Office for Victims of Crime

Helping Crime Survivors Find Their Justice

Office for Victims of Crime Tribal Victim Services Set-Aside (TVSSA)

Performance Measurement Training

OVC Performance Management Team

Session Announcements

- This session is being recorded **and will be posted online at a later date**.
- Copies of these slides will be sent to all participants after the presentation.
- Type questions in the Q&A box; the team will provide responses for all participants to see.
- All participants are automatically muted upon entry.
- If you experience any technical difficulties, please send a private message to Harif Balogun and he will be able to assist you.

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Performance Measurement Training

OVC Performance Management Team

Overview

Office for Victims of Crime (OVC) Performance Measure Reporting
Reporting System, Reports, and Deadlines
Performance Measures and Semiannual Narratives in PMT
MMIP Supplemental Measures in JustGrants
Two-Step Semiannual Reporting Process
Resources and Contact Information

Office for Victims of Crime Performance Measure Reporting

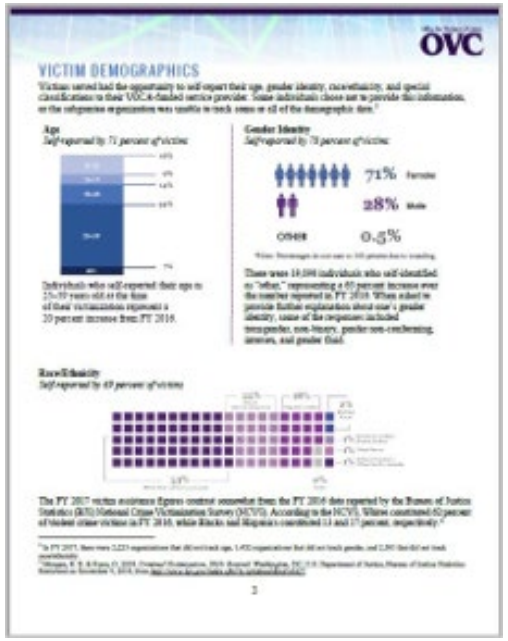
How Office for Victims of Crime Uses Performance Measure Data

The accuracy and timeliness of reporting performance measure data is extremely important. Data reported by grantees allows OVC to–

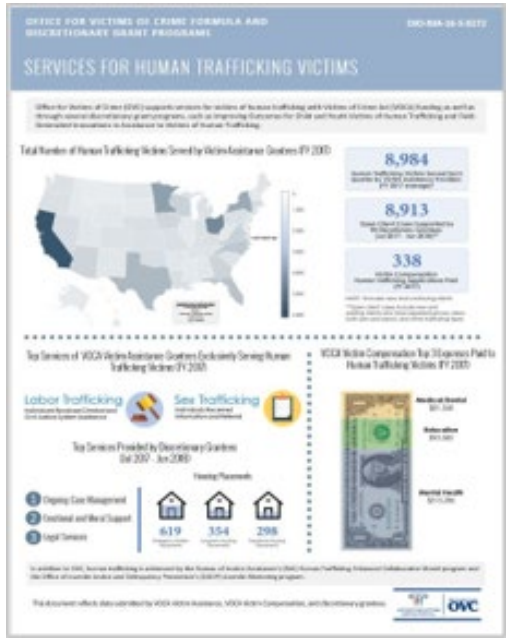
- Demonstrate the value and specific benefits of the program to Congress, federal and state government agencies, the victim services field, the general public, and other stakeholders.
- Generate an annual report on the program to demonstrate output of grant funding.
- Emphasize progress made toward achievement of OVC's strategic and program goals.
- Reach the target audience of grantees, federal partners and agencies, and the general public.

Examples of Data Analyses

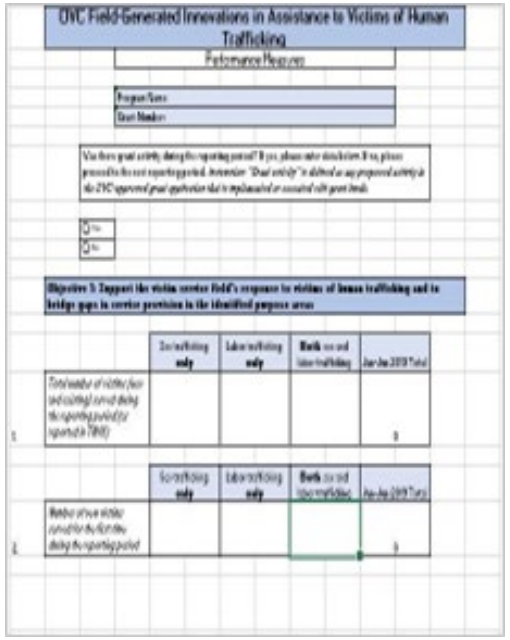
Program Data Reports



Topical Snapshots



Measure Review & Data Collection Tools



TVSSA Reporting Systems, Reports, and Deadlines

Reporting Systems

Performance Measurement Tool (PMT): A web-based reporting system in which grantees can electronically submit qualitative and quantitative program performance data.

Justice Grants System (JustGrants): A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.

Reports

Quantitative Performance Measure Report	Standard performance measure data about OVC-funded program activities that were completed quarterly. This data is entered directly into the PMT for each reporting period.
Semiannual Narrative Report	This report includes quarterly data and narrative questions related to grantee and subgrantee activities. Narrative questions cover progress toward goals and objectives.
Final / Close Out	This report is submitted after all grant funds are expended, and aggregates quantitative and qualitative data over the life of the award.

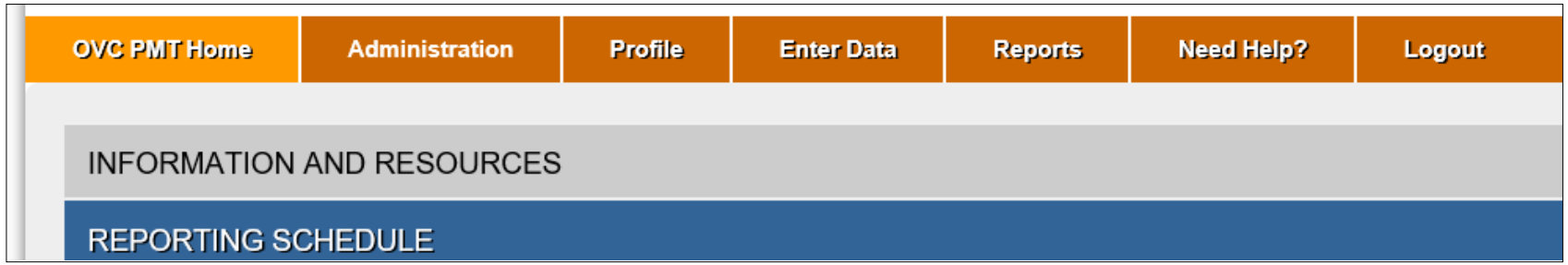
Report Due Dates

Reporting Period	Date Required in PMT	Upload to JustGrants?
October 1–December 31	Due January 30: performance measures and narrative questions	Yes January 30
January 1–March 30	Due April 30: performance measures only	No
April 1–June 30	Due July 30: performance measures and narrative questions	Yes July 30
July 1–September 30	Due October 30: performance measures only	No

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 TVSSA award will be listed under the Transforming Victim Services tab.

PMT Navigation Menu



OVC PMT Home: General information about your award and reports.

Administration: Details of federal awards and user information.

Profile: Contact information for your organization and organization POC.

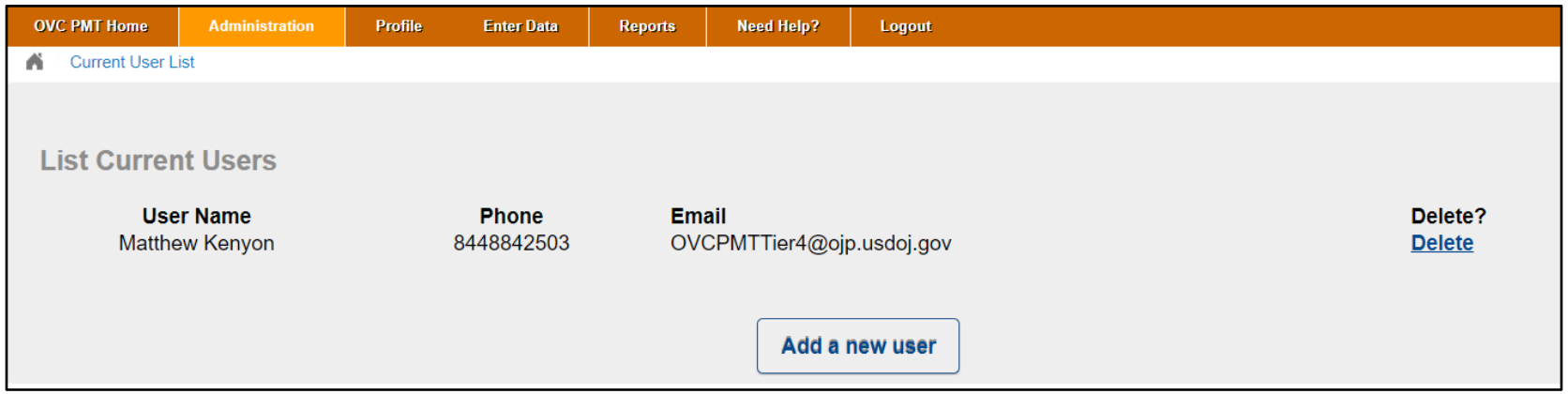
Enter Data: Data entry pages for performance measures.

Reports: Current and past reports and their status.

Need Help?: Resources for using the PMT.

Administration: User Management and Adding a New User

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).



Performance Measures and Semiannual Narrative Questions in PMT

Question Sets

- Grant Activity
- Collaborative Partnerships
- Strategic Planning
- Victim Services
- Partnerships – Shared
- Planning Activities, Policy and Procedural Changes - Shared
- Semiannual Narrative Questions
- Missing or Murdered Indigenous Persons – Supplemental Measures

Only OVC-funded activities should be reported. Grantees only need to respond to question sets and specific measures with data that applies to their OVC funded work. Any activity completed from other funding sources should not be included in the collected data.

Types of Questions

Baseline Questions	Some question banks include baseline questions. Baseline questions gather information about activities that occurred prior to the grant becoming operational. Baseline data for performance metrics is established at the beginning of the data collection process to support an assessment of the initiative. Grantees should enter the same baseline data for each Performance Report.
Current Reporting Questions	Quantitative and qualitative information about grant activity that takes place during the reporting period.
Semiannual Narrative Questions	A series of open-ended essay-type questions where grantees can provide information on grantee and subgrantee funded activity over a six months period.

Grant Activity

1. Is this the **last reporting period** during which the award will have data to report?

2. Was there **grant activity** during the reporting period?*

**Grant activity occurs when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the OVC-approved grant application. An answer of "Yes" indicates that the program is operational and should remain so until the grant closes out.*

Collaborative Partnerships

Report information on **partner organizations** participating in the initiative as a result of grant funding.

Provide data on:

- New groups/organizations/agencies participating during the reporting period
- Total number of groups/organizations/agencies participating during the reporting period

Note: Baseline question included in this question set.

Strategic Planning

Provide information on **planning documents** that were completed during the reporting period.

Types of planning documents listed:

- Mission and/or Vision Statement
- Advisory Board Charter
- Community Partnership Memoranda of Understanding or Memoranda of Agreement
- Internal Needs or Strengths Assessment
- Community Needs or Strengths Assessment
- Program Logic Model
- Action Plan
- Evaluation Plan
- Sustainability Plan
- Data Collection Plan
- Standard Operating Procedures

Victim Services

Report information on **direct victim services** provided using grant funding. This question set includes:

- Number of victims served
- Number of victims served who are new and demographics of new individuals
- Number of underserved victims
- Types of services provided and number of occurrences for each service subcategory

Victim Services

Types of services to be reported:

A. Information and Referral
B. Personal Advocacy/Accompaniment
C. Emotional Support or Safety Services
D. Shelter/Housing Services
E. Criminal/Civil Justice System Assistance

Partnerships – Shared

Report information on **formalized collaboration agreements developed and letters of support received** that were funded as part of the agreement. Formalized agreements must be signed by heads of organization with authority to commit resources such as time, dollars, staff, and facilities. Letters of support lend organizational support but do not commit resources.

Provide data on:

- Formalized agreements developed.
- Letters of support secured.
- Level of involvement of partners.

Note: Baseline question included in this question set.

Planning Activities, Policy and Procedural Changes - Shared

Report information on **planning activities undertaken and policies or procedures created, amended, or rescinded** during the reporting period

Provide data on:

- Planning activities
- Policies and procedures

Semiannual Narrative Questions

- Describe adverse conditions that affect goals or objectives
- Ask for technical assistance from OVC to address any problems, delays, or adverse conditions
- Indicate if the agency is on track to fiscally and programmatically complete on time and within budget
- Describe significant developments during the reporting period
- Report goals and objectives for the next 6 months
- Indicate if the program is sustainable after federal funds end

Missing or Murdered Indigenous Persons (MMIP) Supplemental Measures in JustGrants

MMIP Grant Activity

Tribes and organizations that receive funding from the OVC TVSSA grant programs can now use their funds to help MMIP by:

- Providing services to the family members of MMIP victims
- Generating awareness of MMIP among community members in general as well as individual MMIP cases
- Collaborating with Tribal, federal, and state and local officials to respond to MMIP cases

https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services/mmip-questionnaire.pdf

MMIP Grant Activity

Types of activities grantees should track:

- Providing advocacy and other services MMIP family members
- Conducting outreach events and other activities to educate the community about MMIP issues in general
- Producing billboards, flyers, placards, etc. to generate awareness about individual missing person's cases
- Supporting private searches for missing persons when law enforcement is unavailable
- Providing financial assistance to support burial costs for victims of homicide

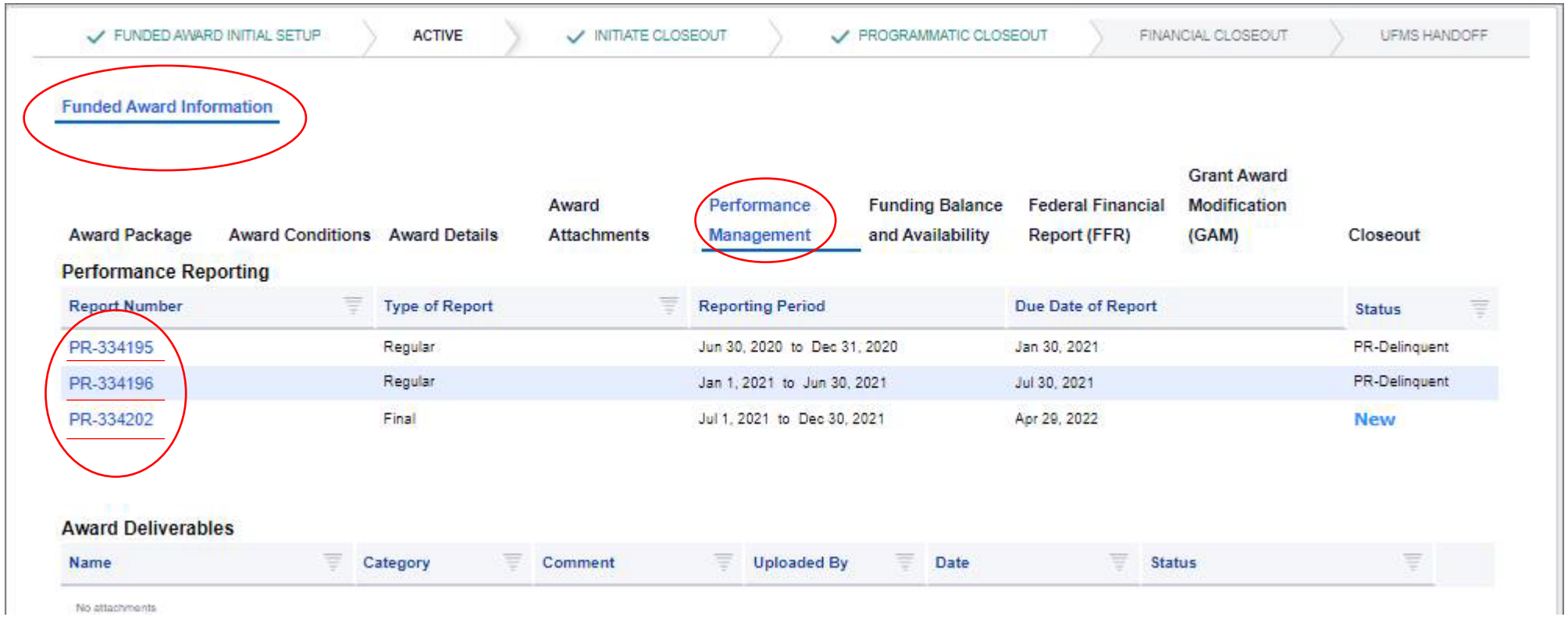
https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services/mmip-questionnaire.pdf

MMIP Performance Measures

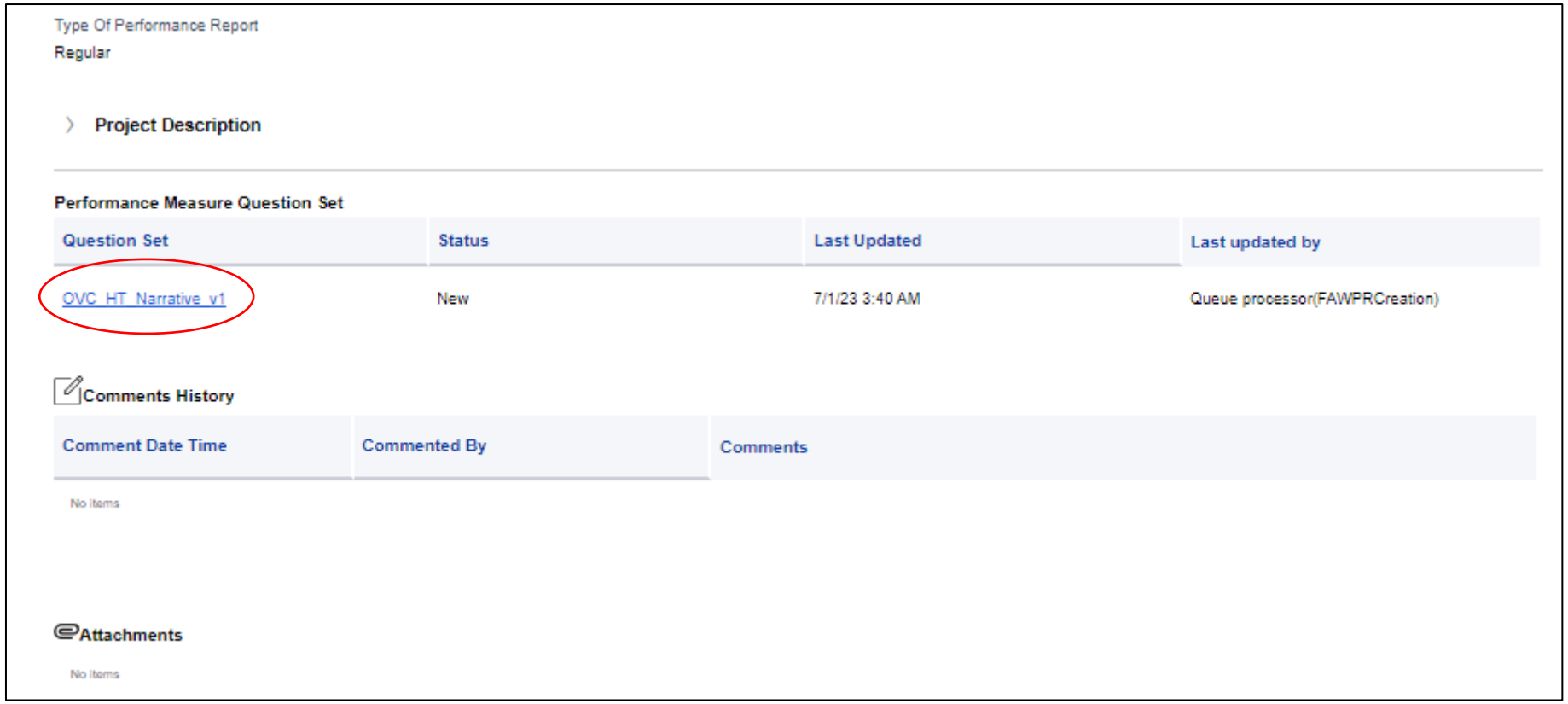
Provide data on:

- Grant funded services of family members of MMIP
- Number of family members who received direct services
- Number of times each of the below services were provided:
  - Awareness of an individual missing person's case (e.g., produce billboards, flyers, or other materials about the case)
  - Support for a private search for a missing person (e.g., supplies, snacks, transportation)
  - Assistance with reunification costs, including disinterment, repatriation, or burial of a homicide victim's remains
  - Conduct outreach events to spread awareness about Missing or Murdered Indigenous Persons among the community

Locating Progress Reports



Accessing Question Sets



Type Of Performance Report

Regular

Project Description

Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
OVC_HT_Narrative_v1	New	7/1/23 3:40 AM	Queue processor(FAWPRCreation)

Comments History

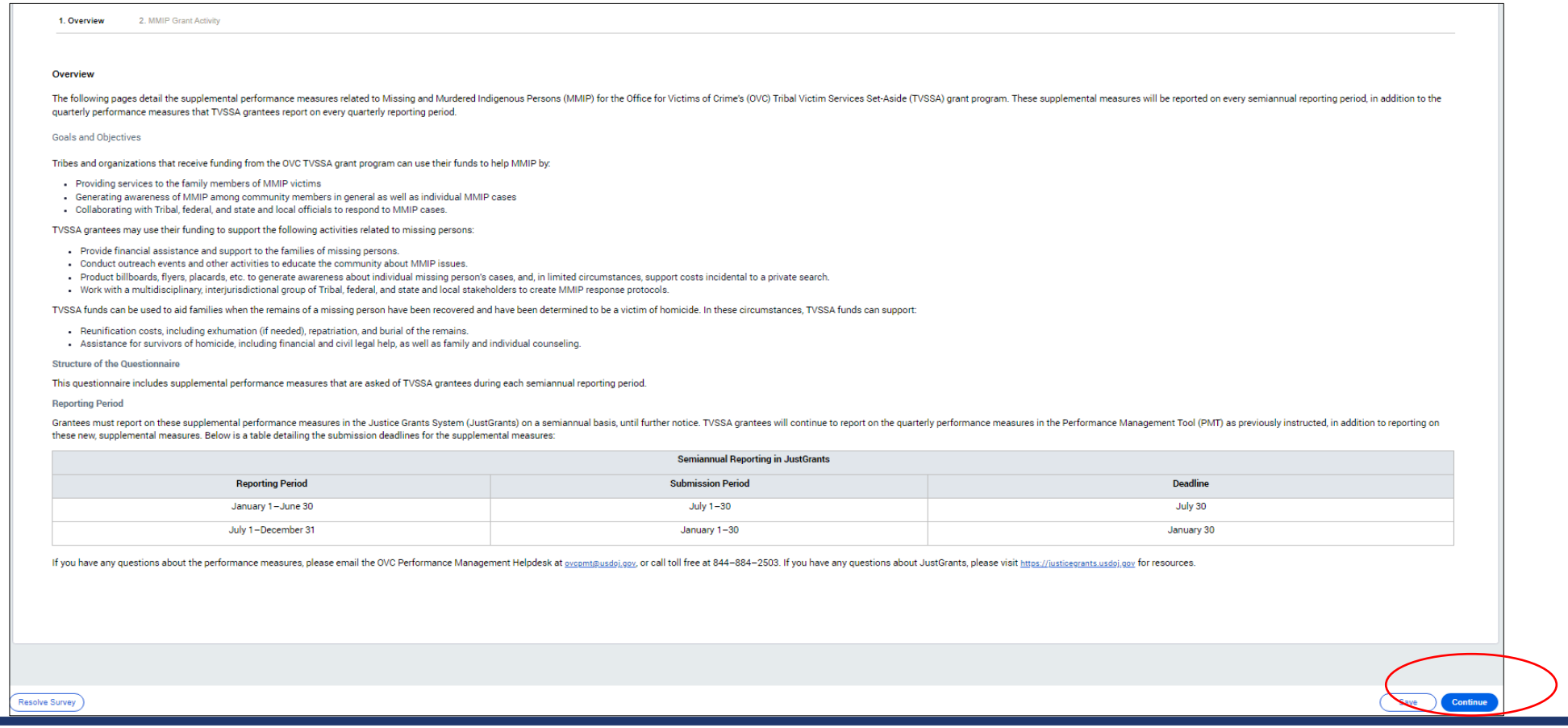
Comment Date Time	Commented By	Comments

No items

Attachments

No items

Entering Data into Question Sets



1. Overview 2. MMIP Grant Activity

Overview

The following pages detail the supplemental performance measures related to Missing and Murdered Indigenous Persons (MMIP) for the Office for Victims of Crime's (OVC) Tribal Victim Services Set-Aside (TVSSA) grant program. These supplemental measures will be reported on every semiannual reporting period, in addition to the quarterly performance measures that TVSSA grantees report on every quarterly reporting period.

Goals and Objectives

Tribes and organizations that receive funding from the OVC TVSSA grant program can use their funds to help MMIP by:

- Providing services to the family members of MMIP victims
- Generating awareness of MMIP among community members in general as well as individual MMIP cases
- Collaborating with Tribal, federal, and state and local officials to respond to MMIP cases.

TVSSA grantees may use their funding to support the following activities related to missing persons:

- Provide financial assistance and support to the families of missing persons.
- Conduct outreach events and other activities to educate the community about MMIP issues.
- Product billboards, flyers, placards, etc. to generate awareness about individual missing person's cases, and, in limited circumstances, support costs incidental to a private search.
- Work with a multidisciplinary, interjurisdictional group of Tribal, federal, and state and local stakeholders to create MMIP response protocols.

TVSSA funds can be used to aid families when the remains of a missing person have been recovered and have been determined to be a victim of homicide. In these circumstances, TVSSA funds can support:

- Reunification costs, including exhumation (if needed), repatriation, and burial of the remains.
- Assistance for survivors of homicide, including financial and civil legal help, as well as family and individual counseling.

Structure of the Questionnaire

This questionnaire includes supplemental performance measures that are asked of TVSSA grantees during each semiannual reporting period.

Reporting Period

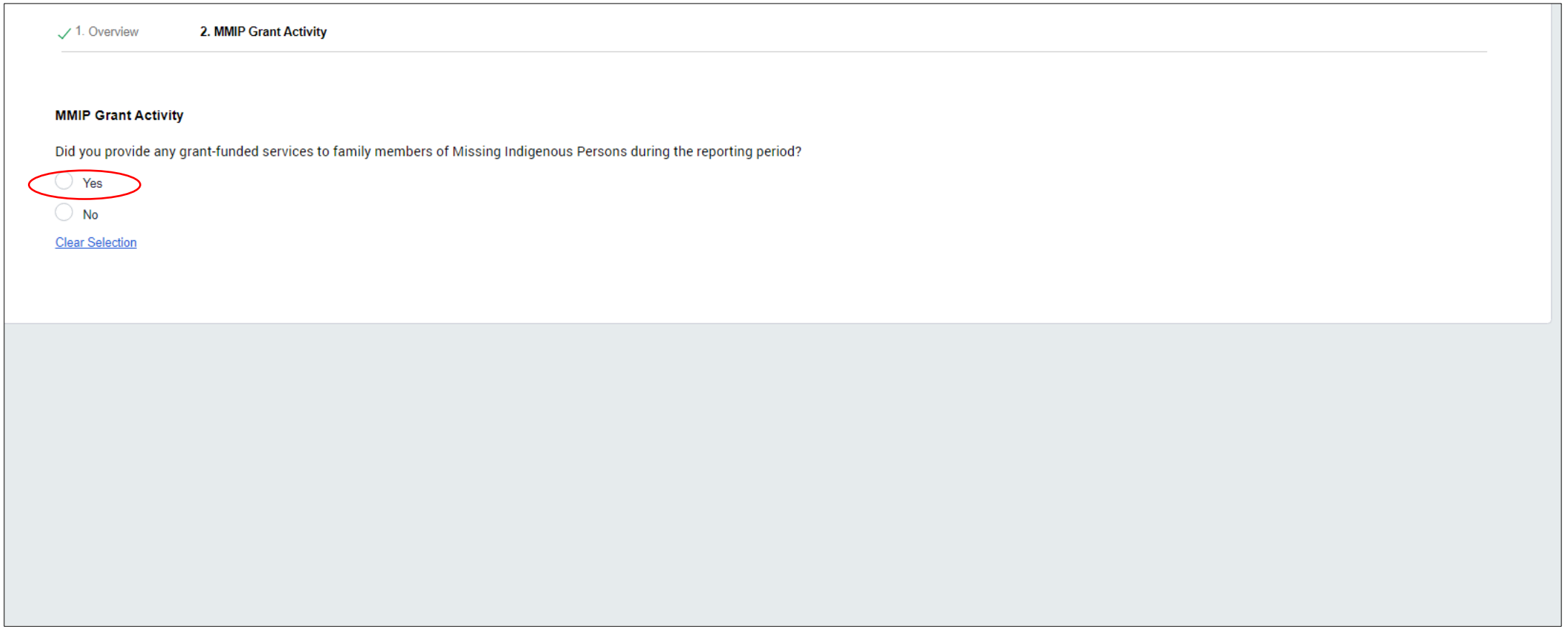
Grantees must report on these supplemental performance measures in the Justice Grants System (JustGrants) on a semiannual basis, until further notice. TVSSA grantees will continue to report on the quarterly performance measures in the Performance Management Tool (PMT) as previously instructed, in addition to reporting on these new, supplemental measures. Below is a table detailing the submission deadlines for the supplemental measures:

Semiannual Reporting in JustGrants		
Reporting Period	**Submission Period**	**Deadline**
January 1–June 30	July 1–30	July 30
July 1–December 31	January 1–30	January 30

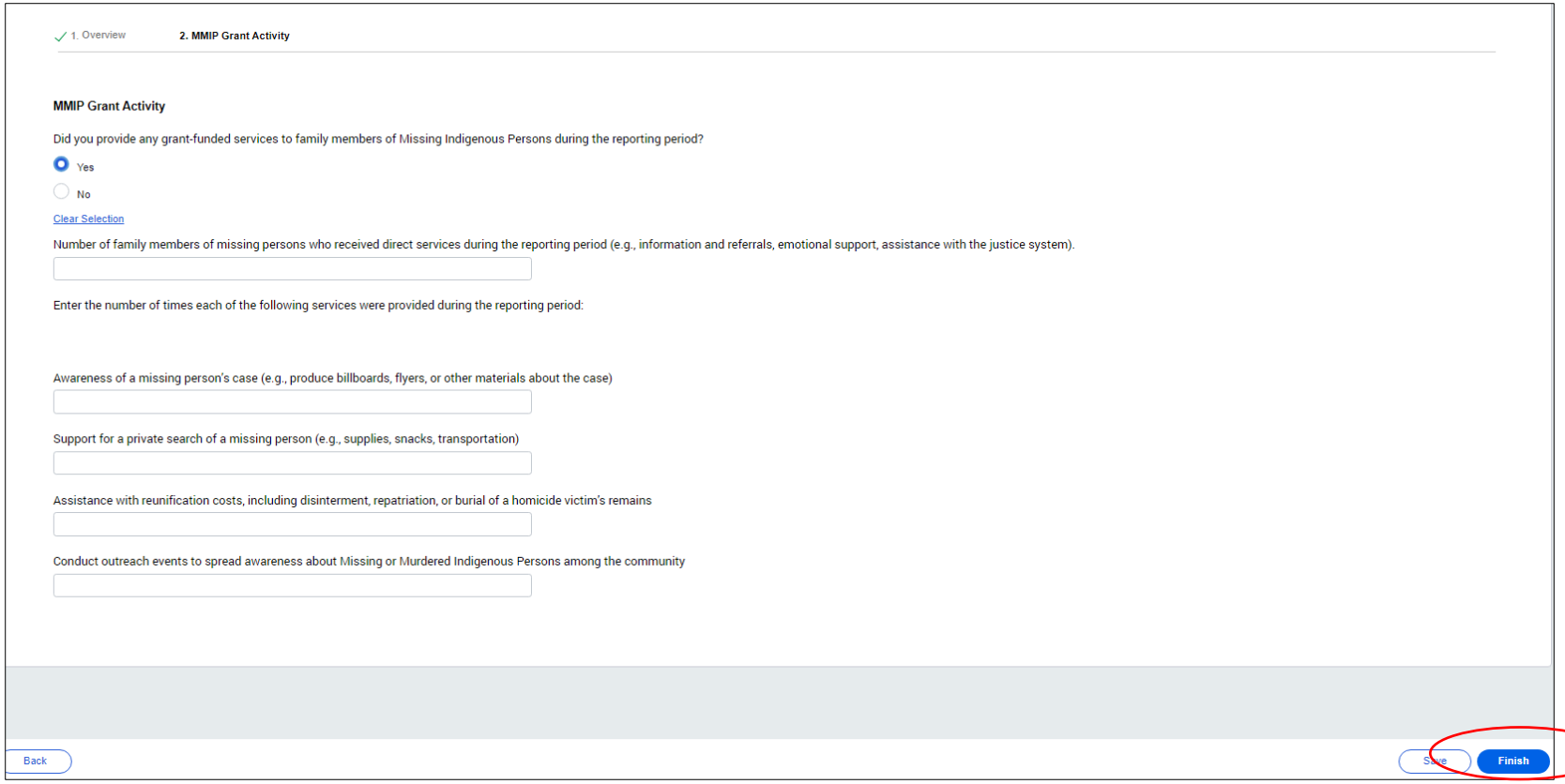
If you have any questions about the performance measures, please email the OVC Performance Management Helpdesk at ovcpmt@usdoj.gov, or call toll free at 844–884–2503. If you have any questions about JustGrants, please visit https://justicegrants.usdoj.gov for resources.

Resolve Survey Save Continue

Entering Data into Question Sets



Entering Data into Question Sets



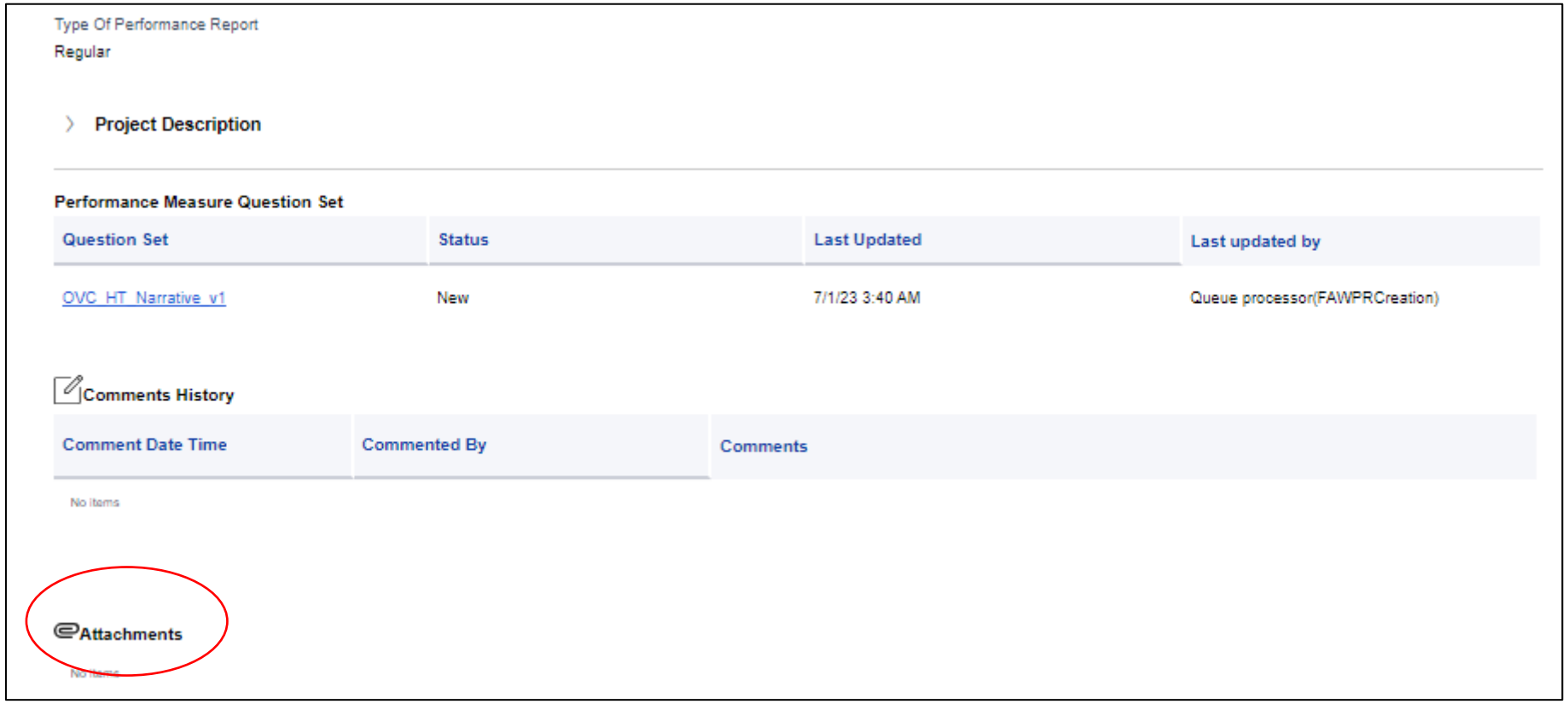
Two-Step Semiannual Reporting Process

Two-Step Process – PMT and JustGrants

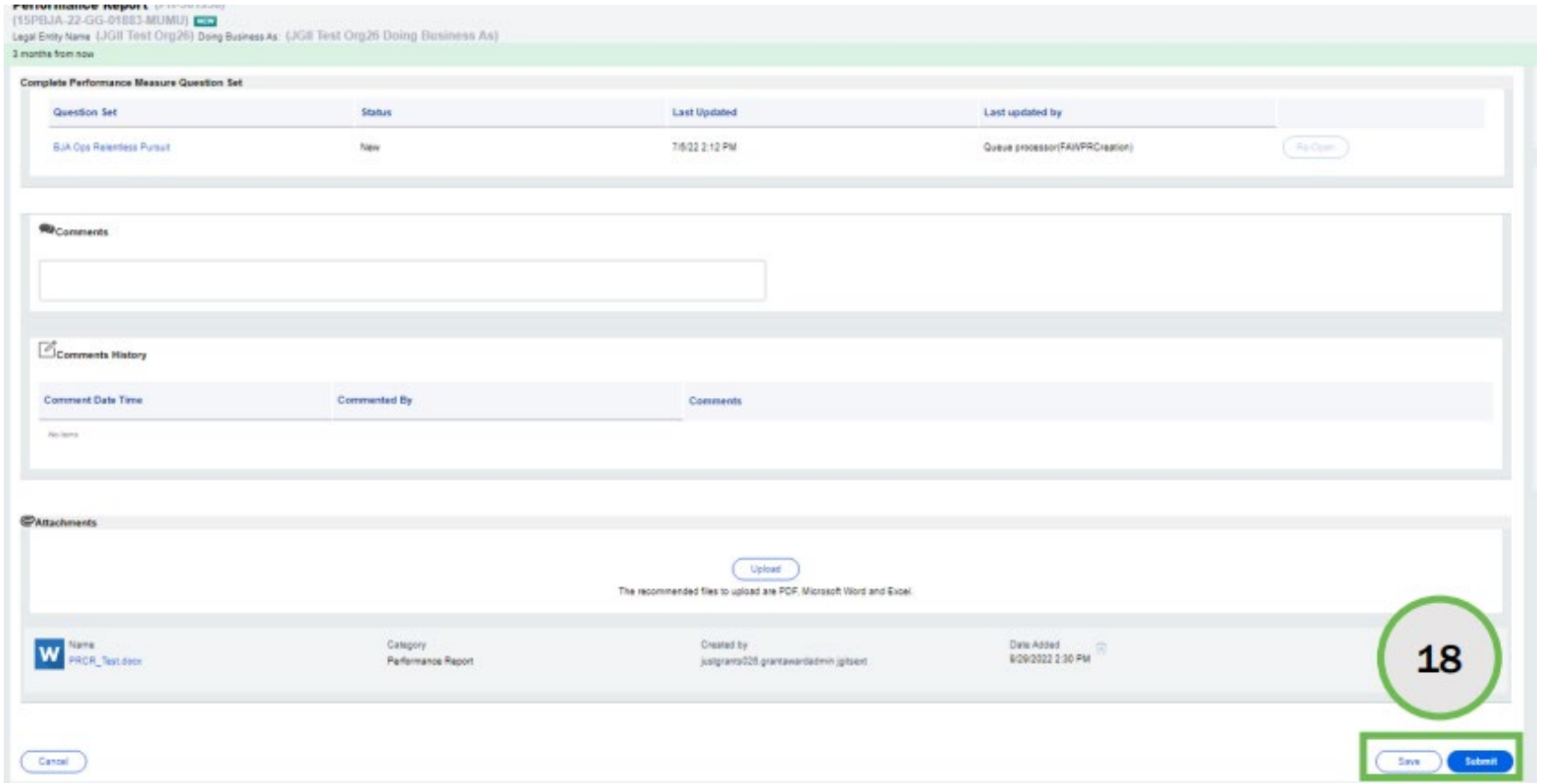
Reporting Period	Data Entry Status	Last Modified Initial Completion Date	Reports
10/01/2018 - 12/31/2018	Complete Unlock	09/27/2019 Harif Balogun	Excel Semi-Annual PDF
01/01/2019 - 03/31/2019	Complete Unlock	10/25/2021 Erin Feeley	Excel
04/01/2019 - 06/30/2019	Complete Unlock	05/20/2021 Erin Feeley	Excel Semi-Annual PDF
07/01/2019 - 09/30/2019	Complete Unlock	10/21/2021 Erin Feeley	Excel
10/01/2019 - 12/31/2019	Complete Unlock	05/20/2021 Erin Feeley	Excel Semi-Annual PDF

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

Attaching Narrative Document to a Progress Report



Progress Report Submission



Contact Information

Office for Victims of Crime Performance Measurement Tool – General Support

- Contact us with questions about a specific measure.
- Schedule a “Welcome to the OVC performance management and performance measure reporting” session for new staff.
- 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 Performance Measurement Tool (PMT) Helpdesk.

Visit our webpage for resources!

Transforming Victim Services Discretionary Grantee Performance Measures | Office for Victims of Crime (ojp.gov)

JustGrants Resources

Reporting Resources:

- JustGrants Performance Reporting Training webpage: Training: Performance Reporting | JustGrants Resources (usdoj.gov)
- Reporting Guide: Performance Reporting Job Aid Reference Guide (usdoj.gov)
- Completing a question set: Completing a Question Set and Submitting the Performance Report (usdoj.gov)
- Steps to trouble shoot: Troubleshooting Performance Reports Using Question Sets
- Uploading additional documents: Managing Deliverables in JustGrants
- Infographic: Submit Performance Report

Contact Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5 p.m. Eastern Time
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 only.*

JustGrants

Available Daily, 5 a.m.–9 p.m. Eastern Time
Toll free number: 1–833–872–5175

Email:
justicegrants.support@usdoj.gov

Website:
https://justicegrants.usdoj.gov/

Thank you!