Human Trafficking
FY 2020–2022 Grantees
Performance Measurement Tool Training

September 2022
Announcements

• This session is being recorded and will be available on the OVC website.
• This session is for Human Trafficking grantees with an award from Fiscal Year (FY) 2020 or later.
• 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.
What is the fiscal year of your Human Trafficking award?

Post your answer in the chat box!
Human Trafficking
FY 2020–2022 Grantees
Performance Measurement Tool Training

September 2022
Updates, Reports, and Due Dates
Updated Reporting Process

1. Why are we doing this? PMT is the best reporting system option at this time.
2. The PMT has a number of features that will reduce burden when reporting.
3. Performance measures are not changing, they are the same as you have been reporting the last two years.
4. If you have a 2018/2019 award that is reporting in TIMS in addition to a 2020-2022 award in PMT, those older awards will continue to report in TIMS until close out.
5. We encourage you to continue to use the Excel Data Spreadsheet as a job aid.
6. Reporting opens in October and you will be able to report on 3 periods of data in the PMT covering January to September 2022.
Updated Reporting Process

1. Human Trafficking grantees that have an award from FY 2020 or later will begin using the Office for the Victims of Crime (OVC) PMT to report performance measure data in October 2022.

2. Awards issued in FY 2019 and earlier that report in Trafficking Information Management System (TIMS) or the Bureau of Justice Assistance (BJA) PMT will not be affected and should continue to report in their current system.

3. Grantees are encouraged to continue using the Excel Data Spreadsheet as a job aid to gather data on grant activity each quarter over the life of the award.
Upon receiving access to the PMT, grantees should enter data for grant activity that occurred in three separate quarters (Qs) into the PMT:

- FY 2022 Q2 (January to March 2022)—Data should already be tracked in the Data Excel Spreadsheet.
- FY 2022 Q3 (April to June 2022)—Data should already be tracked in the Data Excel Spreadsheet.
- FY 2022 Q4 (July to September 2022)—New data collected for the current reporting period.
### Performance Measurement Tool Topic Areas

<table>
<thead>
<tr>
<th>Topic Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trafficking Population</td>
</tr>
<tr>
<td>Victim Services</td>
</tr>
<tr>
<td>Partnerships</td>
</tr>
<tr>
<td>Training</td>
</tr>
<tr>
<td>Strategic Planning</td>
</tr>
<tr>
<td>Task Force</td>
</tr>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>Policies/Procedures/Protocols</td>
</tr>
<tr>
<td>Investigation/Prosecution</td>
</tr>
<tr>
<td>Community Outreach</td>
</tr>
<tr>
<td>Data Collection and Evaluation</td>
</tr>
<tr>
<td>TTA Providers</td>
</tr>
</tbody>
</table>
# Report Types

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Performance Measure Report</td>
<td>Three months of data on award activities entered in the PMT. Combined with any subgrantee or partner data as applicable.</td>
</tr>
<tr>
<td>Semiannual Report</td>
<td>This report includes quarterly data and 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.</td>
</tr>
<tr>
<td>Closeout / Final Report</td>
<td>This report is submitted after all grant funds are expended, and aggregates quantitative and qualitative data over the life of the award.</td>
</tr>
</tbody>
</table>

*Report on Grant Activity* – Proposed activity implemented or executed with OVC grant funds.
### Reporting Schedule: Federal Fiscal Year

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

• The PMT website address is: https://ojpsso.ojp.gov/.
• Each organization 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.
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.
Main Navigation Menu

OVCPMT 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.
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

• Always start with Enter Data tab.
• Enter data tab shows quarterly dates.
• Quarterly reports start at the enter data tab.

Important Note: The current reporting period will only appear if all previous reporting periods are completed and saved.
Important Note: Grantees will have the option to unlock the October to December 2021 report to enter data for that quarter if they choose. However, grantees are not required to enter data for FY 2022 Q1; they only are responsible for FY 2022 Q2–Q4 (January to September 2022).
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 provide an explanation.
Enter Data: Question Banks

<table>
<thead>
<tr>
<th>GRANT ACTIVITY</th>
<th>TASK FORCE MEETINGS</th>
<th>PERSONNEL</th>
<th>POLICIES, PROCEDURES, AND PROTOCOLS</th>
<th>TRAFFICKING POPULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VICTIM SERVICES</td>
<td>COMMUNITY OUTREACH</td>
<td>TRAINING</td>
<td>REVIEW</td>
<td></td>
</tr>
</tbody>
</table>

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]
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.
Enter Data: Baseline Questions

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.

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 |
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.

<table>
<thead>
<tr>
<th>Performance measure reference</th>
<th>Definition for this section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmed victims</td>
<td>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).</td>
</tr>
<tr>
<td>Potential victims</td>
<td>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.</td>
</tr>
<tr>
<td>U.S. citizens</td>
<td>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).</td>
</tr>
</tbody>
</table>
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.
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?

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

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

21. Total number of new potential and/or confirmed victims of
Enter Data: Accordions

19A. Race/Ethnicity

<table>
<thead>
<tr>
<th>Population</th>
<th>Number of new victims</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native</td>
<td>Number</td>
</tr>
<tr>
<td>Asian</td>
<td>Number</td>
</tr>
<tr>
<td>Black or African American</td>
<td>Number</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>Number</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>Number</td>
</tr>
<tr>
<td>White Non-Latino or Caucasian</td>
<td>Number</td>
</tr>
<tr>
<td>Some Other Race</td>
<td>Number</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>Number</td>
</tr>
<tr>
<td>Not Reported</td>
<td>Number</td>
</tr>
<tr>
<td>Not Tracked</td>
<td>Number</td>
</tr>
<tr>
<td>19A. Race/Ethnicity Total</td>
<td></td>
</tr>
</tbody>
</table>

19B. Gender Identity

<table>
<thead>
<tr>
<th>Population</th>
<th>Number of new victims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Number</td>
</tr>
</tbody>
</table>
Enter Data: Show/Hide Function

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.
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. [ ] Number

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Occurrences Trafficking Victims</th>
<th>Number of Occurrences Eligible Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>31A-1. Information about the criminal justice process</td>
<td>Number of occurrences</td>
<td>Number of occurrences</td>
</tr>
<tr>
<td>31A-2. Information about victim rights, how to obtain notifications, etc.</td>
<td>Number of occurrences</td>
<td>Number of occurrences</td>
</tr>
</tbody>
</table>
Enter Data: System Validations

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.
<table>
<thead>
<tr>
<th>Partner</th>
<th>Number of partners</th>
<th>Task force core partner</th>
<th>Task force partner</th>
<th>Is the partner new?</th>
</tr>
</thead>
<tbody>
<tr>
<td>State law enforcement agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local law enforcement agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tribal law enforcement agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Bureau of Investigation</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeland Security Investigations</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victim services provider/agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States Attorney’s Office</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State/Local prosecutor/prosecutors</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States/Local regulatory agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Researcher/Evaluator/Academic or</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>statistical analysis center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tribal agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immigrant/Refugee services agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpreters/Language assistance</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table Validations:** When entering a number other than zero in a table, grantees need to complete the response within the table for the response to be complete.
Completing Data Entry – Review Page

<table>
<thead>
<tr>
<th>Question</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANT ACTIVITY - Current Quarter Reporting</strong></td>
<td></td>
</tr>
<tr>
<td>Is this the last reporting period during which this award will</td>
<td>Yes</td>
</tr>
<tr>
<td>have data to report?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td>1. Was there grant activity during the reporting period?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>TASK FORCE MEETINGS - Baseline Questions</strong></td>
<td></td>
</tr>
<tr>
<td>2. Total number of partners participating in the initiative</td>
<td></td>
</tr>
<tr>
<td>prior to grant funding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Yes
- No
- Required
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.
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.
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.
Which is the Correct Semiannual Report?

**PDF = Correct**

**Excel = Incorrect**
PMT and JustGrants – Semiannual Reporting Steps

1. Go to the Reports tab
2. Select the award number
3. Scroll down to the latest reporting period
4. Click on the link labeled “Semi-Annual PDF”
5. PDF should generate, be sure to save it to desktop or in a file that can be located
6. Log into JustGrants and locate the Performance Report (PR) for the reporting period
7. Upload the PDF document that was downloaded from PMT to the JustGrants PR in the attachment section
8. Complete the semiannual narrative questions directly in JustGrants in the PR
Next Steps
Next Steps: Quarterly Reporting in Performance Measurement Tool

- Obtain a copy of your program’s Performance Measures Questionnaire and identify which question banks are aligned with your award.
- Combine prime and subgrantee data into each quarterly report.
- All zeroes should represent a true value of zero.
- 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, complete the semiannual narrative questions in JustGrants, and submit the report.
Next Steps for Fiscal Year 2022 Quarter 2–4 Data

- Collect the tracked data on performance measures going back to January 2022.
- Enter quarterly performance measure data in the PMT for grant activity that occurred in all three quarters.
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.

Performance Measures

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.
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

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/
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