



# VOCA Reporting

**Grant Award Breakout**

**September 2021**

# Required VOCA Reports

- ▶ Initial Subgrant Award Report (SAR-Part I)
- ▶ Subgrant Award Report (SAR-Part II)
- ▶ OVC Quarterly Performance Reports (PMT)

Each report is required as a condition of your VOCA award and must be submitted by their respective deadlines.

Non-submission of these reports will result in a **GEMS hold** and you will not be able to receive reimbursements for project-related expenses!

# You must submit ALL required reports!





# Initial Subgrant Award Report (ISAR)

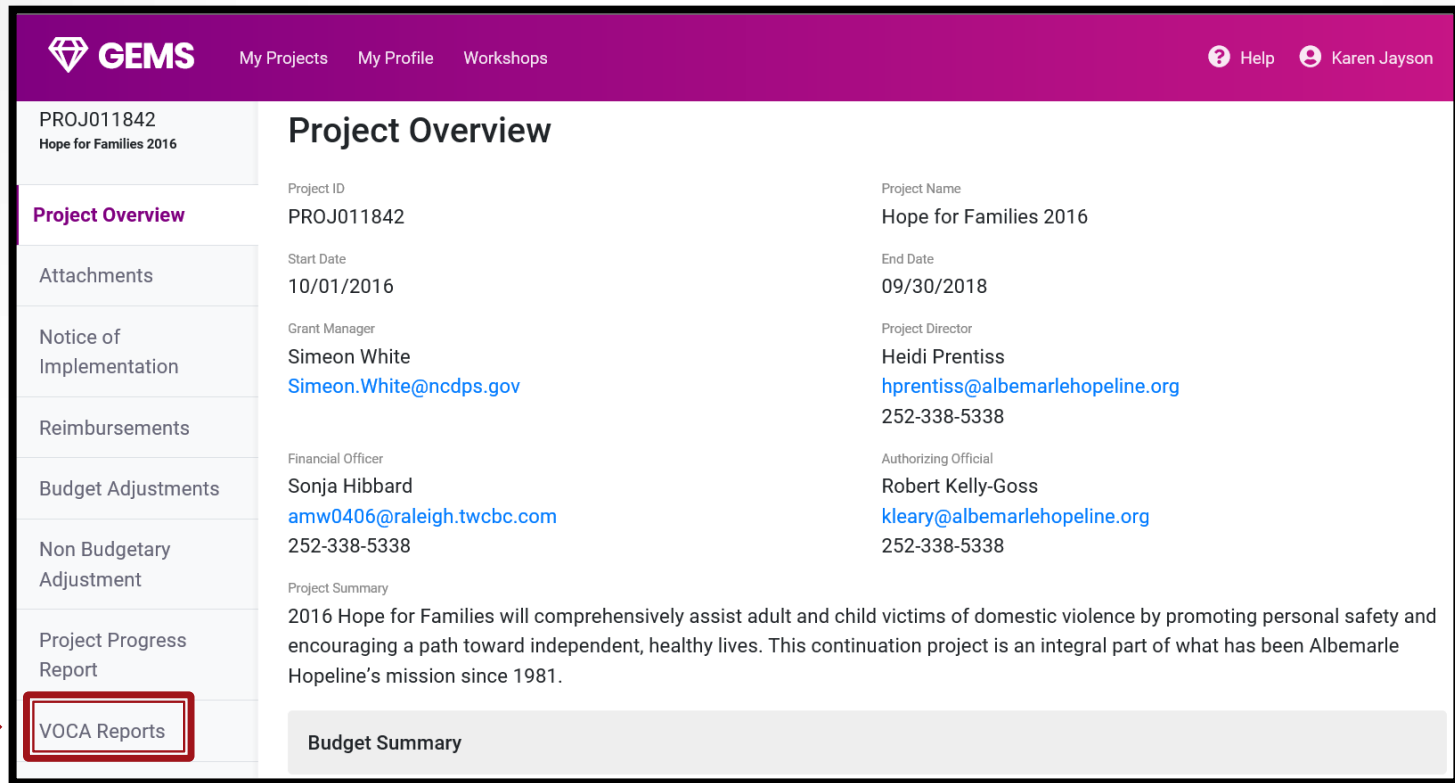
SAR-Part I

# Initial Subgrant Award Report

- ▶ All VOCA reports except the Initial Subgrant Award Report are entered directly through the OVC-PMT reporting system
- ▶ This initial report is the first step in gaining access to required VOCA reports in the PMT system
- ▶ The Report is due to GCC at the **implementation of the grant (when grant opens)**.

# Initial Subgrant Award Report

- ▶ The Initial Subgrant Award Report can be accessed through GEMS



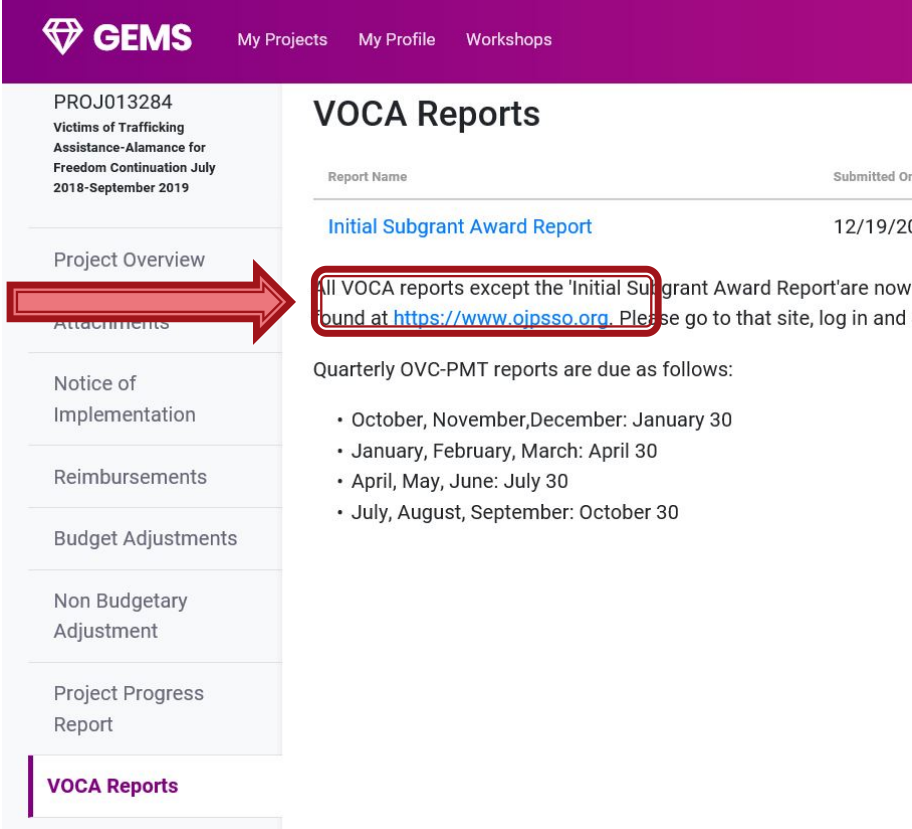
The screenshot displays the GEMS (Grant and Financial Management System) interface. The top navigation bar includes the GEMS logo, user links for 'My Projects', 'My Profile', and 'Workshops', and a user profile for 'Karen Jayson'. The main content area is titled 'Project Overview' for project 'PROJ011842: Hope for Families 2016'. The overview is organized into two columns of key-value pairs. A left sidebar contains a list of project-related links, with 'VOCA Reports' highlighted by a red box and a red arrow pointing to it from the left. The 'Project Summary' section provides a brief description of the project's mission.

Field	Value
Project ID	PROJ011842
Project Name	Hope for Families 2016
Start Date	10/01/2016
End Date	09/30/2018
Grant Manager	Simeon White <a href="mailto:Simeon.White@ncdps.gov">Simeon.White@ncdps.gov</a>
Project Director	Heidi Prentiss <a href="mailto:hprentiss@albemarlehopeline.org">hprentiss@albemarlehopeline.org</a> 252-338-5338
Financial Officer	Sonja Hibbard <a href="mailto:amw0406@raleigh.twcba.com">amw0406@raleigh.twcba.com</a> 252-338-5338
Authorizing Official	Robert Kelly-Goss <a href="mailto:kleary@albemarlehopeline.org">kleary@albemarlehopeline.org</a> 252-338-5338

**Project Summary**  
2016 Hope for Families will comprehensively assist adult and child victims of domestic violence by promoting personal safety and encouraging a path toward independent, healthy lives. This continuation project is an integral part of what has been Albemarle Hopeline's mission since 1981.

# Initial Subgrant Award Report

- ▶ Once notified that the project has been opened, you must complete Part I of the SAR—the **Initial Subgrant Award Report**
- ▶ This report is submitted directly into the GEMS system
- ▶ The link for the **Initial Subgrant Award Report** can be found under the VOCA Reports tab in GEMS



**GEMS** My Projects My Profile Workshops

PROJ013284  
Victims of Trafficking Assistance-Alamance for Freedom Continuation July 2018-September 2019

Project Overview  
Attachments  
Notice of Implementation  
Reimbursements  
Budget Adjustments  
Non Budgetary Adjustment  
Project Progress Report

**VOCA Reports**

Report Name	Submitted On
<a href="#">Initial Subgrant Award Report</a>	12/19/20

All VOCA reports except the 'Initial Subgrant Award Report' are now found at <https://www.ojpsso.org>. Please go to that site, log in and

Quarterly OVC-PMT reports are due as follows:

- October, November, December: January 30
- January, February, March: April 30
- April, May, June: July 30
- July, August, September: October 30

# The Initial Subgrant Award Report

- ▶ The data submitted provides basic information on your organization and project
- ▶ Once completed, GCC staff will enter your data into the OVC-PMT system as the SAR Part 1

My Projects My Profile Workshops

## Initial Subgrant Award Report

Purpose of the funded project \*

- Start up a new victim services project
- Continue a VOCA funded victim project funded in a previous year
- Expand or enhance an existing project not funded in a previous year
- Start up a new native American victim services project
- Enhance an existing native American project

These VOCA funds will primarily be used to \*

Check the box that indicates how the VOCA funds will primarily be used. If it will select 'Other'

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other

Within the victim services program, which includes the VOCA funds and match and volunteers

Use FULL TIME EQUIVALENTS (FTEs) FOR BOTH PAID STAFF AND VOLUNTEERS





# Subgrant Award Report (SAR)

SAR-Part II

# Subgrant Award Report

- ▶ Due within 30 days of opening the project.
- ▶ After the Initial Subgrant Award Report (SAR part I) is in the PMT system
- ▶ Once completed, you will have access to the quarterly reports for each of your organization's VOCA-funded projects



# OVC-PMT Reporting

## Office for Victims of Crime Performance Measurement Tool

# Due Dates

	REPORT WINDOW	DUE DATE
Q1	OCTOBER – DECEMBER	January 30
Q2	JANUARY – MARCH	April 30
Q3	APRIL – JUNE	July 30
Q4	JULY – SEPTEMBER	October 30

*\*Based on Federal Fiscal Year*

- ▶ If you experience problems with the website, you must contact the OVC-PMT Help Desk at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or 1-844-884-2503
- ▶ The staff at the Governor’s Crime Commission cannot address any technical issues with the website.
- ▶ All data entered into this system goes directly to the Office for Victims of Crime.

# OVC-PMT Reporting

- ▶ Once your award has been opened in the GEMS system, GCC staff will create a profile in the PMT system
- ▶ Please note that the Project Director for the project will receive all correspondence from the GCC regarding
  - If someone other than the Project Director is responsible for submitting the quarterly OVC-PMT data, note that they can be added as a user in the PMT system
  - The Project Director is responsible for informing staff of due dates and ensuring that the reports are submitted by the respective deadlines

# VOCA Reporting

- ▶ Click on the link in GEMS and it will take you to the OVC-PMT reporting web site.

**GEMS** My Projects My Profile Workshops Help Karen Jayson

PROJ012214  
Davie/Davidson CAC 2017

## VOCA Reports

Report Name	Submitted On	Due Date	Status
<a href="#">Initial Subgrant Award Report</a>	02/09/2018		Reviewed by GCC

All VOCA reports, except the 'Initial Subgrant Award Report' are now entered through the OVC PMT Reporting System, which can be found at <https://www.ojpsso.org>. Please go to that site, log in and enter the performance data for your project

Quarterly OVC-PMT reports are due as follows:

- October, November, December: January 30
- January, February, March: April 30
- April, May, June: July 30
- July, August, September: October 30

Due dates for all quarterly performance reports are listed on this page.

VOCA Reports

PMT Reports

# OVC-PMT Reporting Web Site

- ▶ The OVC-PMT system works best with Google Chrome
- ▶ JavaScript must also be enabled on the computer used to enter OVC-PMT data.

U.S. DEPARTMENT OF JUSTICE  
**Office of Justice Programs**  
*Building Solutions • Supporting Communities • Advancing Justice*

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**Performance Measurement Platform**

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User Name: karen.jayson@ncdps.gov Password: ..... Login

[Forgot Password](#)

**Please note:**

1. The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.
2. 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.

BJA OVC OJJDP NIJ

Privacy | EOIA

# OVC-PMT Reporting

- ▶ You must report activities specific to the individual project
  - **Do not** combine numbers from two different projects
  - **Do not** report the same numbers for two different projects
- ▶ If an individual receives services through both projects, the services should be reported separately under each project.



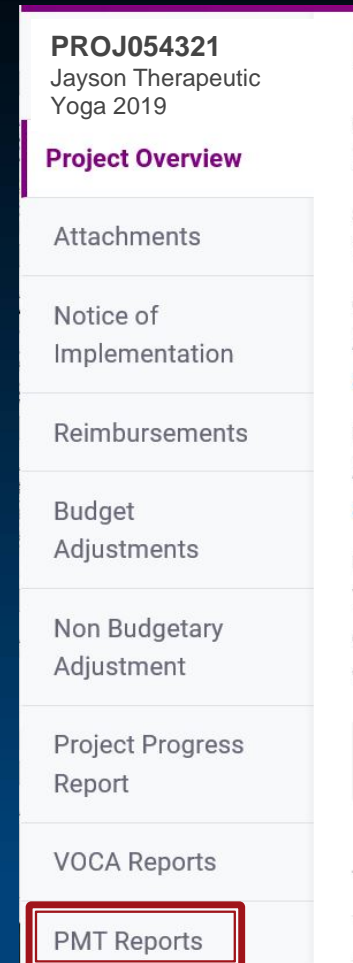
# OVC-PMT Reporting in GEMS

- ▶ Once you have completed the report, you must save the report as a PDF file

- ▶ Indicate the project number and the time frame of the report in the name of the PDF file

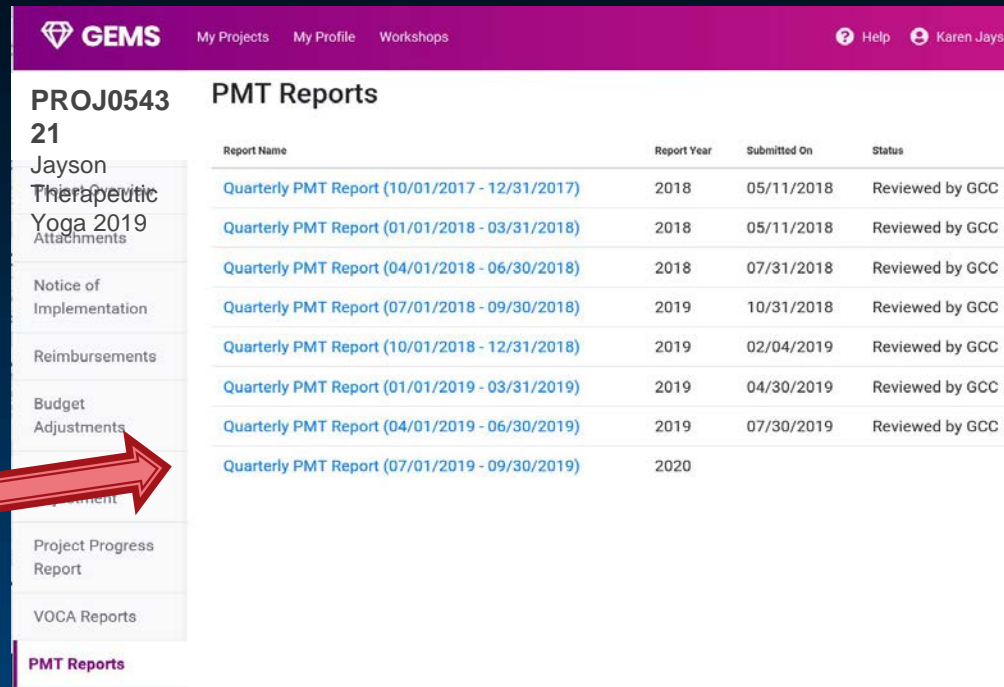
*(PROJ015432-04/01/2021-06/30/3021.PMTQ3)*

- ▶ Then go into GEMS and click on PMT Reports



# OVC-PMT Reporting in GEMS

- ▶ After you click on **PMT Reports**, you will see the reports previously entered, including the date submitted and confirmation that GCC Grant Administrators have reviewed the report
- ▶ Click on the quarter that you need to upload

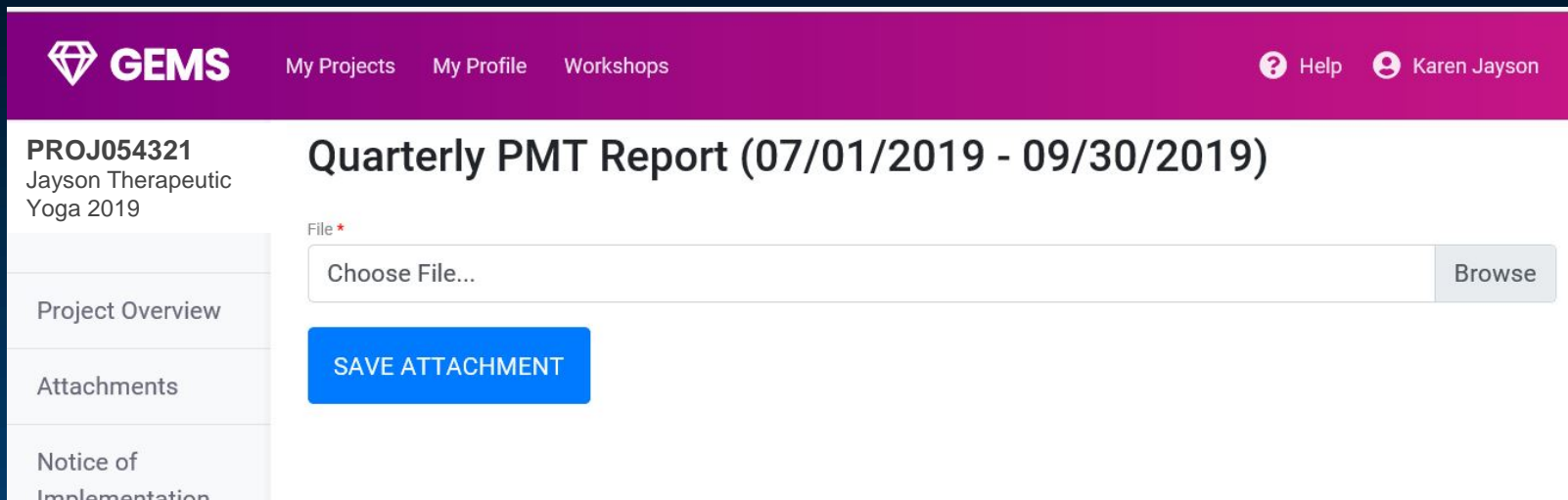


The screenshot shows the GEMS system interface. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', and 'Workshops'. The user is identified as 'Karen Jays'. The main content area displays 'PROJ0543 21' and a list of PMT Reports. A red arrow points to the 'PMT Reports' option in the left-hand navigation menu.

Report Name	Report Year	Submitted On	Status
<a href="#">Quarterly PMT Report (10/01/2017 - 12/31/2017)</a>	2018	05/11/2018	Reviewed by GCC
<a href="#">Quarterly PMT Report (01/01/2018 - 03/31/2018)</a>	2018	05/11/2018	Reviewed by GCC
<a href="#">Quarterly PMT Report (04/01/2018 - 06/30/2018)</a>	2018	07/31/2018	Reviewed by GCC
<a href="#">Quarterly PMT Report (07/01/2018 - 09/30/2018)</a>	2019	10/31/2018	Reviewed by GCC
<a href="#">Quarterly PMT Report (10/01/2018 - 12/31/2018)</a>	2019	02/04/2019	Reviewed by GCC
<a href="#">Quarterly PMT Report (01/01/2019 - 03/31/2019)</a>	2019	04/30/2019	Reviewed by GCC
<a href="#">Quarterly PMT Report (04/01/2019 - 06/30/2019)</a>	2019	07/30/2019	Reviewed by GCC
<a href="#">Quarterly PMT Report (07/01/2019 - 09/30/2019)</a>	2020		

# OVC-PMT Reporting in GEMS

- ▶ Click **Browse** to locate the folder where you have saved your PMT reports



The screenshot displays the GEMS web application interface. At the top, there is a purple navigation bar with the GEMS logo on the left and user options (Help and Karen Jayson) on the right. Below the navigation bar, the main content area is white. On the left side, there is a sidebar menu with the following items: "Project Overview", "Attachments", and "Notice of Implementation". The main content area shows a project titled "PROJ054321 Jayson Therapeutic Yoga 2019" and a "Quarterly PMT Report (07/01/2019 - 09/30/2019)". Below the report title, there is a "File\*" label, a text input field containing "Choose File...", and a "Browse" button. A blue "SAVE ATTACHMENT" button is positioned below the input field.

- ▶ Select the proper report and click **SAVE ATTACHMENT**

# OVC-PMT Reporting

- ▶ Once you have submitted the report in GEMS, you will see confirmation of the date that you submitted the report
- ▶ Your GCC Staff will review and validate your report
  - If there are errors with the report, it will be sent back for modifications
  - You must correct these errors within the PMT system and provide an updated report as an upload in the GEMS system

# Reporting Questions

Contact Crime Victims Services Planning Staff

Daun Brown  
VOCA Planner - (919) 899-9187  
[Daun.Brown@ncdps.gov](mailto:Daun.Brown@ncdps.gov)

Lindsay Bohan  
VOCA Planner - (919) 521-8222  
[Lindsay.Bohan@ncdps.gov](mailto:Lindsay.Bohan@ncdps.gov)

Sandy Dixon, Lead Planner [Sandy.Dixon@ncdps.gov](mailto:Sandy.Dixon@ncdps.gov)

Jim Lassiter, VOCA Planner [Jim.Lassiter1@ncdps.gov](mailto:Jim.Lassiter1@ncdps.gov)



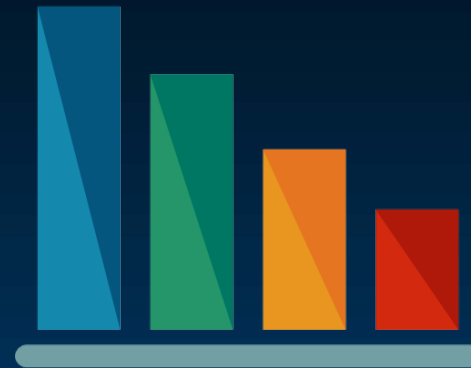


# OVC-Performance Measures

## Office for Victims of Crime

# OJP Performance Measurement

- ▶ Information or data showing achievement of desired goals or results.
- ▶ Performance measures are the parameters against which progress toward goals is assessed.

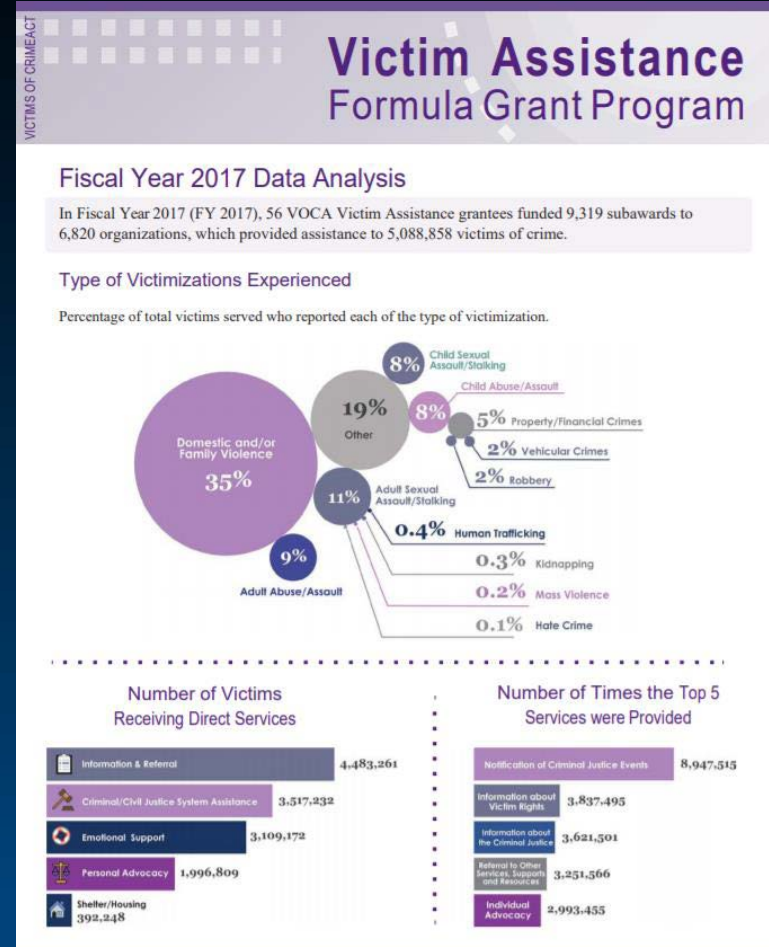


Link to OJP definition:

<https://www.ojp.gov/funding/apply/grant-performance-measurement-and-progress-reporting-information>

# How Does OVC Use Performance Measures

- ▶ VOCA nationwide performance reports
- ▶ Communicate aggregate performance measure data
- ▶ Demonstrate output of grant funds
- ▶ Emphasize progress made toward achievement of OVC's strategic and program goals
- ▶ Reach target audience of grantees, subgrantees, and general public



This is based on data entered by grantees into the Performance Measurement Tool. The FY 2017 VOCA Victim Assistance Report will be released late 2018.



# Victim Services (Collect and Track)

## Clients and Demographics (Questions 1-6)

- ▶ TOTAL individuals who received services
- ▶ TOTAL number of anonymous contacts
- ▶ NEW individuals served for the first time
  - ▶ Not Reported: demographic data not provided by victim.
  - ▶ Not Tracked: grantee cannot collect demographic data
- ▶ Race/Ethnicity, Gender, and age
- ▶ Victimization – Includes hate crimes, other, multiple victimizations, Special Classifications
- ▶ Victim Compensation Form Assistance



# Review and Verify: Questions 1 and 3

- ▶ During the first quarter of an ACTIVE subaward, the total number of individuals served (Question 1) should be equal to the number of new individuals served (Question 3).
- ▶ If the subgrantee indicates that they “cannot track new individuals,” then the number of new individuals should be zero (0).

1. TOTAL number of individuals who received services during the reporting period.

2. TOTAL number of anonymous contacts received during the reporting period.

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.

We cannot track new individuals

# System Validations: Question 3

- ▶ Number of new individuals entered in Question 3 should be less than or equal to number of total individuals entered in Question 1.

ovcpmt.ojp.gov says

WARNING: Question 1 should be greater than or equal to Question 3.

OK

1. TOTAL number of individuals who received services during the reporting period.

2. TOTAL number of anonymous contacts received during the reporting period.

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.

We cannot track new individuals

# Review and Verify: Question 4A–4C

- ▶ **System Validation:** Total number entered in each demographic category (Race/Ethnicity, Gender Identity, and Age) must be equal to the total number of new individuals entered in Question 3.

**B. GENDER IDENTITY (self-reported)**

Population	Number of New Individuals
Male	<input type="text" value="10"/>
Female	<input type="text" value="4"/>
Other	<input type="text" value="1"/>

Please explain.

You have 4977 characters left. (Maximum characters: 5000)

Not Reported	<input type="text" value="5"/>
Not Tracked	<input type="text" value="0"/>
<b>Gender Total (auto-calculated after save)</b>	<input type="text" value="20"/>

- ▶ Verify: What is in the “please explain” text box?

Example - How does an explanation of “other” line up with how the VOCA act defines a victim?

# System Validations: Question 5

- ▶ The total number of victimizations must be greater than or equal to the sum of the **total number of individuals served** plus the total number of anonymous contacts received (i.e., Question 5  $\geq$  Question 1 + Question 2).
- ▶ Anonymous contact victimization type- If a subgrantee does not know the victimization type, report it as "Other." Indicate how many anonymous contacts are included in "Other Explanation" text box.

## 5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

### A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type

Number of Individuals



# Review and Verify: Question 5

- ▶ Subgrantee reported a number for "Victimization Type-Hate Crime" yet did not provide an explanation.
  - ▶ If the number of "Hate Crimes" is greater than zero (0), ensure that an explanation was provided.
- ▶ Subgrantee reported total victimizations for ONLY NEW individuals served, and anonymous contacts received (Q1 + Q2).
- ▶ Is this feedback a cause for concern? Did the same errors happen last quarter?



# Victim Services (Collect and Track)

## Direct Services (Questions 7 and 8)

- ▶ Assistance with completing a victim compensation application
- ▶ Services organization provided to victims
- ▶ List services by service type AND number of times each service was provided
  - ▶ Information & Referral Services
  - ▶ Personal Advocacy/Accompaniment
  - ▶ Emotional Support/Safety Services
  - ▶ Shelter/Housing Services
  - ▶ Criminal/Civil Justice System Assistance



# Review and Verify: Question 8

- ▶ **Individuals 8A–E:** Total number of individuals served in each of the five main service categories is less than or equal to the total individuals served (Question 1) plus the number of anonymous contacts received (Question 2).

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

**A. Information & Referral**

Enter the number of individuals who received services in this category

Enter the number of times services were provided in each subcategory.

A1. Information about the criminal justice process	<input type="text" value="60"/>	} Total services: 220
A2. Information about victim rights, how to obtain notifications, etc.	<input type="text" value="125"/>	
A3. Referral to other victim service programs	<input type="text" value="25"/>	
A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	<input type="text" value="10"/>	

- ▶ **Services A–E:** Total number of times a subcategory of service was provided and is greater than or equal to the total individuals served in that category.



# Review and Verify: Question 8

## ▶ Individuals 8A

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. Information & Referral

Enter the number of individuals who received services in this category

125

## ▶ PLUS Individuals 8B

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

B. Personal Advocacy/ Accompaniment

Enter the number of individuals who received services in this category

Number Of Individuals

Enter the number of times services were provided in each subcategory.

## ▶ Greater than or Equals ALL individuals served (Question 1)

# Analyze Performance Data

## Resources to Use:

- ▶ Performance measures PDF
- ▶ VOCA Terminology Resource
- ▶ Agency or program goals and objectives
- ▶ Past quarterly reports for comparison

## Suggested Questions to Review Data:

- ▶ What is reasonable?
- ▶ Does the data make sense in relation to the award objectives or categories of service?
- ▶ What might signify a cause for concern?
- ▶ What is the project timeline status?
- ▶ How does an explanation line up with what was reported or the VOCA act?

# How Can We Help?

Start EARLY and use PMT resources in the “Need Help” tab:

- ▶ List of all performance measures
- ▶ User guides
- ▶ OVC Performance Measure Dictionary and Terminology Resource
- ▶ Online pre-recorded trainings
- ▶ Have a more in-depth question?
- ▶ Contact the OVC PMT Helpdesk to receive assistance with data entry
- ▶ Experiencing staff turnover? Ask about a “Welcome to OVC Performance Management” session



# OVC PMT Helpdesk Contact Information



Monday–Friday, 8:30 a.m.–5:00 p.m. EST

Toll free number: 1–844–884–2503\*\*

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

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