees and general public.





# Performance Measurement

- Information or data showing achievement of desired goals or results.
- Performance measures are the parameters against which progress toward goals is assessed.



# Grantee Performance Management in Real Life



**Collect** – Gather OVC performance measures for your award(s). Ensure your organization has the capabilities to capture and securely save performance measure data.



**Track** – Document internal processes on data collection, refine performance measure definitions based on award objectives to create consistency in data reporting.



**Report** – Establish a reporting point of contact (POC) and a backup who know reporting due dates and OVC reporting platforms.



**Analyze** – Set up internal usability checks of data for future funding applications, or a grant manager review of OVC performance reports.

# Performance Measurement Topic Areas



Topic Areas
Trafficking Population
Victim Services
Partnerships
Training
Strategic Planning
Task Force
Personnel
Policies/Procedures/Protocols
Investigation/Prosecution
Community Outreach
Data Collection and Evaluation
TTA Providers

## Visit the OVC Human Trafficking (HT) Performance Measures website for:

- A solicitation map outlining which topic areas your award is responsible for.
- The performance measures PDF specific to your HT program.
- A data Excel spreadsheet that can be used as a job aid to help you collect data throughout the quarter.

# Performance Measurement Reporting Systems



- **Performance Measurement Tool (PMT):** A web-based reporting system in which grantees can electronically submit qualitative and quantitative program performance data.
- **JustGrants (JG):** A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.

# Reports and Due Dates



# Report Types



Report Type	Definition
<b>Quarterly Performance Measure Report</b>	Three months of data on award activities entered in the PMT. <u>Combined with any subgrantee or partner data as applicable.</u>
<b>Semiannual Report</b>	This report includes quarterly data <u>and</u> narrative questions related to grantee and subgrantee activities. Narrative questions cover progress toward goals and objectives. A separate set of questions in JustGrants covering the previous 6 months and next 6 months only.
<b>Closeout / Final Report</b>	This report is submitted after all grant funds are expended, and aggregates quantitative and qualitative data over the life of the award.

**\*Report on Grant Activity** – Proposed activity implemented or executed with OVC grant funds.

# Reporting Schedule: Federal Fiscal Year



Reporting Period (federal fiscal year)	Data Required in PMT	Upload to JustGrants
<b>October 1–December 31</b>	Due January 30: performance measures and narrative questions	Yes January 30
<b>January 1–March 31</b>	Due April 30: performance measures	No
<b>April 1–June 30</b>	Due July 30: performance measures and narrative questions	Yes July 30
<b>July 1–September 30</b>	Due October 30: performance measures	No
<b>Last Reporting Period of Award</b>	Due after end date on each award. Performance measures and closeout questions	Yes 120 days after award ends

 **Important Note:** Reporting is required each quarter even if there was no grant activity.

# Performance Measurement Tool





# Performance Measurement Tool



- The PMT website address is: <https://ojpsso.ojp.gov/>.
- Each grantee will have an account created by the PMT team.
- Initial access will be granted to the organization point of contact (POC) listed in JustGrants as the Grant Award Administrator.
- The POC will receive an auto-generated email from the OVC PMT Helpdesk with login instructions.
- If the organization has other OVC awards under different programs, the profile will include a separate tab for each program. The HT award will be listed under the Human Trafficking tab.

# Performance Measurement Tool Tips



- The system works best in Google Chrome 4.1.0 and above, or the latest version of Microsoft Edge.
- Answer all questions on the page, then click Save and Continue.
- Enter a numeric value in all fields marked “Number.” No other value will be accepted.
- Avoid the “Back” button—  
Before going back to another page, click Save and Continue or click another tab.
- Hover over underlined text prompts and an explanation to appear.
- Save your work frequently. The system times out after 30 minutes of inactivity.

# Performance Measurement Tool Login



- Access the PMT website at: <https://ojpsso.ojp.gov/>.
- After you log in, choose OVC PMT.

The screenshot shows the login page for the Performance Measurement Platform. At the top, it features the U.S. Department of Justice logo and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs Building Solutions • Supporting Communities • Advancing Justice". Below this is the title "Performance Measurement Platform". A red note states: "Note: The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above." A yellow button labeled "OVC PMT" is centered on the page. Below the button, a red message reads: "\*\*\* Staying Logged-In \*\*\* Keep this window open for navigation to all of your assigned OJP applications!". At the bottom, there are logos for BJA, OVC, OJJDP, and NIJ.

# Main Navigation Menu



<a href="#">OVC PMT Home</a>	<a href="#">Administration</a>	<a href="#">Profile</a>	<a href="#">Enter Data</a>	<a href="#">Reports</a>	<a href="#">Need Help?</a>	<a href="#">Logout</a>
INFORMATION AND RESOURCES						
REPORTING SCHEDULE						

**OVC PMT Home:** General information about your award and reports.

**Administration:** Details of federal awards and where to add new user information.

**Profile:** Contact information for your organization, organization POC, and awards.

**Enter Data:** Data entry pages for performance measures.

**Reports:** Reporting statuses, current and past reports, and semiannual PDF reports.

**Need Help?:** Links to resources for using the PMT.

# Administration: User Management and Adding a New User



A screenshot of the OVC PMT Administration interface. The top navigation bar includes "OVC PMT Home", "Administration" (highlighted with a green box), "Profile", "Enter Data", "Reports", "Need Help?", and "Logout". Below the navigation bar, there is a "Current User List" section. The list contains one user entry: Matthew Kenyon, with phone number 8448842503 and email OVCPMTier4@ojp.usdoj.gov. A "Delete?" link is present next to the user name. Below the list, there is an "Add a new user" button (highlighted with a green box).

1. Hover over the **Administration** tab and click **User Management**.
2. Click the **Add a New User** button.
3. Fill in all the required fields (name, email, and phone number).

# Enter Data: Quarterly Reporting



OVC PMT Home Administration Profile **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 Federal Award 2018-V3-AA-0000 ▾

Select Reporting Period 04/01/2019 - 06/30/2019 ▾

Continue

- **Always start with Enter Data tab.**
- Enter data tab displays the quarterly reporting periods.
- Quarterly reporting starts at the enter data tab.

# Enter Data: Quarterly Reporting System Default



OVC PMT Home Administration Profile 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 Federal Award 2020-AA-BX-K007 ▼

Select Reporting Period 07/01/2022 - 09/30/2022 (open) ▼

- 10/01/2020 - 12/31/2020
- 01/01/2021 - 03/31/2021
- 04/01/2021 - 06/30/2021
- 07/01/2021 - 09/30/2021
- 10/01/2021 - 12/31/2021
- 01/01/2022 - 03/31/2022 (open)
- 04/01/2022 - 06/30/2022 (open)
- 07/01/2022 - 09/30/2022 (open)



**Important Note:** The current reporting period will only appear if all previous reporting periods are completed and saved.

# Enter Data: Grant Activity



1. Is this the last reporting period during which this award will have data to report?

Yes

No

2. Was there grant activity during the reporting period?

Yes

No

If No, please explain below. Skip to the Semiannual Reporting Questions during the applicable reporting periods.

**Question 1:** Last reporting period is defined as the “Closeout Report.”

**Question 2:** Grant activity is OVC-approved activities/deliverables implemented with grant funds:

- If there was activity in the reporting period, select the Yes radio button.
- If there was not activity, select No and answer semiannual questions.



# Enter Data: Question Banks



GRANT ACTIVITY   **TASK FORCE MEETINGS**   PERSONNEL   POLICIES, PROCEDURES, AND PROTOCOLS   TRAFFICKING POPULATION

VICTIM SERVICES   COMMUNITY OUTREACH   TRAINING   **REVIEW**

These questions ask about grantee meetings and activities to establish or maintain partnerships during the reporting period. In this section collect data from all partners involved in the task force. Partners may include all partnerships at the agency/organization level, regardless of the number of staff involved that support the work of the task force.

**BASELINE QUESTIONS**

Baseline questions gather information about activities that occurred prior to the grant becoming operational. They are asked of new grantees during the first reporting period.

2. Total number of partners participating in the initiative prior to grant funding.  Number

Question sets only appear if you answer Yes to question 2, indicating that there was grant activity for the reporting period.



# Enter Data: Baseline Questions

- Some question banks include baseline questions.
- Baseline questions gather information about activities that occurred prior to the grant becoming operational. The data reported should be consistent for all reporting periods.
- Scroll down and click on the plus (+) sign to reveal the current quarter questions.

**BASELINE QUESTIONS**

The baseline questions gather information about activities that occurred prior to the grant becoming operational. They are asked of new grantees of first reporting period only.

1. Number of improvement initiatives **planned** for the duration of the current grant.
2. Number of project deliverables **planned** for the length of the current grant.

**CURRENT QUARTER REPORTING** +

# Enter Data: Baseline Questions



GRANT ACTIVITY   TASK FORCE MEETINGS   PERSONNEL   POLICIES, PROCEDURES, AND PROTOCOLS   TRAFFICKING POPULATION

VICTIM SERVICES   COMMUNITY OUTREACH   TRAINING   REVIEW

These questions ask about grantee meetings and activities to establish or maintain partnerships during the reporting period. In this section collect data from all partners involved in the task force. Partners may include all partnerships at the agency/organization level, regardless of the number of staff involved that support the work of the task force.

BASELINE QUESTIONS +

CURRENT QUARTER REPORTING -

3. Total number of partners involved (including subgrantees and other partner organizations that support the implementation of this grant program).

4. Total number of new subgrantees during the reporting period.

5. Total number of new partners during the reporting period.

6. Which of the following agencies or organizations are partners within the Enhanced Collaborative Model Task Force as outlined in the relevant fiscal year solicitation?

Partner	Number of partners	Task force core	Task force	Is the partner
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# Enter Data: Definitions



GRANT ACTIVITY

TASK FORCE MEETINGS

PERSONNEL

POLICIES, PROCEDURES, AND PROTOCOLS

TRAFFICKING POPULATION

VICTIM SERVICES

COMMUNITY OUTREACH

TRAINING

REVIEW

Complete the following regarding people who are identified as confirmed and/or potential human trafficking victims identified by all victim service providers active in the task force during the reporting period.

Performance measure reference	Definition for this section
Confirmed victims	Person who is a victim of a severe form of human trafficking as defined by the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7102(9).
Potential victims	Person who has been subject to situations that have indicators of human trafficking; however, more information is still needed to determine if they meet the definition of a victim of human trafficking as defined by the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7102(9). Potential victims identified during an investigation may be victims of sex trafficking, labor trafficking, or both sex and labor trafficking.
U.S. citizens	Victims who do have legal status to reside in the United States and will not need continued presence or a T-visa to remain in the United States while their case is still progressing. These types of victims would include U.S. citizens, U.S. nationals, permanent residents, qualified aliens, and temporary workers (H-2A and H-2B).

CURRENT QUARTER REPORTING

Key Trafficking Population Measures

# Enter Data: Instructions



## CURRENT QUARTER REPORTING

### ☐ Key Trafficking Population Measures

15. Total number of confirmed and/or potential victims of trafficking who received services during the reporting period.

16. Total number of anonymous contacts received during the reporting period.

17. Did you provide s

- Yes  
 No (If No, skip

18. Of the total num

were new individuals who received services from your

### **Instruction**

Report all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts, enter zero (0).

Note: Hover over underlined question text for additional instructions.

# Enter Data: Skip Patterns, Accordions, Show/Hide



- Automatic skip logics are embedded into the question banks. Grantees need to pay attention to the instructions in order to ensure all questions are addressed accordingly based on their response to Yes/No questions.
- Grantees should also pay attention to “+” and “-” buttons indicating that additional data is required through the hide/show function of PMT.
- Grantees should carefully scan the review tab for alerts indicating that required questions have not been answered and that some data is missing.
- Reports with missing data cannot be submitted and marked complete.

# Enter Data: Skip Patterns



## CURRENT QUARTER REPORTING

### ☐ Key Trafficking Population Measures

15. Total number of confirmed and/or potential victims of trafficking who received services during the reporting period.  Number
16. Total number of anonymous contacts received during the reporting period.  Number
17. Did you provide services to new victims of trafficking during the reporting period?
- Yes
- No (If No, skip to question 23)

Question 17: An example of a Yes/No question that includes instructions on how to proceed depending on the answer selected.

# Enter Data: Skip Patterns



17. Did you provide services to new victims of trafficking during the reporting period?

Yes

No (If No, skip to question 23)

18. Of the total number of victims of trafficking served, how many were new individuals who received services from your organization using grant funds for the first time during the reporting period?

Number

→  Individuals

19. Total number of new potential and/or confirmed victims of sex trafficking who received services during the reporting period.

Number

→

19A–D. Demographics (for new victims of sex trafficking served during the reporting period)

20. Total number of new potential and/or confirmed victims of labor trafficking who received services during the reporting period.

Number

20A–D. Demographics (for new victims of labor trafficking served during the reporting period)

21. Total number of new potential and/or confirmed victims of



# Enter Data: Accordions



19A-D. Demographics (for new victims of sex trafficking served during the reporting period)

## 19A. Race/Ethnicity

Population	Number of new victims
American Indian or Alaska Native	<input type="text" value="Number"/>
Asian	<input type="text" value="Number"/>
Black or African American	<input type="text" value="Number"/>
Hispanic or Latino	<input type="text" value="Number"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="Number"/>
White Non-Latino or Caucasian	<input type="text" value="Number"/>
Some Other Race	<input type="text" value="Number"/>
Multiple Races	<input type="text" value="Number"/>
Not Reported	<input type="text" value="Number"/>
Not Tracked	<input type="text" value="Number"/>
19A. Race/Ethnicity Total	<input type="text" value=""/> ( Auto calculated )

## 19B. Gender Identity

Population	Number of new victims
Male	<input type="text" value="Number"/>

# Enter Data: Show/Hide Function



VICTIM SERVICES   COMMUNITY OUTREACH   TRAINING   REVIEW

The follow section contains performance measures regarding confirmed and/or potential human trafficking victims and eligible family members receiving services. These measures may be reported by all victim service providers active in the task force during the reporting period.

CURRENT QUARTER REPORTING

31. Report the total number of individuals who received services by service type and the number of times each type of service was provided during the reporting period.

- A.  Information and referral
- B.  Personal advocacy/accompaniment
- C.  Emotional support, safety, and health services
- D.  Shelter or housing services
- E.  Criminal/Civil justice system assistance
- F.  Education/Employment/Life skills

Once a box for a service type is checked, the PMT show/hide function will display the next set of subcategories for the selected service type.

# Enter Data: Show/Hide Function



31. Report the total number of individuals who received services by service type and the number of times each type of service was provided during the reporting period.

- A.  Information and referral
- B.  Personal advocacy/accompaniment
- C.  Emotional support, safety, and health services
- D.  Shelter or housing services
- E.  Criminal/Civil justice system assistance
- F.  Education/Employment/Life skills

31A. Information and referral services

31A. Total number of trafficking victims who received information and referral services.

31A. Total number of eligible family members who received information and referral services.

Service	Number of Occurrences <i>Trafficking Victims</i>	Number of Occurrences <i>Eligible Family Members</i>
31A-1. Information about the criminal justice process	<input type="text" value="Number of occurrences"/>	<input type="text" value="Number of occurrences"/>
31A-2. Information about victim rights, how to obtain notifications, etc.	<input type="text" value="Number of occurrences"/>	<input type="text" value="Number of occurrences"/>

# Enter Data: System Validations



terrorism (domestic/international)  Number

Other  Number

If Other, explain

Of the individuals who received services during the reporting period?  
entered with more than one type of victimization?

Special classifications of individuals

Population Category	Number of Victims who Self-Identify as Population Category
Deaf/Hard of hearing	<input type="text"/> Number
Homeless	<input type="text"/> Number

uat-ovcpmt.ojp.gov says  
Total 22A must be equal to Q22.

OK

Be sure to check your numbers across questions and within subcategories. The PMT will notify grantees when numbers do not add up where needed across question sets using preconfigured validations.

# Enter Data: System Validations



Partner	Number of partners	Task force core partner	Task force partner	Is the partner new?
State law enforcement agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Local law enforcement agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Tribal law enforcement agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Federal Bureau of Investigation	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Homeland Security Investigations	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Victim services provider/agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
United States Attorney's Office	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
State/Local prosecutor/prosecutors office	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Federal/State/Local regulatory agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Researcher/Evaluator/Academic or statistical analysis center	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
State agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Tribal agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Local agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Immigrant/Refugee services agency	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Interpreters/Language assistance services	<input type="text" value="Number"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Table Validations: When entering a number other than zero in a table, grantees must select the applicable radio button(s) for the response to be complete.

# Completing Data Entry – Review Page



VICTIM SERVICES    COMMUNITY OUTREACH    TRAINING    REVIEW

**REVIEW**

Total Alert(s): 140  
Enter data for any "Required" missing fields identified in the 'Alert' column below and mark your data complete once all required data has been entered.

Search:

Question	Option	Response	Alert
<b>GRANT ACTIVITY - Current Quarter Reporting</b>			
Is this the last reporting period during which this award will have data to report?	Yes		
	No	√	
1. Was there grant activity during the reporting period?	Yes	√	
	No		
<b>TASK FORCE MEETINGS - Baseline Questions</b>			
2. Total number of partners participating in the initiative prior to grant funding.			<a href="#">Required</a>
<b>TASK FORCE MEETINGS - Current Quarter Reporting</b>			

# Completing Data Entry



**CONFIRMATION**

Mark data entry as complete. The record will be locked for further data entry.

**SAVE**

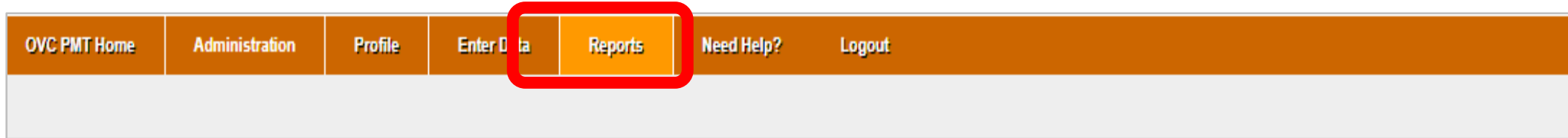
Additional Comments

You have 500 characters left. (Maximum characters: 500)

\*Once data entry is complete for a reporting period, you can view performance data reports here.

1. Confirm data is accurate.
2. Check the “Mark Data Entry as Complete” box.
3. Consider the “Additional Comments” box to document changes or information you want to share.
4. Click the Save button.

# Reports Tab: Review Status

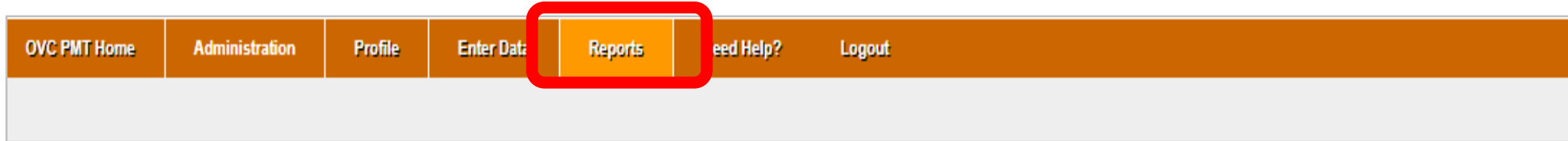


1. Navigate to the Reports tab.
2. Find the current quarter to see the status of that report.
3. During the reporting period, you can unlock your report.
4. If you need to make corrections after the reporting period closes, call the PMT Helpdesk to request they unlock the report.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	PDF Reports
10/01/2018 - 12/31/2018	Complete <a href="#">Unlock</a>	09/05/2019 Nora Frame	<a href="#">Excel</a> <a href="#">Semi-Annual</a>
01/01/2019 - 03/31/2019	Complete <a href="#">Unlock</a>	09/06/2019 Nora Frame	<a href="#">Excel</a>



# Generating the Semiannual Report



1. On the Reports tab, select the applicable award number.
2. Select the link labeled “Semi-Annual PDF.”
3. Save the generated PDF report to your computer.
4. Upload PDF report into JustGrants by the reporting period due date.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	PDF Reports
10/01/2018 - 12/31/2018	Complete <a href="#">Unlock</a>	09/05/2019 Nora Frame	<a href="#">Excel</a> <a href="#">Semi-Annual</a>
01/01/2019 - 03/31/2019	Complete <a href="#">Unlock</a>	09/06/2019 Nora Frame	<a href="#">Excel</a>

# Which is the Correct Semiannual Report?



PDF = Correct



TVS-Test--All Sections Semiannual Performance Report						
Transforming Victim Services Grant Program						
Reporting Period:07/01/2018 - 12/31/2018						
<b>Grant Information</b>						
Grantee Legal name:TVS-Test--All Sections			Project Start Date: 2018-07-01			
Award Number: 2015-VA-GX-9999			Project End Date: 2020-12-31			
Award Amount: \$ 12,454,957.00			POC Name: Test McExample			
Grant Manager: Fakename Fakesurname			POC PHONE: (803) 734-0791			
Solicitation Title: OVC FY 15 VOCA Victim Assistance Formula			POC EMAIL: test@test.gov			
Project Title: FY 15 VOCA Victim Assistance Formula						
<b>Performance Measures</b>						
Performance Measure	Baseline	First Quarter	Second Quarter	Current 6 mo. Total	% change (+/-) (Calculation)	Explanations of data from text boxes
<b>TRAINING</b>						
% Planned Trainings Conducted			12	12	92.31%	
% Participants Completed Training			100	100	55.56%	First Quarter: Second Quarter:



Excel = Incorrect



ORGANIZATION NAME:	
1	ORGANIZATION NAME: TVS-Test--All Sections
2	POC NAME: Test McExample
3	POC Email: test@test.gov
4	POC Phone: (803) 734-0791
5	Award number: 2015-VA-GX-9999
6	
7	Award Project Start Date: 7/1/2018
8	Reporting Project End Date: 12/31/2020
9	Reporting Period Start: 10/1/2018
10	Reporting Period End: 12/31/2018
11	
12	Question
13	<b>Grant Activity</b>
14	CURRENT QUARTER REPORTING 1. Is this the last reporting period during which this award will have data to report? Yes

# **Justice Grants System–Semiannual Report**

# The Semiannual Narrative Questions



Describe the statuses of program goals and objectives.



Ask for technical assistance from Office for Victims of Crime (OVC) to address problems, delays, or adverse conditions.

Indicate if the agency is on track to fiscally and programmatically complete goals and objectives on time and within budget.



Describe significant developments during the reporting period.



Report goals and objectives for the next six months.



Indicate whether the program is sustainable after federal funds end.

# Semiannual Report in JustGrants



JUSTgrants JUSTICE GRANTS SYSTEM

LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FAC (FAW-307088)

**Performance Report** (PR-334010)  
(15PBJS-21-GG-00153-NARI) **NEW**  
Legal Entry Name ( ) Doing Business As: ( )

4 months from now

**Performance Report**  
DUE IN 5 MONTHS FROM NOW

Start Date: 01/01/2021 | End Date: 12/31/2021 | Due Date: 01/30/2022

Type Of Performance  
 Regular  
 Final

**Complete Performance Measure Question Set**

Question Set	Last Updated
Progress reports for BJS NCHIP, NARIP, and SJS awards	New 9/27/21 7:00 AM

JUSTgrants JUSTICE GRANTS SYSTEM

Performance Report (PR-334010)  
**Progress reports for BJS NCHIP, NARIP, and SJS awards** (C-264044) **NEW**

**Assignments**

Task	Assigned to	View
Question page	justgrants024.grantawardadmin.jgitsext	<b>Begin</b>

ADMINISTER SURVEY → COMPLETE

[Questions and Answers](#) | [Audit](#)

[Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](https://usdoj.gov)

# JustGrants System Resources



The following covers the process for submitting performance reports in JustGrants:

1. Locate a performance report.
2. Complete the necessary steps and requirements to submit a performance report.
3. Understand reporting periods and due dates.

<https://justicegrants.usdoj.gov/training/training-performance-reporting#1n407h>



# Reporting Summary

# Quarterly and Semiannual Reporting



- Obtain a copy of your program's performance measures questionnaire and review the question banks that are assigned to your award.
- Use the data Excel spreadsheet job aid throughout the quarter to collect data in real time.
- Combine prime and subgrantee data into each quarterly report.
- Some questions might not apply to your work, enter zeroes as you see fit.
- Compete quarterly reporting in the PMT each federal quarter.
- In January and July, generate and save a semiannual PDF from PMT then attach it to the performance report for that reporting period in JustGrants. Next, complete the semiannual narrative questions in JustGrants and submit the report.



# Resources

# Resources



<https://ovc.ojp.gov/funding/performance-measures/human-trafficking>

## Resources in PMT or on the OVC website:

- User guide for the PMT system.
- Recorded trainings and webinars on PMT and performance management topics.
- Updated Performance Measure Dictionary and Terminology Resource.

### **i** Performance Measure Dictionary and Terminology Resource [↗](#)

The [OVC Performance Measure Dictionary and Terminology Resource](#) is designed as a resource for terms used as part of OVC's performance data collection efforts. Check out this resource for standardized definitions and examples for easier reporting.

## Performance Measures

Human Trafficking Grantee Performance Measures

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### Human Trafficking Grantee Performance Measures [↗](#)

OVC strives to uphold the intent of the Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations to ensure that all trafficking victims—regardless of immigration status, gender, or form of trafficking—receive justice and support in accessing the services they need.

OVC manages the largest amount of funding across the Federal Government dedicated to providing services to victims of human trafficking. OVC strengthens the response to human trafficking through grant funding for victim services, multidisciplinary teams, statewide responses to child and youth trafficking, training and technical assistance, and leadership in the field.

In 2020, all performance measures across the OVC human trafficking portfolio were revised to—

- better reflect and report the activities of OVC's human trafficking grantees,
- standardize the questions across OVC's human trafficking portfolio, and
- align the human trafficking performance measures to OVC's other performance measures.

Data from the revised performance measures allow OVC to communicate to its stakeholders the [full picture of the benefits realized with OVC grant funds](#).

Where can I find my program's performance measures?

Victim Assistance and Compensation Grantee Performance Measures

Transforming Victim Services Grantee Performance Measures

Human Trafficking Grantee Performance Measures

How are performance measures reported?

When are performance reports due?

How can grantees find support and resources?

Data Analyses

Contact Us

# JustGrants System Resources



## Additional Resources for Reporting:

- Steps to trouble shoot: [Troubleshooting Performance Reports Using Question Sets](#)
- Uploading additional documents: [Managing Deliverables in JustGrants](#)
- Infographic: [Submit Performance Report](#)



**How Can We Help?**

# How Can We Help?



- Contact us with questions about a specific measure.
- Schedule a “Welcome to OVC Performance Management” session for new staff or for staff turnover.
- Consider a short 30-minute session via Webex to screen share and review your reports.
- Send questions, comments, and suggestions for technical assistance to the helpdesk.



# Which Helpdesk to Call?



## PMT Tier 4 Helpdesk

- New user accounts in PMT
- Navigating or error messages in PMT
- Specific program performance measures in PMT or JustGrants



## JustGrants Helpdesk

- Account creation, forgot password, roles, onboarding
- Navigation or error messages in JustGrants (e.g., how to find performance reports)
- Uploading attachments

# Contact Information



## OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 p.m. Eastern  
Toll free number: 1–844–884–2503\*\*

Email:

[ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)

Website:

<https://ovc.ojp.gov/funding/performance-measures>

*\*\* Appointments are available outside of normal business hours by request.*

## JustGrants

5:00 a.m.–9:00 p.m. Eastern  
Toll free number: 1–833–872–5175

Email:

[justicegrants.support@usdoj.gov](mailto:justicegrants.support@usdoj.gov)

Website:

<https://justicegrants.usdoj.gov/>



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