

# Fiscal Year 2020 Human Trafficking Enhanced Collaborative Model

Performance Measures Reporting  
Information Session

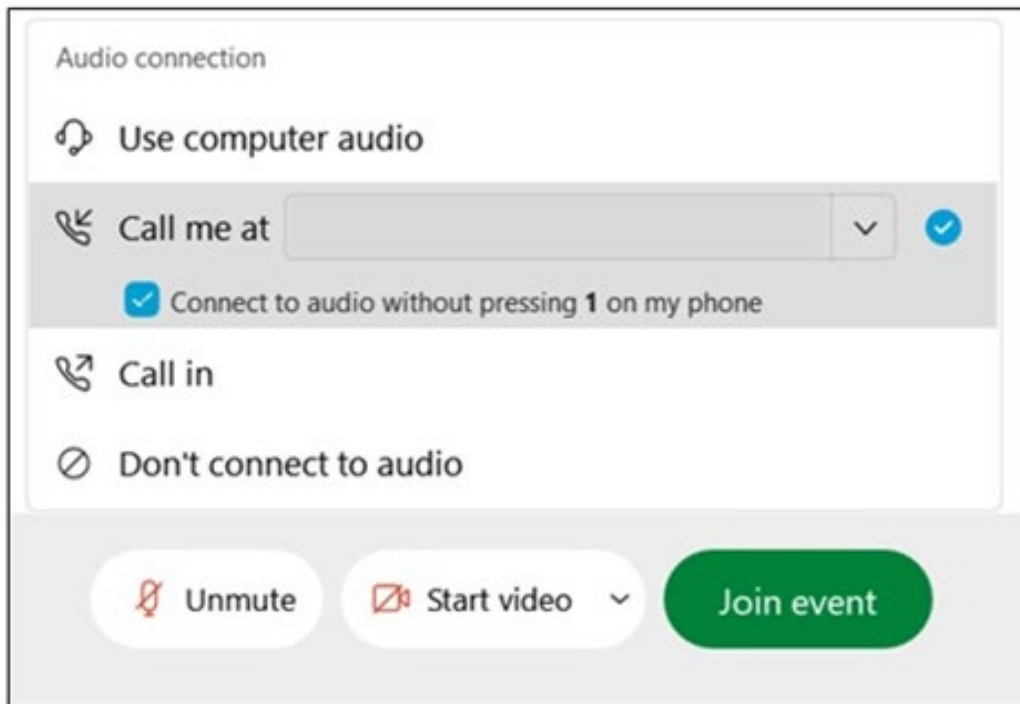


# Announcements



- This session is not being recorded.
- Copies of the slides will be emailed to participants after the information session.
- This session is for Fiscal Year (FY) 2020 Human Trafficking Enhanced Collaborative Model (ECM) grantee reporting.
- Please have the performance measures and Excel sheet open that were sent on June 10, 2021.
- All participants are muted to start.
- Type questions in the chat box, which will be answered and sent to the group. This process will help us create a list of frequently asked questions.
- After the event is over, you will be prompted to answer a few questions about your training experience.

# Webex Tips



- For optimal audio, please use the “Call me at” feature in Webex.
- When connected, a phone or headset icon should appear next to your name in the participant panel.

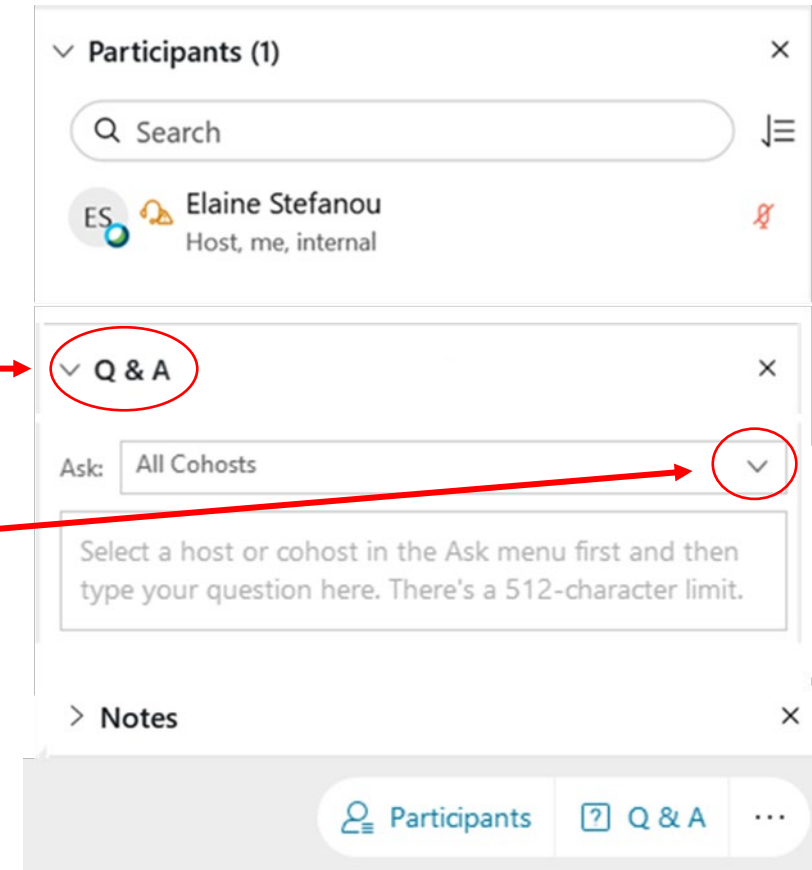
# Webex Question and Answer Features



Locate the question and answer (Q&A) box. Use this tool to send questions during the presentation.

To open Q&A

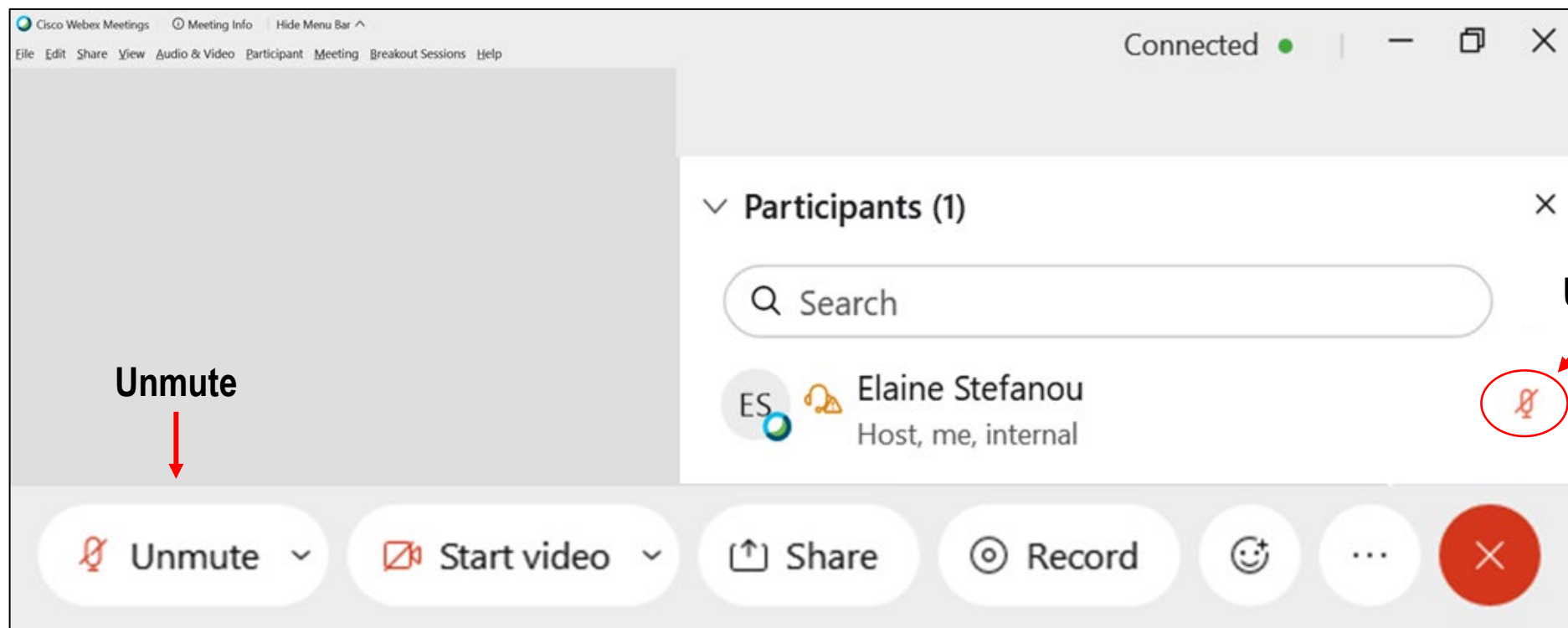
Toggle to send questions to panelists, hosts, or cohosts.



# Webex Audio Features



Ensure your microphone is muted. To unmute, select the red microphone next to your name in the participant list or at the bottom of your screen.



# Webex Q&A Practice

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What is the name of your taskforce plus location (state)?

Post your answer in the Q&A box.



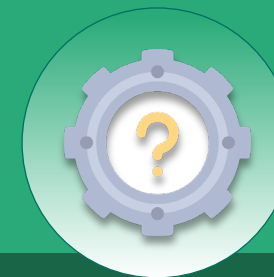
# Agenda



REPORTS AND DUE  
DATES



QUARTERLY REPORT  
SUMMARY



PERFORMANCE  
MEASURE REPORTING  
EXAMPLES



# Reports and Due Dates



# Report Types



Section	Description and Selected Examples
Quarterly	Three months of data on award activities. <b>Combined with any subgrantee or partner data as applicable.</b>
Narrative	Questions cover progress towards goals and objectives. <b>Separate set of questions in JustGrants covering the previous 6 months and next 6 months, only.</b>
Closeout/Final (Last Reporting Period Only)	<ul style="list-style-type: none"><li>• Covers the whole award.</li><li>• How does the organization or task force plan to sustain operations?</li><li>• Do you plan to use assessment/evaluation results?</li></ul>



# Reporting Schedule

Reporting Period	Data Required	Upload to JustGrants
October 1–December 31	Quarter 1 Performance Measures and Narrative Questions	Yes January 30
January 1–March 31	Quarter 2 Performance Measures	No
April 1–June 30	Quarter 3 Performance Measures and Narrative Questions	Yes July 30
July 1–September 30	Quarter 4 Performance Measures	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Closeout Questions	Yes 30 Days After End of Reporting Period

# Quarterly Report Summary



# Quarterly Reporting Summary

- Collect data on performance measures going back to October 2020.
- Report on performance measures in all quarters where there was grant activity.
- Topic areas (questions) in the Excel report and questionnaire are in the same order.
- Combine prime and subgrantee data into each Excel report.
- Upload Excel report to JustGrants with two quarters of data by July 30 and January 30.
- Answer narrative questions directly in JustGrants in July and January.

Note: This process changes when JustGrants is fully functional for performance reports.

# Quarterly Reporting Instructions



Office for Victims of Crime  
Enhanced Collaborative Model Task Force to Combat Human Trafficking

Law Enforcement-Based Performance Measures
<i>External Reporting Tool Instructions</i>
This reporting spreadsheet is designed to collect the grant program performance measures identified by OVC until the Justice Grants system is fully operational.
Performance measure data should be reported into this spreadsheet on a quarterly basis. It will then be uploaded to JustGrants along with your semiannual narrative responses by January 30 and July 30. Please see the questionnaire for a full reporting schedule.
If there was no grant activity during the reporting period, you can simply select "no" at the top of the tab for that reporting period and move to the next.
There are nine topic areas to be completed by the user, plus one question about grant activity during the reporting period.
If there was no grant activity during a reporting period, select "no" for question one, explain why in question 1A, and skip the remainder of the performance measures for that reporting period.
Baseline questions gather information about activities that occurred prior to the grant becoming operational. The data reported should be consistent for all reporting periods.
Performance measures that are denoted with "Yes/No" have a dropdown menu for you to select the appropriate response.
Some "Yes/No" measures include a skip pattern. The applicable skip directives are included in the dropdown menu options. Please follow the directions as appropriate.
When there is a recurring number in this spreadsheet, it represents a table from the performance measure questionnaire.
All zeroes should represent a true value of zero.
If you have questions about the performance measures, the questionnaire PDF contains additional details

Drop Down Menu



Instructions	OVC HT_ECM LE PMs	+
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# Quarterly Reporting Instructions Summary

- Performance measures that are denoted with "Yes/No" have a dropdown menu for you to select the appropriate response.
- Some "Yes/No" measures include a skip pattern.
- The applicable skip directives are included in the dropdown menu options. Please follow the directions as appropriate.
- When there is a recurring number in this spreadsheet, it represents a table from the performance measure questionnaire.
- All zeroes should represent a true value of zero.







# Performance Measure Reporting Examples

# Grant Activity



			GRANT ACTIVITY	
Grantee Name	Reporting Period	Quarter	1. Was there grant activity during the reporting period? Yes/No	1A. If no, explain why <u>there was no grant activity and leave all remaining columns blank</u>
The Agency	Oct–Dec 2020	1	No	Budget Clearance
	Jan–Mar 2021	2	Yes	
	Apr–Jun 2021	3		
	Jul–Sep 2021	4		
	Oct–Dec 2021	1		
	Jan–Mar 2022	2		
	Apr–Jun 2022	3		
	Jul–Sep 2022	4		

- Type your organization name in the “Grantee Name” column.
- Answers to question 1 may be different for each quarter.
- If there was no grant activity, explain why and skip remainder of report for that period.



# Enhanced Collaborative Model Taskforces

## Topic Areas for Human Trafficking ECM Quarterly Reporting:

- Taskforce meetings (shared and baseline)
- Personnel (shared)
- Policies, procedures, and protocols (shared)
- Data collection and evaluation
- Law enforcement investigation and prosecution
- Trafficking population
- Victim (direct) services
- Community outreach
- Training





# Types of Questions Within the Topic Areas

Section	Description and Selected Examples
Baseline	Estimate on activities that occurred prior to the award becoming operational
Current Quarter Questions	Standard performance measure data collected
Narrative Questions	Qualitative questions about program goals, objectives, open-ended, and can contain numbers



# Baseline Question

TASK FORCE MEETINGS	
<i>Baseline question</i>	
2. Total number of partners participating in the initiative <u>prior to grant funding</u>	3. Total number of partners involved during the reporting period



- Match baseline question numbers from Excel to questionnaire.
- Read the questions!
- Taskforce meetings current quarter starts at #3.

**INSTRUCTION:** Baseline questions gather information about activities that occurred prior to the grant becoming operational. The data reported should be consistent for all reporting periods.

# Taskforce Meetings Performance Measure Summary



**Baseline:** Total number of *partners participating* in the initiative prior to grant funding

## **Current Quarter Report Summary:**

- Number of partners involved (including subgrantees and other organizations)
- Number of NEW subgrantees/partners
- Indicate which organizations are core partners as outlined in the relevant fiscal year solicitation
- Feedback from program clients or other individuals with lived experience
- How frequently the taskforce met
- Issues addressed by subcommittees



# Taskforce Meetings Performance Measure Example



6. Legal services provider: Task force partner? <u>Yes/No</u>	6. Legal services provider: Is the partner new? Yes/No	6. Courts: <u>Number of partners</u>	6. Courts: <u>Task force core partner?</u> Yes/No

**INSTRUCTION:** When there is a recurring number in this spreadsheet, it represents a table from the performance measure questionnaire.

Partner	Number of partners	Task force core partner	Task force partner	Is the partner new?
State law enforcement agency				
Local law enforcement agency				
Tribal law enforcement agency				
Federal Bureau of Investigation				

# Taskforce Meetings Performance Measure Example



6. Other partner: Task force partner? Yes/No	6. Other partner: Is the partner new? Yes/No	7. How does your agency partner with, or seek feedback from, program clients or individuals with lived experience?	8. Did the task force meet during the reporting period? Yes/No	8A. If yes, how frequently did the task force meet?	8B. If no, explain why the task force did not meet.
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7. How does your agency/organization partner with, or seek feedback from, program clients or other individuals with lived experience?

*Instruction: This measure asks grantees to report in narrative format how your agency/organization seeks feedback. This measure seeks to capture how your agency/organization incorporates a survivor's voice in your work.*

8. Did the task force meet during the reporting period?

*Instruction: Report the frequency of task force meetings during the reporting period. Per the solicitation, each task force is required to meet on a quarterly basis, at a minimum. These meetings must include all core members.*

Yes or No

8A. If Yes, how frequently did the task force meet?

- Weekly
- Biweekly
- Monthly
- Quarterly

8B. If No, explain why the task force did not meet during the reporting period.



# Taskforce Meetings Reminders

Call out of key points:

- Use these measures in other sections as a key for when to collect data from taskforce agencies.
- Shared measures (both law enforcement and victim service providers report together).

## Partnership Questions:

- Measures start broad by asking for the sum of partner agencies and subgrantees for all law enforcement and victim service providers.
- Measures then focus on numbers of new subgrantees and the number of new partners (entities with agreement to support grant activities but not a formal subaward).
- Measures ask for breakdown of partners by category and if they are a core partner.

# Data Collection and Evaluation Performance Measure Summary



**Baseline:** None

**During the Reporting Period:**

- Data resources used to inform the taskforce
- Indicate whether the task force used data analysis to inform certain activities
- Assessment or evaluation stage as of the last day of the reporting period
- Activities the task force evaluator/assessor participated in/conducted

Call out of key data points:

- Section is answered by law enforcement agencies supporting the taskforce
- Aggregate answers, consider the whole taskforce

# Data Collection and Evaluation Performance Measure Example



**15. Which of the data resources were used to inform the task force during the reporting period?**  
 Enter an "X" under the applicable data resources used during the reporting period.

15. Official police call, crime, and arrest data	15. Victim service provider data	15. National Human Trafficking Resource Center	15. Social media

**INSTRUCTION:** When there is a recurring number in this spreadsheet, it represents a table from the performance measure questionnaire.

## Current Quarter Reporting

15. Which of the following data resources were used to inform the task force during the reporting period?

*Instruction: Report on each data resource used during the reporting period. If Other is selected, provide an explanation.*

- Official police call, crime, and arrest data (e.g., calls for service, officer-initiated calls for service, crime incident reports, or arrest reports)
- Victim service provider data (e.g., demographics of victims served)
- National Human Trafficking Resource Center (e.g., National Hotline)
- Social media (e.g., Facebook, Backpage)
- Corrections data (e.g., probation and parole data)



# Training Performance Measure Summary

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**Baseline:** None

**Current Quarter Report Summary:**

- Training activities attended
- Trainings or conferences hosted
- Number, type, and how many people attended training or conferences with grant funds
- Type of training course/curriculum was developed/revised





# Training Performance Measure Example

TRAINING		
	41. Trainings or conferences hosted by an outside organization	
40. Did training activities occur during the reporting period? Yes/No	41A-1. Number of individuals who attended trainings or conferences hosted by an outside organization	41A-2. Number of individuals who attended trainings or conferences hosted by an outside organization
Yes		
No (If no, skip the remainder of this section)		



## INSTRUCTION:

- Performance measures that are denoted with "Yes/No" have a dropdown menu for you to select the appropriate response.
- Some "Yes/No" measures include a skip pattern. The applicable skip directives are included in the dropdown menu options. Please follow the directions as appropriate.

# Training Performance Measures Reminders



Call out of key data points:

- Section is answered by the funded law enforcement and victim service providers.
  - Performance measures are answered by funded taskforce partners.
- 
- Collect training data and ensure it is trackable by categories, for example professional development, sex or labor trafficking.
  - Report on what was grant-funded in part or in full.
  - Track data on participant types from inside and outside your organization.
  - Collect training data on individuals, conferences, or materials/curriculum.
  - Cross reference your agency's data collection systems or process with Office for Victims of Crime Human Trafficking specific participant types.

# Law Enforcement Investigation and Prosecution Performance Measure Summary



**Baseline:** None

## **During the Reporting Period:**

- Number of NEW individuals arrested under a human trafficking statute and/or related incident(s)
- Number of NEW individuals charged under a human trafficking statute and/or related incident(s)
- Demographics as identified by law enforcement (example age, gender and citizenship)
- NEW human trafficking investigations
- Number of human trafficking investigations that were ACTIVE (i.e., ongoing)
- Number of potential victims within these investigations
- Lists of all related crimes and charges
- How many were found guilty by trial, pled guilty, or accepted a plea agreement
- Number of prosecutions denied and reasons



# Law Enforcement Investigation and Prosecution Performance Measure Example



24A. How many new sex trafficking investigations did the task force work on during the reporting period?			
<u>24A.</u> Sex trafficking only: Total investigations	<u>24A.</u> Sex trafficking only: Federal investigations	<u>24A.</u> Sex trafficking only: State or local investigations	<u>24A.</u> Sex trafficking only: Undetermined investigations

**INSTRUCTION:** When there is a recurring number in this spreadsheet, it represents a table from the performance measure questionnaire.

New human trafficking investigations opened	Total investigations	Federal investigations	State/Local investigations	Undetermined investigations
24A. Sex trafficking only	Sex only	Sex only	Sex only	Sex only
24B. Labor trafficking only	Labor only	Labor only	Labor only	Labor only
24C. Sex and labor trafficking	Sex and labor	Sex and labor	Sex and labor	Sex and labor

# Law Enforcement Investigation and Prosecution Reminders



Call out of key data points:

- Section is answered by ALL law enforcement agencies supporting the work of the taskforce.
- Watch for the changes from individual to investigation level.

- Individual Performance Measure Levels:
  - Total of NEW arrests and/or charged human trafficking statute or related incident
  - Demographics for NEW individuals arrested human trafficking statute
- Investigation Level Performance Measure Summary:
  - NEW human trafficking investigations opened
  - Total number of human trafficking investigations that were ACTIVE
- Prosecution Outcome:
  - Human trafficking statute and not charged under a statute
  - Aggregate total of outcomes for those who pled, found guilty, and accepted a plea





# Wrap up Summary



# Summary for FY2020 Human Trafficking ECM Awards



Step 1. Review measures and instructions in PDF questionnaire and Excel template.

Step 2. Collect data on grant funded activity data for October—December 2020, January—March 2021, and April—June 2021.

Step 3. Enter October 2020 through June 2021 data by quarter in Excel template. Combine prime and subgrantee data into each Excel report. Review for accuracy.

Step 4. Upload the Excel as an attachment to your FY2020 Human Trafficking award Performance Report (PR) in JustGrants by July 30.

Step 5. Locate and fill out narrative question set assigned to your PR in JustGrants with semiannual narrative questions.





**How Can We Help?**



Questions about access, role assignments,  
system navigation?

<https://justicegrants.usdoj.gov>

or contact

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

833-872-5175, Monday through Friday  
from 5:00 a.m. to 9:00 p.m. Eastern Time  
(ET); Saturday, Sunday, and federal  
holidays from  
9:00 a.m. to 5:00 p.m. ET.

# Questions about Performance Measure and Excel Contact Information



## OVC PMT Helpdesk

Monday–Friday

8:30 a.m.–5:00 p.m. ET

Toll free: 1–844–884–2503\*

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

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



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