

Victims of Crime Act Victim Compensation Performance Measure Reporting

November 2022



Announcements



- This session is being recorded and will be available on the Office for Victims of Crime (OVC) website.
- A copy of the slides will be sent to all participants after the presentation.
- 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.
- All participants are automatically muted upon entering the session.
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Harif Balogun.

Webex Chat Practice



How long have you been supporting OVC victim compensation award activities?

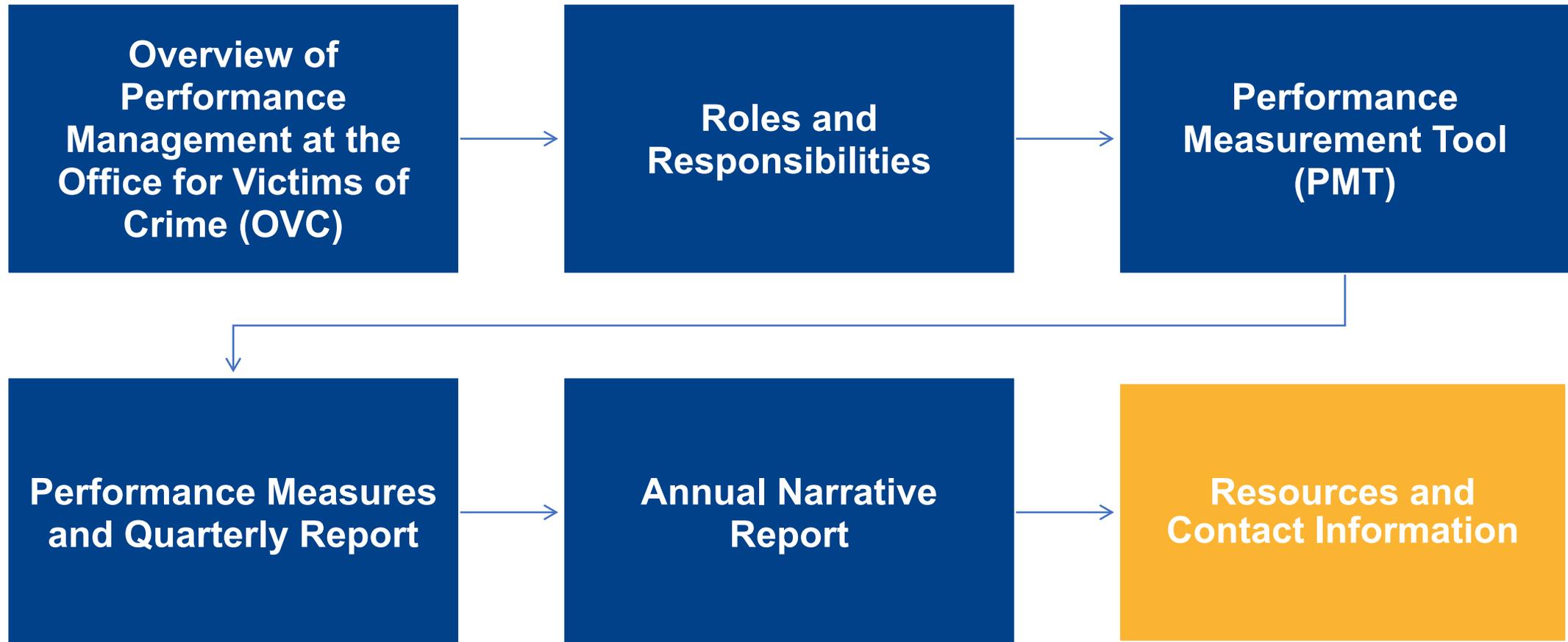
Post your answer in the chat box.

Victim Compensation Performance Measure Reporting

November 2022



Overview



Office for Victims of Crime Performance Measurement Overview

Performance Management vs. Measurement



Management is the systematic use of:

- Strategic plans
- Goals
- Performance indicators
- Evaluations
- Reporting



Measures are:

- Parameters against which progress toward goals is assessed
- Information or data showing achievement of desired goals or results



How OVC Uses Victim Compensation 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.
- Reach target audience of grantees and general public.

Why is Grant Performance Data Important?



President's Management Agenda:
Results-oriented
Accountability for Grants



Foundations for
Evidence-based Policymaking Act

Grant Reporting Efficiency and
Agreement Transparency



Grant Performance and
Results Act (GPRA) – Modernization Act



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

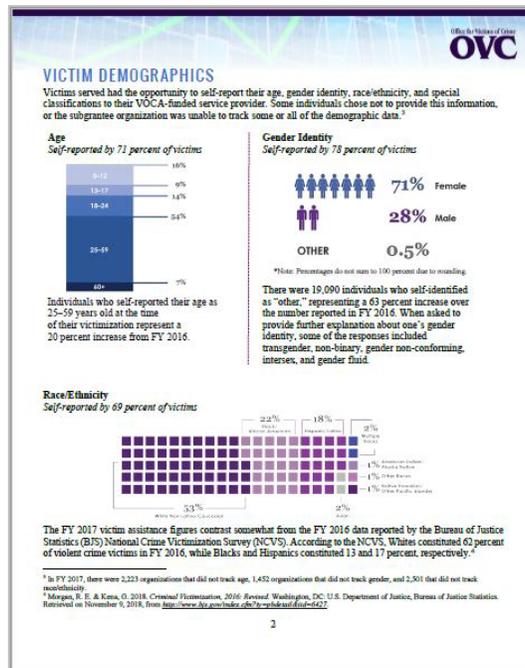


Revisions to
Uniform Grants Guidance

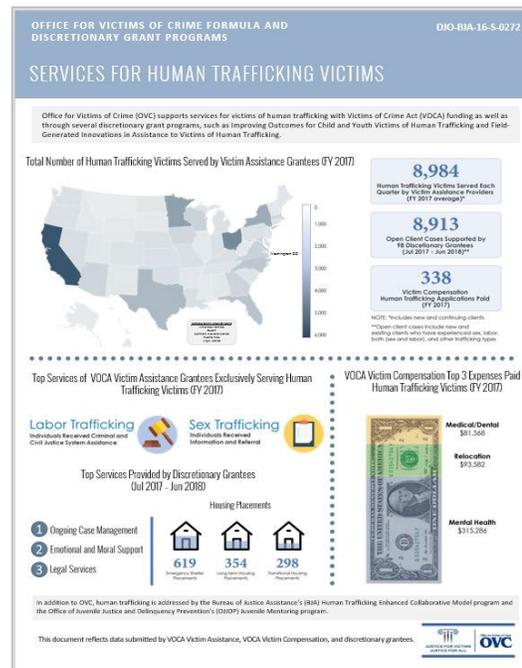
Examples of Data Analysis



Program Data Reports



Topical Snapshots



Measure Review & Data Collection Tools

OVC Field-Generated Innovations in Assistance to Victims of Human Trafficking

Performance Measures

Program Name: _____
Grant Number: _____

Was there grant activity during the reporting period? If yes, please enter data below. If no, please proceed to the next reporting period. Instruction: "Grant activity" is defined as any proposed activity in the OVC-approved grant application that is implemented or associated with grant funds.

Yes
 No

Objective 1: Support the victim service field's response to victims of human trafficking and to bridge gaps in service provision in the identified purpose areas

	Sex trafficking only	Labor trafficking only	Both sex and labor trafficking	Jan-Jun 2019 Total
1. Total number of victims (new and existing) served during the reporting period (as reported in TRMS)				0
2. Number of new victims served for the first time during the reporting period				0

Performance Measurement Definitions



Parties Involved:

- **Grantee:** The primary grant recipient of funds directly from OVC.
- **State Administering Agency (SAA):** The grantee; the state office responsible for receiving Victims of Crime Act (VOCA) victim assistance and victim compensation funds and reporting data.

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.
- **Justice Grants System (JustGrants):** A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.

Performance Measurement Reports



- **Quarterly Performance Measure Report:** This report collects quantitative information on compensation applications received, and payments made, and is submitted by grantees into the PMT on a quarterly basis.
- **Annual Narrative Report:** This report collects qualitative information on activities and/or factors that impact program delivery such as emerging trends, policy changes, and outreach efforts; submitted by grantees into the PMT on an annual basis.
- **Annual Grantee Report:** This report contains aggregated quarterly data from the fiscal year, in addition to the annual narrative responses; automatically generated in the PMT.
 - This PDF report must be downloaded from the PMT and uploaded to JustGrants by December 30, each year.
 - The Annual Narrative Report responses must be compiled with the Annual Grantee Report in one PDF to be submitted in JustGrants, not separately or in a Microsoft Word format.

* This guidance and these reports are specific to formula awards. Grantees should pay close attention to the requirements for each OVC award they report on as they might be different than the requirements for formula awards.

Roles and Responsibilities

Role of the Office for Victims of Crime Team



Team Member	Level of Support	Responsibility
OVC Grant Management Specialist	Dedicated Oversight	<ul style="list-style-type: none"> • Review annual reports for completeness and reasonableness. • Articulate how performance measures relate to specific project activities that grantees perform.
OVC Performance Management Team	Dedicated Support	<ul style="list-style-type: none"> • Provide subject matter and troubleshooting expertise on the PMT system. • Collaborate with data analysts, helpdesk specialists, and OVC grant managers to determine grantee needs and develop resources. • Support grantees with data entry to promote consistency and accuracy. • Respond to performance measure and PMT inquiries.
OVC SAA Grantee	Dedicated Action: Reporting and Management	<ul style="list-style-type: none"> • Collect all data required in the PMT and accurately submit data to OVC. • Identify individuals in your organization who will have access to the PMT and maintain your organization's profile page. • Submit data via PMT and JustGrants by the deadlines established for your program. • Clarify and update data in response to any inquiries from OVC.

Real Life Grantee Performance Management



Collect Data – Speak with new staff members about the data needed quarterly and annually. Review the standard OVC validations and any additional state required measures. Consider a data collection system for protection and safety protocols to secure data.



Track Data – Find a common language to use with staff members around performance measures tied to award goals. Identify who should collect, track, and report. Points of contact (POCs) help ease data validation by tracking areas of success or potential areas for improvement.



Report – Provide system access and knowledge of reporting platforms to identified staff members. Know the due dates and plan enough time to review and create reports.



Check Data – Set up internal usability checks of data. Clarify and update data in response to any questions from OVC data analysts during a quarterly verification. Consider data collection activity as part of standard award management.

Performance Measurement Tool System Tips and Highlights

Performance Measurement Tool Tips



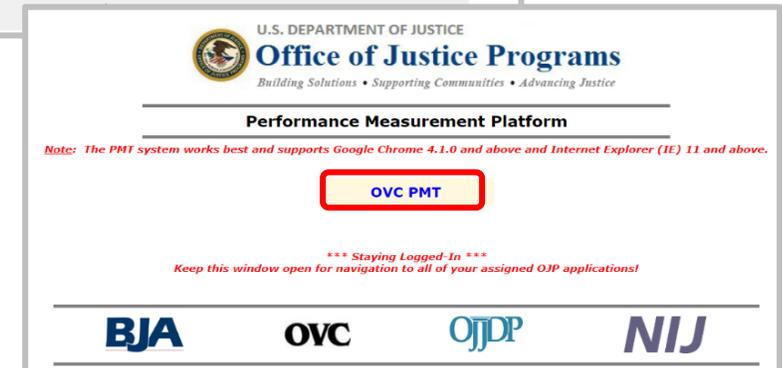
- The PMT system works best in Google Chrome 4.1.0 and above, Internet Explorer 11 and above.
- Enter values higher than zero (0) for individuals served and services.
- Hovering over underlined text will prompt an explanation to appear.
- Enter a numeric value in all fields marked **Number**. No other value will be accepted.
 - Exceptions are **Not Reported** (NR) and **Not Tracked** (NT), as instructed.
- Answer all questions on the page, then select **Save and Continue**.
- Avoid the **Back** button – Before going back to another page, select **Save and Continue** or click another tab.



Performance Measurement Tool



- PMT website: <https://ojpsso.ojp.gov/>.
- Your email is your username.
- Each person must have their own account for security purposes. Do not share accounts.
- Forgot your password?
 1. Enter username and leave the password field blank.
 2. Select **Forgot Password**.
 3. Answer challenge questions.

A screenshot of the Performance Measurement Platform login page. At the top, it says "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this is the title "Performance Measurement Platform". The login form has two fields: "User Name" (with a help icon and "Email Address" below it) and "Password" (with "Maximum of 3 attempts" below it). A "Login" button is to the right of the password field. A red box highlights a "Forgot Password" link. Below the form is a red note: "Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click here to find out how." At the bottom, there are logos for BJA, OVC, OJJDP, and NIJ.A screenshot of the Performance Measurement Platform forgot password page. At the top, it says "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs" with the tagline "Building Solutions • Supporting Communities • Advancing Justice". Below this is the title "Performance Measurement Platform". A red note reads: "Note: The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above." A red box highlights a blue "OVC PMT" button. Below the button is another red note: "*** 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.

Menu Bar



- **OVC PMT Home:** General information about award(s) and reporting schedule
- **Administration:** Details of federal awards and user information associated
- **Profile:** Contact information for your organization and organization POC
- **Enter Data:** Data entry pages for performance measures
- **Reports:** List of current and past reports and their status
- **Need Help?:** Resources for using the PMT
- **Logout:** Disconnect from the PMT system

Administration: User Management



A screenshot of the OVC PMT Home interface. The top navigation bar includes "Administration", "Profile", "Enter Data", "Reports", "Need Help?", and "Logout". The "Administration" menu is open, showing "Federal Award List" and "User Management". Below the menu, the "List Current Users" section displays a table with columns for "User Name", "Phone", "Email", and "Delete?". A search box is located to the right of the table. The "Add a new user" button is highlighted with a red box.

A screenshot of the "Create New User Form". The form contains four input fields: "First Name: Required", "Last Name: Required", "Email: Required (format: joe@smith.com)", and "Phone: Required (format: (999)999-9999x999)". The "Save" button is highlighted with a red box.

1. Hover your mouse over **Administration** from the top navigation bar and click **User Management**.
2. To add a new user, click the **Add a New User** button.
3. After entering the new user information in all fields, click **Save** to create a new user.

Profile Tab



- Here you can view the grantee organization and grant(s) information (image 1). This information is pulled from JustGrants and is not editable within PMT.
- View the contact information for each award by selecting the “+” symbol (image 2).
- If any information on the Profile page is incorrect, correct it in JustGrants.

1

OVC PMT Home Administration Profile Enter Data Reports Need Help? Logout

CSR TA is visiting Grantee's page.

GENERAL INFORMATION

Legal Name	TEST - Victim Compensation
DUNSNumber	1
OJPVendorNumber	222200000
Address	811 Seventh Street NW
City	Washington
State	AA
ZipCode	20001

CONTACT INFORMATION - 2018-V1-AA-0000 +

2

OVC PMT Home Administration Profile Enter Data Reports Need Help? Logout

CSR TA is visiting Grantee's page.

GENERAL INFORMATION +

CONTACT INFORMATION - 2018-V1-AA-0000 -

Award Amount	\$ 600,000.00
Project Start Date	2017-10-01
Project End Date	2021-09-30
Grant Manager	Matthew Kanyon
POC Name	PMT Helpdesk
POC Address	810 Seventh Street NW
POC Phone	(844) 884-2503
POC Email	OVCPMTTier4@ojp.usdoj.gov
Fiscal Year	2018
Solicitation	OVC FY18 VOCA VC
Program Title	FY18 VOCA Victim Compensation
Project Description	The grant award provides funds from the Crime Victims Fund to enhance State victim compensation payments to eligible crime victims. Victims of Crime Act (VOCA) compensation funds provide financial assistance to Federal and State victims of crime. NC/NCF

Performance Measurement Tool Reports

Start Here: Enter Data Tab



The PMT requires data to be completely entered for each quarter before the user has the option of entering data for the following quarter.

A screenshot of the PMT web application interface. The top navigation bar includes tabs for "OVC PMT Home", "Administration", "Profile", "Enter Data", "Reports", "Need Help?", and "Logout". The "Enter Data" tab is highlighted with a red box. Below the navigation bar, a red warning message states: "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." Below the warning is a dropdown menu labeled "Select Reporting Period" with the selected value "07/01/2019 - 09/30/2019" and a downward arrow. A "Continue" button is located at the bottom center of the form area.

1. Hover over the **Enter Data** tab.
2. Select the desired reporting period from the dropdown list and click **Continue**.

Enter Data: Quarterly Performance Measures



Fields labeled “Number” or “Number Required” will only accept a numeric response. You will not be able to enter text, decimals, or special characters.

Reporting Period: 04/01/2019 - 06/30/2019
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.

POPULATION DEMOGRAPHICS PERFORMANCE MEASURES CRIME TYPES PAYMENT STATISTICS Victimization ID Process REVIEW

The purpose of the demographic data is to provide OVC with a description of the victim population that makes an application for compensation benefits in your state.

Application: A form received by the program from or on behalf of a victim or a family member. The definition does not include supplemental applications or requests for benefits but only the initial application filed.

Crime Victim or Victim of Crime: A person who suffers personal injury or death, directly or indirectly, or who suffers any economic loss covered by the program. This definition includes family members and other indirect victims.

1. Number of people for whom an application was made for victim compensation benefits during the reporting period. Number

2. Number of victims whose victimization is the basis for the application. Number

You can navigate to different sections of the report by using the secondary navigation menu above the data entry fields.

Questions 1–3: Population Demographics



1. Number of people for whom an application was made for victim compensation benefits during the reporting period. Number
2. Number of victims whose victimization is the basis for the application. Number

- **Question 1:** Provide a unique total count of all **people** included in applications for benefits during the reporting period. In addition to victims, this may include spouses, parents, and/or other relatives.
- **Question 2:** Indicate the number of **victims** whose victimization was the basis for those applications.
 - This number should be **less than or equal to** the number reported in **Question 1**.

Questions 1–3: Population Demographics



- The table represents the race/ethnicity, gender, and age of each **victim** whose victimization is the basis for the application for compensation benefits (received during the reporting period).
- This data is used for statistical purposes to comply with federal regulations.

A. RACE/ETHNICITY (self-reported)	
Population	Number of 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"/>
Race/Ethnicity Total (auto-calculated after save)	<input type="text"/>



The total number of individuals in each demographic category **should equal** the number of victims indicated in **Question 2**.

Questions 4–9: Performance Measures



4. Based on your program's general procedure, indicate if
- Only one application is usually counted per crime
 - Victims and indirect victims generally count as separate applications

Question 4: Select the radio button for the option that reflects your program's general procedure for counting applications.

5. Number of new applications received during the reporting period. Number
6. Number of applications approved during the reporting period. Number

Question 5: Indicate the number of new applications **received** during the reporting period.

Question 6: Indicate the number of applications **approved** during the reporting period.

Questions 4–9: Performance Measures



7. Number of applications denied/closed (i.e., applications that were not approved) during the reporting period. Number

REASONS FOR DENIAL OR CLOSE STATUS:

For each reason shown below, indicate the number of applications that were not approved for compensation benefits. The number should equal the total indicated in question 7. Select **one** reason per application. The response selected for each application should represent the key reason for the decision made for each application. The number reported represents all applications that had a determination made during the reporting period, regardless of when the application was first received.

A. [Application not filed within time limit](#) Number

B. [Failure to report to police](#) Number

C. [Failure to cooperate with law enforcement, victim/witness coordinator, and/or other official required by program](#) Number

D. [Incomplete information](#) Number

E. [Contributory misconduct](#) Number

F. [Ineligible crime](#) Number

G. [Ineligible application](#) Number

H. [Other reason \(Explanation required\)](#) Number

Explanation Please explain other reason

I. Please use this space to provide comments to explain, if desired, any numbers entered for reasons 7A-7G.

You have 5000 characters left. (Maximum characters: 5000)

Question 7: Enter the total number of applications denied (i.e., applications that were not approved) during the reporting period:

- Enter an aggregate total.
- Enter the number not approved per reason (A-H).
- Align PMT options to your database definitions.



The total number of applications denied **should equal** the sum of all categories for denial (including “Other”) listed in question 7.

Questions 4–9: Performance Measures



8. [Number of applications received for Sexual Assault Forensic Examinations during the reporting period](#)

[Not applicable to my state's process](#)

Number of applications received

Number

Question 8: Indicate total applications received for **sexual assault forensic examinations** during the reporting period.

- Include applications **paid** and the **amount paid** for sexual assault forensic examinations in the categories of “Child Sexual Abuse” and/or “Sexual Assault” in Crime Types Category, **Question 9**.
- If payment for sexual assault forensic examinations are made through a separate process, report the number of examination applications here.
- If you pay for examinations through your regular compensation application process, include examination applications in your response to **Question 5** (number of new applications received during the reporting period) and select the Not Applicable button.

Crime Types



Please Check All that Apply Select / Deselect All

<input type="checkbox"/> Arson	<input checked="" type="checkbox"/> Assault	<input checked="" type="checkbox"/> Burglary	<input type="checkbox"/> Child Physical Abuse/Neglect
<input type="checkbox"/> Child Pornography	<input type="checkbox"/> Child Sexual Abuse	<input type="checkbox"/> DUI/DWI	<input checked="" type="checkbox"/> Fraud/Financial Crimes
<input checked="" type="checkbox"/> Homicide	<input type="checkbox"/> Human Trafficking	<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Other Vehicular Crimes
<input checked="" type="checkbox"/> Robbery	<input checked="" type="checkbox"/> Sexual Assault	<input type="checkbox"/> Stalking	<input type="checkbox"/> Terrorism

- Select the **crime types** for the reporting period.
- Check the "Select/Deselect All" box, if applicable.
- The system will ask for **payment statistics** for each type of crime you select. If you do not select the box on this screen, you will not get the option to report data on that crime type.

Payment Statistics



ASSAULT	+
BURGLARY	+
FRAUD/FINANCIAL CRIMES	+
HOMICIDE	+
ROBBERY	+
SEXUAL ASSAULT	+

For each crime type that is applicable to your state's payment activity:

- Indicate the total **number of claims paid** for that crime type.
- Indicate the **total amount paid** during the reporting period for each expense category by crime type.
- You may include cents or round up to the nearest whole dollar.

Payment Statistics: Expense Types Paid



- Enter the total number of claims paid related to each crime type.
- Enter the total amount paid in each category of expense. You may enter whole numbers.
- “Other” is an optional field. If you enter any data here (even “0”), you must provide an explanation in the next field.
- You may indicate “NA” (not applicable) or “NT” (not tracked), as appropriate.

<u>Expense Types Paid</u>	
Total Number of applications paid during the reporting period	<input type="text" value="15"/>
<u>Crime Scene Clean Up</u>	<input type="text" value="0.00"/>
<u>Dependent Care</u>	<input type="text" value="500.00"/>
<u>Economic Support</u>	<input type="text" value="0.00"/>
<u>Funeral Burial</u>	<input type="text" value="0.00"/>
<u>Medical/Dental (except mental health)</u>	<input type="text" value="1,500.00"/>
<u>Mental Health</u>	<input type="text" value="0.00"/>
<u>Relocation</u>	<input type="text" value="0.00"/>
<u>Replacement Services</u>	<input type="text" value="300.00"/>
<u>Travel</u>	<input type="text" value="0.00"/>
<u>Other (please explain)</u>	<input type="text" value="\$"/>
<u>Other Explanation</u>	<input type="text"/>
Total Paid for this Crime Type During the Reporting Period (auto-calculated after save)	<input type="text" value="2,300.00"/>

Payment Statistics: Victimization Related to Crime Types



Types of Victimizations Related to CrimeTypes

<u>Number of applications related to Bullying that were paid during the reporting period</u>	<input type="text" value="Number"/>
<u>Number of applications related to Domestic and Family Violence that were paid during the reporting period</u>	<input type="text" value="Number"/>
<u>Number of applications related to Elder Abuse/Neglect that were paid during the reporting period</u>	<input type="text" value="Number"/>
<u>Number of applications related to Hate Crimes that were paid during the reporting period</u>	<input type="text" value="Number"/>
<u>Number of applications related to Mass Violence that were paid during the reporting period</u>	<input type="text" value="Number"/>

- Indicate if any of the applications for which expenses were paid were related to specific types of victimization.
- For more information on crime types, reference the **Performance Measure (PM) Dictionary and Terminology Resource**.

Question 10: Victimization ID Process



POPULATION DEMOGRAPHICS PERFORMANCE MEASURES CRIME TYPES PAYMENT STATISTICS **Victimization ID Process** REVIEW

10. Please explain the process used to identify the individuals counted in each of the five victimization types as reported in the Payment Statistics. Select as many as apply

- A. Victim self-selection on the application form
- B. Victimization type named in police report, either in charging area or in the narrative description
- C. Staff analysis of content in materials used to support the application, such as the affidavit or other supporting documents
- D. Other (please explain)

Save & Continue Exit Data Entry

Question 10: Explain the process used to identify the individuals counted in each of the given victimization types in Question 9, Payment Statistics.

Select all that apply, and clarify as needed in the text box next to Option D.

Reviewing Data Entry



POPULATION DEMOGRAPHICS PERFORMANCE MEASURES CRIME TYPES PAYMENT STATISTICS Victimization ID Process **REVIEW**

REVIEW

Total Alert(s): 303
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:

Category	Question	Option	Response	Alert
POPULATION DEMOGRAPHICS	1. Number of people for whom an application was made for victim compensation benefits during the reporting period.			Required
	2. Number of victims whose victimization is the basis for the application.			Required
Victim Demographics				
A. RACE/ETHNICITY				
	American Indian or Alaska Native			Required
	Asian			Required

- Review page shows data entered into the system.
- Look for alerts about any issues found in data entry (e.g., missing data) under the response column.
- Use the “**Required**” links to navigate to any data entry page where you need to edit data to address alerts.

Completing Data Entry



CONFIRMATION

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

2 **SAVE**

Additional Comments

You have characters left. (Maximum characters: 500)

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

- After confirming that your data entry is accurate, check the **Mark Data as Complete** box (1).
- Click the **Save** button. Saving will lock your report and prevent additional editing (2).
- If you need to unlock your report, contact the OVC PMT Helpdesk.

Annual Narrative Report

Annual Narrative



POPULATION DEMOGRAPHICS PERFORMANCE MEASURES CRIME TYPES PAYMENT STATISTICS **NARRATIVE**

REVIEW

You are asked to answer these questions **once a year**, as of Sept. 30. You can use up to 5,000 characters for each response.

1. Please explain any significant change in the number of applications received during the reporting period.

We identified a significant change in...]

You have 4957 characters left. (Maximum characters: 5000)

- Narrative questions are asked once a year during the July–September reporting period.
- They cover activities and data that occurred during the entire federal fiscal year (**October–September**).
- You can enter up to 5,000 characters in each text box.
- Remember to click **Save** periodically as you enter your narrative responses.

Impactful Annual Reporting



Describe

- Adverse conditions that affect goals or objectives throughout the year.
 - Significant outreach efforts and how funds were publicized on state and local levels to raise victim awareness of available services.
-

Indicate

- If the grantee was on track to fiscally and programmatically complete goals and objectives, and any unmet needs.
 - Any sustainability efforts that led to the continuation of any grant-funded activities for the grantee past the funding period.
-

Highlight

- Collaborative victim services and multidisciplinary response efforts.
- Major accomplishments and increases in services reported in the quarterly data sets.

Example Responses



Were there any laws, initiatives, or policy changes in your state regarding victim compensation during the reporting period?

- “No program policies were changed during the reporting period.”
- “An updated match waiver policy was drafted by the State Administering Agency (SAA) Grants Management Unit in this reporting period and approved by the SAA Grants Management Unit in October of 2021.”
- “ABC continues to evaluate its policies and procedures. Although no changes were finalized during the reporting period, changes being developed include revising monitoring policies, revision of provisions related to the validation of data entered into the subgrant award reports and quarterly reporting data, and civil rights compliance. These policies will be finalized during the next reporting period.”
- “[State] recently enacted a new law [title], that expands the list of allowable expenses that can be compensated to victims. The program can now...The law went into effect on [date]. The program is currently drafting new program policies and procedures and expects the new policies and procedures to go into effect on [date].”

Annual Narrative Tips



1. Make your responses powerful and effective and ask your team to contribute stories.
2. Do not copy and paste narrative responses from prior years.
3. Ensure narrative answers do not exceed the character limit and are not cut-off when pasted into the report from the Word document in which they were drafted.
4. Be specific. Use evidence from PMT data such as, *“In the past year, we’ve had a 25% decrease in homicide claims and an increase in assault claims from 56 to 87.”*
5. Do not include personally identifiable information in your report—this includes information that could be compiled to identify an individual—not just the individual’s name or social security number.
6. Train staff on OVC performance measures and hold SAA staff accountable for providing a comprehensive response to OVC’s annual narrative questions.
7. Rather than including hyperlinks to news media that may expire or require registration/subscriptions to view, summarize the media appearances and other updates.

Generating the Annual Grantee Report



The PMT system will aggregate four quarters of data in addition to the narrative responses to generate the annual report. You will not need to enter a separate set of annual numbers or upload a separate document for the Annual Narrative Report.

- Navigate to the Reports page.
- Identify the Annual Report and generate the PDF.
- Save the PDF to your computer.
- Upload a copy of this annual report PDF as an attachment to your annual report in JustGrants by December 30.

* Ensure narrative responses are included with quantitative data in the final PDF report.

After marking your data entry as complete for the reporting period, your ability to enter data will be locked. The PMT will create automatically, a PDF-formatted Performance Data Report for the current period. You may also create a PDF data report of previous periods.

- If changes are needed and it's during a data submission period, select "unlock" to return the data entry status back to 'In Progress'.
- If changes are needed and the data submission period has ended, please contact the OVC PMT help desk (844-884-2503) to request that the report is unlocked.

To comply with annual reporting requirements due in the Grants Management System (GMS), by December 30, you must save a PDF copy of the 'ANNUAL Performance Data Report' from OVC PMT to your computer and upload it as an attachment to the GMS.

After submitting your Performance Data Report to OVC through GMS, OVC will review the information. If any changes are requested by your OVC Victim Justice Program Specialist, please contact the OVC PMT help desk to request that the report is unlocked in the PMT for you to make any necessary changes.

If any changes are made to the data, please remember to again mark data entry as complete to recreate the PDF. Replace the previous version in your files.

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.

Reporting Period	Data Entry Status	Last Modified	PDF Reports
10/01/2018 - 12/31/2018	Complete Unlock	01/10/2019 Kate Hudson	Quarterly PDF
01/01/2019 - 03/31/2019	Complete Unlock	04/10/2019 Kate Hudson	Quarterly PDF
04/01/2019 - 06/30/2019	Complete Unlock	07/03/2019 Kate Hudson	Quarterly PDF
Annual Report			PDF Excel

Resources and Support

Resources



Resources in PMT or on the OVC website:

- List of all performance measures.
- User guides 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

How can grantees find support and resources?

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Grantee Support and Resources [↗](#)

OVC aims to support all grantees in reporting performance measures data thoroughly and accurately. OVC provides grantees with resources, including performance measures questionnaires, solicitation maps to locate performance measures topic areas, and system user guides.

New to OVC performance reporting? [↗](#)

Start with these resources:

1. [Transforming Victims Services Performance Measure Quick Tips Guide](#)
2. [Transforming Victims Services Performance Management: Introduction Webinar](#)
3. [Victim Assistance Performance Management Quick Tips Guide](#)
4. [Victim Assistance Performance Management: Introduction Webinar](#)

Individual Support and Webinars [↗](#)

The OVC performance management team hosts individual support sessions via phone or virtual platform (WebEx) and educational webinars about grant program performance measures and PMT navigation.

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?

How Can We Help?



Need a quick answer? Start with printed resources:

- List of all performance measures
- User guides for the PMT system
- Online pre-recorded trainings



Have a more in-depth question?

- Schedule a “Welcome to OVC Performance Management” session for new staff members or a team training session.
- Call/email the PMT Helpdesk with specific questions about submissions or measures.
- Schedule a 30-minute Webex session with an OVC Training and Technical Assistance Specialist to review your reports and answer questions about specific measures.

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

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

Website:

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

Thank You!



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