

# Collecting and Reporting Subgrantee Data

July 15, 2020



# Announcements

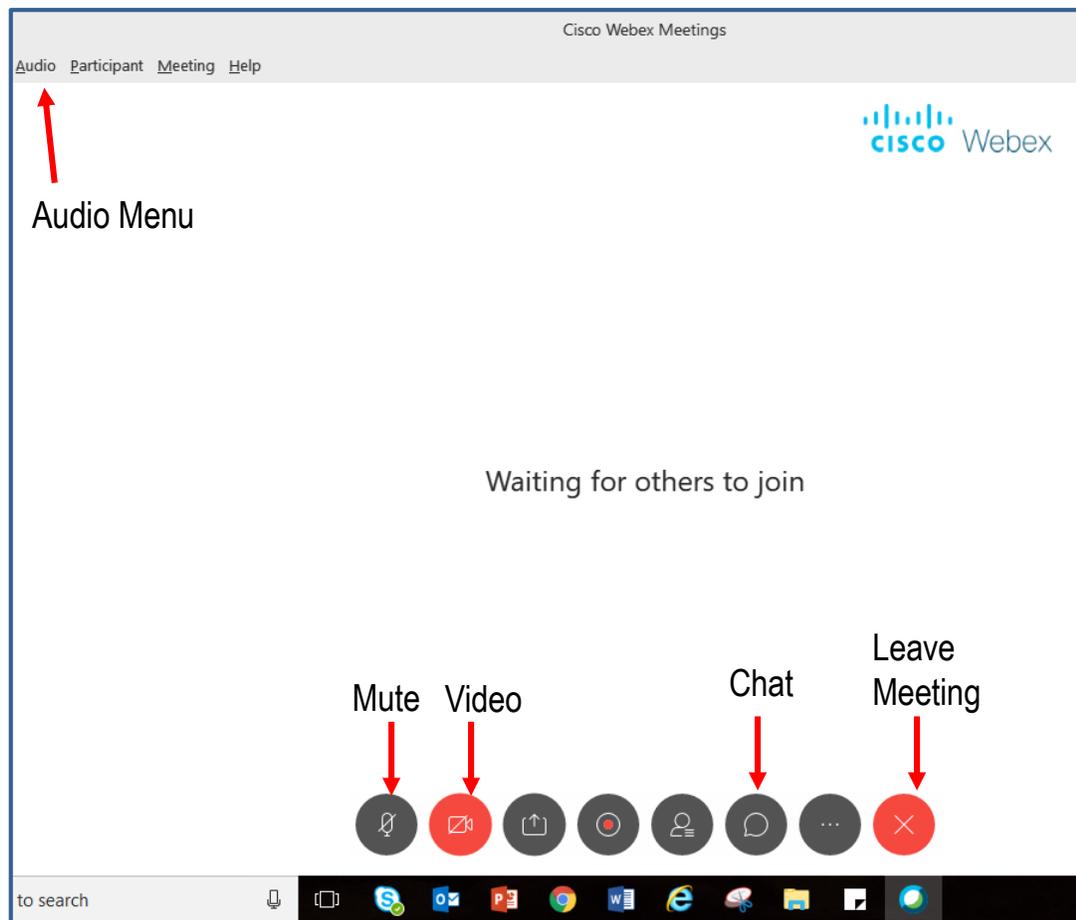
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- Please note this session is being recorded and will be posted online at a later date.
- The question and answer session will not be recorded.
- Poll questions will be asked and summarized by the host.
- After the event is over, you will be prompted to answer a few questions about your experience.



# Webex Overview



- All participants are muted to start.
- During Q&A, mute your line when not speaking to reduce background noise.
- Open your chat box to add comments:
  - Select the message recipient from the dropdown box.
  - Enter your chat message in the text box and click Send.
  - If you want to privately share a chat with the presenter or another participant, make sure that Private is selected.



# Objectives

Participants will be able to—

- List both grantee and subgrantee responsibilities for Office for Victims of Crime (OVC) performance measure reporting,
- Describe collaborative activities for data collection with a subgrantee, and
- Explain how to review subgrantee semiannual reports.



# Introduction



Please answer the following in the chat box—

1. What is the name of your agency?
2. How many subgrantees do you have?





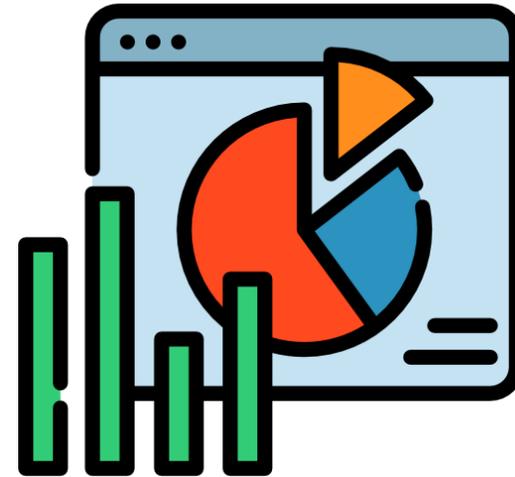
# Performance Management Roles and Responsibilities



# What is Performance Management?

The systematic use of—

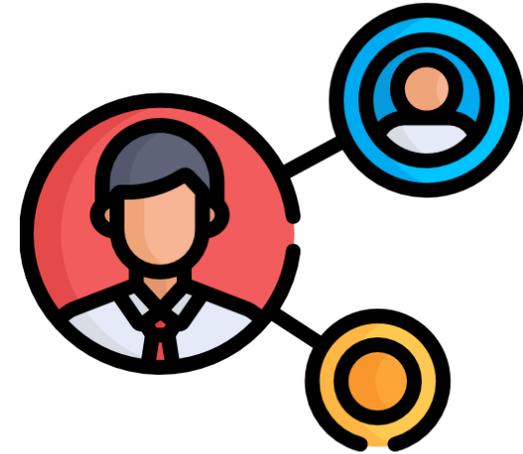
- Strategic planning,
- Goals,
- Performance indicators,
- Analysis,
- Data driven reviews,
- Evaluations, and
- Reporting.



# Performance Management Roles



- A **Grantee** is the primary recipient of funds directly from OVC.
- A **Subgrantee** is the entity that receives a portion of the grant funds in order to implement a portion of the grant program through a formal agreement with the grantee.



# Performance Management Responsibilities



## Grantee

- Identify areas for program improvement.
- Monitor subgrantee activity and expenditures.
- Review subgrantee reports for reasonableness.
- Focus on collaboration.
- Report according to award requirements.
- Generate evidence of progress toward program goals.

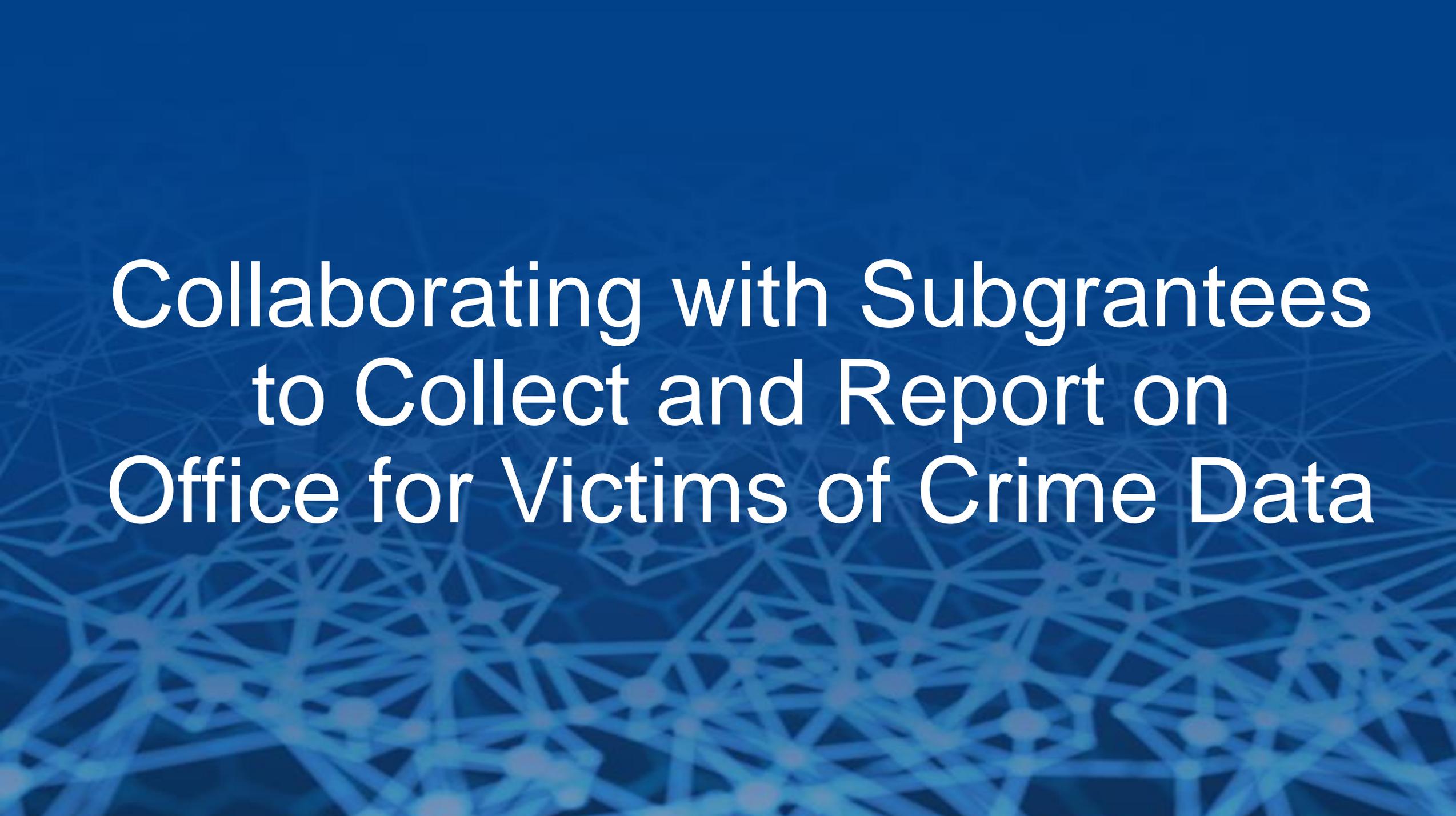
## Subgrantee

- Set up process to collect OVC performance measure data.
- Identify areas for program improvement.
- Focus on collaboration.
- Report to grantee according to agreed upon timeline.
- Proactively request training and technical assistance (TTA).
- Respond to grantee data questions.
- Adhere to OVC performance measure reporting requirements.



# Subgrantee Reporting Requirements

- **What?** Subgrantees report on the same performance measures as grantees.
- **How?** Subgrantee data is submitted to OVC in the performance measure fillable PDF.
- **Where?** Grantees submit subgrantee data by uploading the fillable PDFs into the Grant Management System (GMS).
  - Subgrantee data is **NOT** reported into the Performance Measurement Tool (PMT) system. Grantees should only report their activity into the PMT.
  - Subgrantees do not have access to the PMT system.
- **When?** Subgrantee data is uploaded with the semiannual report, due by January 30 and July 30.



# Collaborating with Subgrantees to Collect and Report on Office for Victims of Crime Data



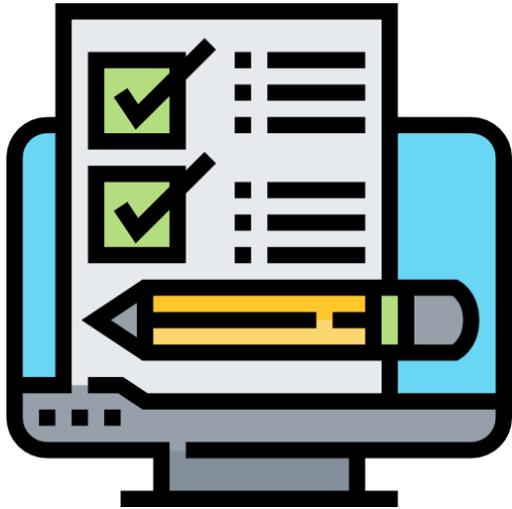
# Where do I start with a subgrantee?

- Agree on goals and expectations for the subaward (big picture).
- Share OVC performance measures and resources.
- Train subgrantees on OVC performance measures.
- Identify data collection processes, timelines, and reporting points of contact (POCs).
- Review subgrantee data and inquire about any data that is unexpected.
- Submit subgrantee fillable PDFs semiannually.
- Create conflict resolution strategy (messy and tough stuff).

# Agree on Goals and Expectations



- Subaward identifies subgrantee work and the budget (e.g., number of staff funded).
- Subgrantees report on the same performance measures as the grantee.



- Which performance measures align to subgrantee activities?
- How are key tasks or activities defined based on OVC performance measure terms?
- When will the subgrantee begin performing work (e.g., in which reporting period does their start date occur)?
- What is the amount of work a subgrantee is expected to perform (e.g., to conduct two trainings per month, to complete one data gathering initiative, to serve about 20 new victims a quarter)?



# Share Resources and Train Subgrantees

## Share resources

- Transforming Victims Services (TVS) Performance Measure Questionnaire (highlight which question banks apply).
- TVS User Guide.
- OVC Performance Measure Dictionary and Terminology Resource.
- Victim service tracking spreadsheet (as applicable).

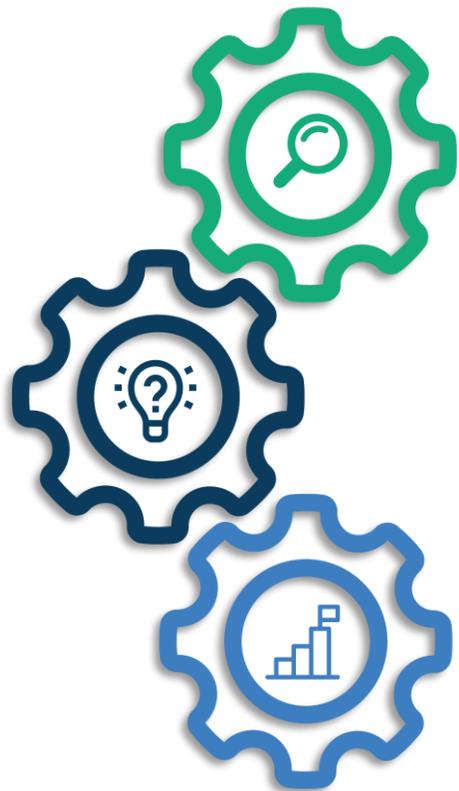
## Train subgrantees

- Encourage subgrantees to view the performance measure overview webinar.
- Discuss with the subgrantee how they should report performance data.





# Identify Data Collection Processes



- Establish a subgrantee organization POC for data collection and submission to the grantee.
- Set up internal reporting deadlines for the subgrantee
- Document the subgrantee's data collection systems/processes for OVC data. For example—
  - A case management system for victims served and services provided, and/or
  - A spreadsheet that tracks trainings held and participant feedback.
- Confirm the subgrantee can collect performance data for subaward activities separate from performance under other funding awards.



# Identify Data Collection Processes (cont.)

## OVC Reporting Dates

- How far in advance of the January 30 and July 30 deadlines do you need the subgrantee to provide the fillable PDF?
- Is semiannually data enough to understand what a subgrantee worked on for 6 months?
- Is more frequent reporting by a subgrantee better for monitoring purposes?

Quarterly Reporting in PMT				Semiannual Reporting in GMS			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period in PMT System	Semiannual PMT Report	Deadline in GMS
January 1–March 31	April 1–30	Performance Measures	April 30	January 1–June 30	July 1–30	Performance Measures & Narrative Responses	July 30
April 1–June 30	July 1–30	Performance Measures & Narrative Responses	July 30				
July 1–September 30	October 1–30	Performance Measures	October 30	July 1–December 31	January 1–30	Performance Measures & Narrative Responses	January 30
October 1–December 31	January 1–30	Performance Measures & Narrative Responses	January 30				

# Poll Question



How often do your subgrantees report data to you?

1. Monthly
2. Quarterly
3. Semiannually
4. Other
5. No subgrantee yet



# Conflict Resolution



- Create a strategy as part of a formal agreement with the subgrantee.
- Set expectations on what happens if subgrantees don't submit data per the requirements.
- Add time to ask the grantee for data clarifications.
- Consider an escalation process. Who is up the chain from the reporting POC if they are unresponsive or if the subgrantee's performance is consistently below expectations?

# Reviewing Subgrantee Data: Semiannual Report Examples

# Transforming Victims Services Semiannual Reports Poll Question



What do you read first in a semiannual report from a subgrantee?

1. Subgrantee performance measure data
2. Narrative descriptions of subgrantee activities
3. TTA needs
4. I don't really read the subgrantee reports
5. I have not started working with a subgrantee yet



# Reviewing Subgrantee Data: Principals to Guide the Review



## Story Points to Consider:

- What were some challenges the subgrantee faced?
- How do we collaborate?
- How is the subgrantee story evolving from the last semiannual report?
- Can I include ad hoc communications with subgrantees?

## Suggested Questions to Review Data:

- Did the subgrantee respond to the appropriate performance measures?
- What is reasonable?
- Is this what I expected for two quarters?
- How far along is the project timeline and how does that relate to the goals?





# Report Review: Data Gathering

Comparing data reported to what is expected: What did the subgrantee report in the last semiannual report or as a baseline?

2. Number of data gathering initiatives **completed** during the reporting period.  
*INSTRUCTION: Data gathering initiatives include literature searches/reviews, needs assessments, gap analyses, and reports.*

3. Count the number of information resources **disseminated** as a result of the data gathering activity.  
*INSTRUCTION: Resources are defined as literature reviews, needs assessments, gap analyses, reports, and toolkits.*



Does the number here align to what you expected for two quarters?



# Report Review: Number of Victims Served

Perform basic calculations, similar to the grantee semiannual report.

	Baseline	First Quarter	Second Quarter	Current 6 mo. Total	% change (+/-) (Calculation)
Total number of individuals who received services		26	33	59	
Total number of anonymous contacts who received services		0	0	0	
Number of new individuals who received services for the first time during the fiscal year		14	12	26	44%

Example for the grantee calculation: 44 percent of individuals served were new to the organization.

Similarly, what portion of victims served by the subgrantee were new? Is this reasonable?

Of the number of individuals entered in Question 1, how many were *NEW* individuals who received services from your agency for the first time during the reporting period.

*INSTRUCTION: Report the number of NEW individuals served with the grant plus match (as applicable) funds for the first time during the reporting period. This number should be an unduplicated count of identified new clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.*

*For the first reporting period of your award, ALL individuals should be counted as new.*



# Report Review: Number of Victims Served

- Does the report make sense based on the other data provided?
- For example, the subgrantee indicated it could not track new individuals, but also reported a specific number of new individuals.

3. Of the number of individuals entered in Question 1, how many were *NEW* individuals who received services from your agency for the first time during the reporting period.

*INSTRUCTION: Report the number of NEW individuals served with the grant plus match (as applicable) funds for the first time during the reporting period. This number should be an unduplicated count of identified new clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. For the first reporting period of your award, ALL individuals should be counted as new.*

4

Did you track new individuals?

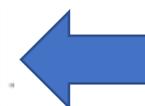
- Yes  
 No

Why is the subgrantee reporting this way?



# Report Review: Types of Victimization

		July	January
Adult physical assault(includes aggravated and simple assault)		19	22
Adult sexual assault		2	2
Adults sexually abused/assaulted as children		1	1
Arson		0	0
Bullying (verbal, cyber, or physical)		0	0
Burglary		0	0
Child physical abuse or neglect		4	9
Child pornography		0	0
Child sexual abuse/assault		1	1
Cyber crimes		0	0
Domestic and/or family violence		20	26
DUI/DWI incidents		0	1
Elder abuse or neglect		3	5
Gang violence		0	0



Does this make sense based on subgrantee required work?

Compare two reports - if this subgrantee is tasked to work with children, why is there a high number of adult physical assaults?

# Transforming Victim Services Data: Training Program Managers



## CURRENT QUARTER REPORTING

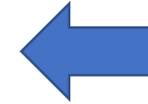
2. Number of trainings that were **scheduled** for the reporting period.

3. Number of trainings that were **conducted** during the reporting period.

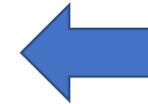
4. Number of participants that **registered** for training scheduled during the reporting period.

5. Number and types of participants that **attended or completed** training during the reporting period:

A. **Number** of participants.



Does the narrative provide any details on the type of training scheduled?



Does the number of participants make sense given the number of trainings?



# Reviewing a Report: Technology Developments

Consider how the quantitative data reported aligns with the narrative descriptions of the subgrantee's activity.

Number of system-level IT improvements **started** during the reporting period.  
*INSTRUCTION: These can include development, deployment, operation, maintenance, incorporation of new technologies into existing platforms, and more.*

13

Number of system-level IT improvements or developments **completed** during the reporting period.

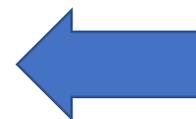
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Number of program staff who **participated in training** on the technology improvement.

7

Total number of staff to **use** the technology improvement.

7



Does the narrative help explain what developments were started and their progress?

# Submitting Subgrantee Data: Semiannual Narrative on Subgrantee Activities

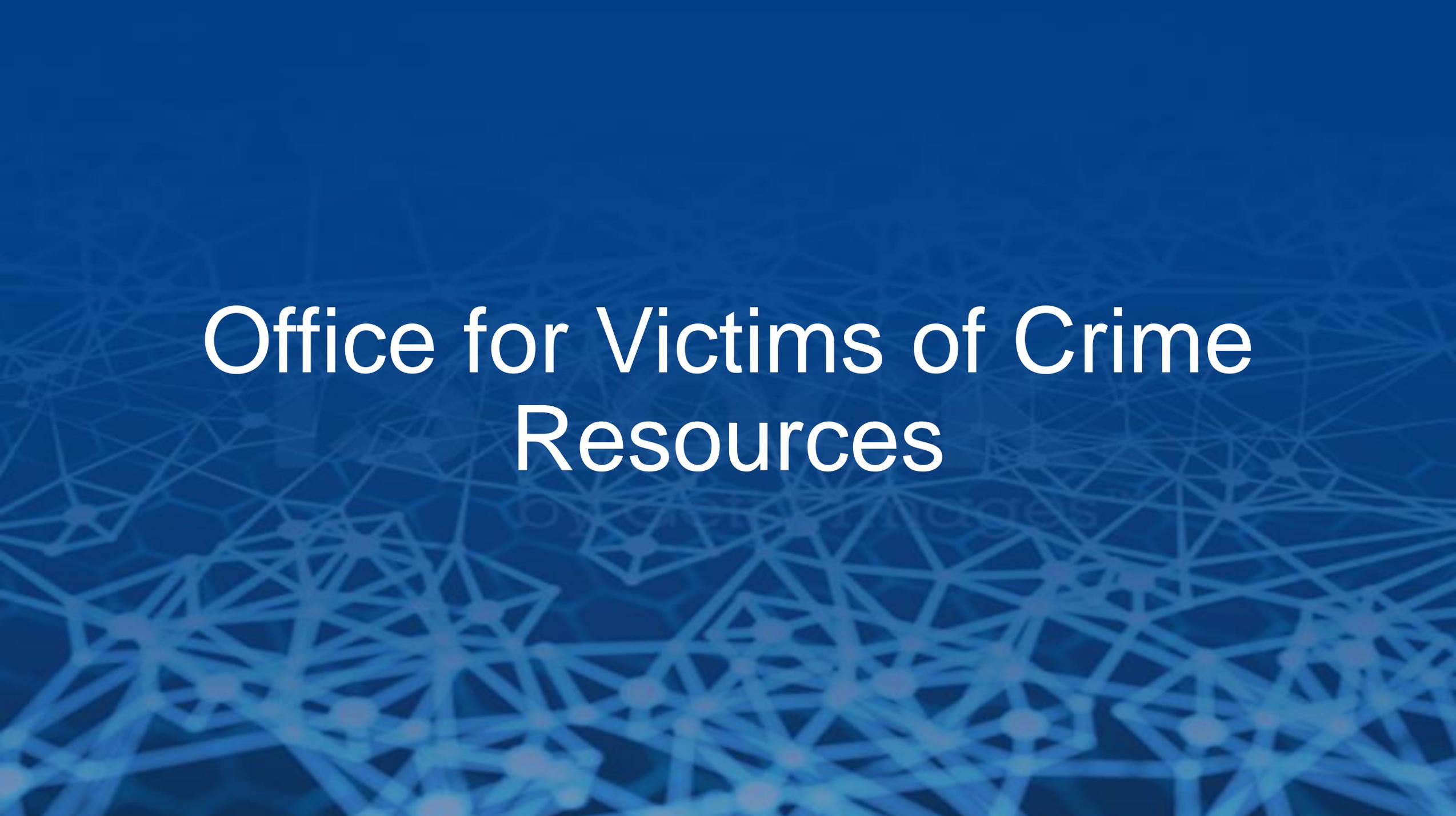


## Grantee Semiannual Report

- Enter performance data directly into the PMT.
- Respond to narrative questions.
  - Question 8 says “provide a list of subgrantees and a brief summary of their activity during the 6-month reporting period.”
- Generate the semiannual report PDF in the PMT (two quarters of data plus **grantee** narrative questions).

## Subgrantee Semiannual Report

- Collect fillable PDF(s) from your subgrantee(s).
- Review and verify the data.
- Read and ensure subgrantee narrative questions align with the stories from grantee narrative.



# Office for Victims of Crime Resources

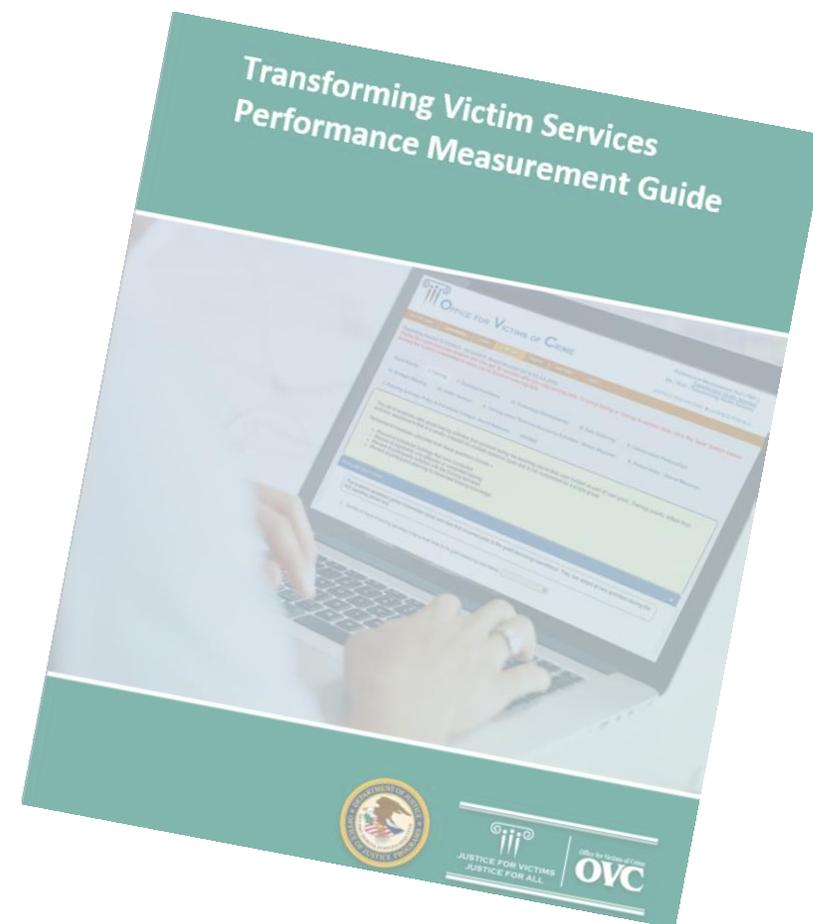


# How Can We Help?

**Need a quick answer?**

**Try PMT resources under “Need Help?” tab:**

- List of all performance measures
- User guides for grantees
- OVC Performance Measure Dictionary and Terminology Resource
- Subgrantee Victim Service Data Collection Spreadsheet
- TVS Award Map





# How Can We Help?

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## **Have a more in-depth question?**

- Contact the OVC PMT Helpdesk to receive assistance with grantee data entry.

## **Experiencing staff turnover?**

- Ask about a “Welcome to OVC Performance Management” session.

## **Questions about a specific measure? Or documenting data?**

- Start with a short 30-minute technical assistance call. Email the OVC PMT Helpdesk to schedule time.
- Appointments are available outside normal business hours for grantees in western time zones.

# Contact Information



## **OVC PMT Helpdesk Contact Information**

Monday–Friday, 8:30 a.m.–5:00 p.m. ET

Toll free number: 1–844–884–2503\*\*

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

## **GMS Helpdesk Contact Information**

Phone Number: 1–888–549–9901 and dial 3 when prompted

Email: [GMS.Helpdesk@usdoj.gov](mailto:GMS.Helpdesk@usdoj.gov)

\*\* Appointments available outside normal business hours by request



**Questions?**

# Poll Question



**Please respond to the following question in the chat box on the right side of your screen:**

What are some of your data collection challenges with your subgrantees?

