Human Trafficking Grantees

Performance Measure Reporting Orientation

December 2023
Announcements

• This session is being recorded and will be available on the OVC website
• This session is for Human Trafficking grantees with new OVC awards
• 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
• If you experience technical difficulties during this session, send a private chat message requesting assistance to Harif Balogun
Human Trafficking Grantees
Performance Measure Reporting Orientation
December 2023
Overview

Overview of Performance Measure Reporting → Reports and Due Dates → Performance Measurement Tool (PMT)

Justice Grants System (JustGrants) – Semiannual Report → Resources → Q&A and Contact Information
Overview of Performance Measures Reporting
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.
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 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.
### Performance Measurement 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>

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.
Reports and Due Dates
# 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>

**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.
Main Navigation Menu

<table>
<thead>
<tr>
<th>OVC PMT Home</th>
<th>Administration</th>
<th>Profile</th>
<th>Enter Data</th>
<th>Reports</th>
<th>Need Help?</th>
<th>Logout</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION AND RESOURCES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPORTING SCHEDULE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
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 displays the quarterly reporting periods.
- Quarterly reporting starts at the enter data tab.
Enter Data: Quarterly Reporting System Default

<table>
<thead>
<tr>
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<th>Administration</th>
<th>Profile</th>
<th>Enter Data</th>
<th>Reports</th>
<th>Need Help?</th>
<th>Logout</th>
</tr>
</thead>
</table>

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-EX-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

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

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

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

1. Number of improvement initiatives planned for the duration of the current grant: 20
2. Number of project deliverables planned for the length of the current grant: 40
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.

### Baseline Questions

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

4. **Total number of new subgrantees during the reporting period:**
   - Number

5. **Total number of new partners during the reporting period:**
   - Number

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?**

<table>
<thead>
<tr>
<th>Partner</th>
<th>Number of partners</th>
<th>Task force core</th>
<th>Task force</th>
<th>Is the partner</th>
</tr>
</thead>
</table>

Office for Victims of Crime
Enter Data: Definitions

<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>
Enter Data: Instructions

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><strong>19A. Race/Ethnicity Total</strong></td>
<td>(Auto calculated)</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.
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/accomplishment
   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>

Office for Victims of Crime

Justice for Victims • Justice for All
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.
Enter Data: System 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 office</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal/State/Local regulatory agency</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Researcher/Evaluator/Academic or statistical analysis center</td>
<td>Number</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 services</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 must select the applicable radio button(s) 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>
</tbody>
</table>
|Is this the last reporting period during which this award will have data to report?| **Yes**| **Alert**| ![Yes](Yes.png)
|No| ![No](No.png)
|1. Was there grant activity during the reporting period?| **Yes**| ![Yes](Yes.png)
|No| ![No](No.png)
|**TASK FORCE MEETINGS - Baseline Questions**| |
|2. Total number of partners participating in the initiative prior to grant funding.| **Required**| ![Required](Required.png)
Completing Data Entry

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**
# The Semiannual Narrative Questions

<table>
<thead>
<tr>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the statuses of program goals and objectives.</td>
<td>Ask for technical assistance from Office for Victims of Crime (OVC) to address problems, delays, or adverse conditions.</td>
</tr>
<tr>
<td>Indicate if the agency is on track to fiscally and programmatically complete goals and objectives on time and within budget.</td>
<td>Describe significant developments during the reporting period.</td>
</tr>
<tr>
<td>Report goals and objectives for the next six months.</td>
<td>Indicate whether the program is sustainable after federal funds end.</td>
</tr>
</tbody>
</table>
Semiannual Report in JustGrants

Completing a Question Set and Submitting the Performance Report (usdoj.gov)
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
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.
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

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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