

# MUSKIE

S.T.O.P. VAWA Measuring  
Effectiveness Initiative

Rural Domestic Violence, Dating  
Violence, Sexual Assault, and  
Stalking Assistance Program



Federal Grants Division  
District Attorneys Council  
421 NW 13<sup>th</sup>  
Oklahoma City, OK 73103  
405.264.5008

# REPORTING REQUIRED

- Rural FY 2017 - October 1, 2017 - September 30, 2019



# DEADLINES

- ◉ January 15, 2018 (Covers October - December, 2017)
- ◉ July 15, 2018 (Covers January - June, 2018)
- ◉ January 15, 2019 (Covers July - December, 2018)
- ◉ July 15, 2019 (Covers January - June, 2019)
- ◉ January 15, 2020 (Covers July - September, 2019) This is your final Muskie

# GETTING STARTED

- ◉ Blank Muskie Forms will be sent to you
- ◉ Open your Muskie Report form
- ◉ Check for a **green** box at the top of the cover page that says:

*“ This file includes fillable form fields You can print the completed form and save it to your device or Acrobat.com.”*

If there is a box at the top that says ANYTHING else, you must STOP and install a different - older - version of ADOBE.

# GETTING STARTED

- Uninstall the ADOBE version you have:
  - Open Windows start panel and choose “Control Panel”
  - Select “Add or Remove Programs”
  - Select Acrobat Reader from the list of programs and click “Remove”
  - Click “Yes” when asked if you are sure

# WHAT TO REPORT

- Only report on grant-paid staff activities
- Only report on duties performed by grant-paid staff covered in your goals and objectives
- Only complete the sections that are applicable to your grant project and others that state: "All subgrantees must complete this subsection"
- Only report on activities completed during the current reporting period

# WHAT NOT TO REPORT

- Do NOT report on agency-wide activities
- Do NOT report on activities that are not part of your grant program
- Do NOT report information in the “OTHER” category
  - This category should be used sparingly and every effort should be made to find a category that fits your items

# GENERAL INFORMATION

- Section A1
- Everyone must complete this section
- Enter the date you are completing the report
- Click on the current reporting period
- The correct year is the calendar year
- The Grantee Name is your Subgrantee Number
- The Grant Number is 2017-WR-AX-0047

# GENERAL INFORMATION

- Q5 - Check the type or organization
- Q5a - Click "no"
- Q6 - Point of Contact: Project Director
- Q7 - Only click "yes" if your grant was written specifically to serve tribal populations
  - If you click "yes" - you must enter the tribes or nations you serve or intend to serve

# GENERAL INFORMATION

- Q8 - This is a breakdown of the percentage of funds that were used to address sexual assault, domestic violence/dating violence, stalking, and child sexual abuse you have addressed during the reporting period
- Q9 - The percentage of Rural Program funds that were used for prevention activities
  - This has been 0 on previous Muskies.

# STAFF INFORMATION

- Staff Information - Section A-2
- If you used funds to pay people - you must report them
- You must report them in FTE format - Your FTE would be the % of time funded by the grant.

Calculations below are based on 26 weeks at 40 hours a week:

1.0 = 40 hrs per week, full-time/1040 hrs (40x26 weeks)

.50 = 20 hrs per week, part-time/520 hrs

- Be sure to pro-rate if necessary

# PURPOSE AREAS

- Section B - Select the purpose area(s) you listed on your original application



# FUNCTION AREAS - TRAINING

- Section C1 - only complete if funds were used for training during the current reporting period ONLY complete this section if training was provided by Rural Program-funded staff or directly supported by Rural Program funds
- Training provided to Rural Program-funded staff should not be counted
- Training events can be a few minutes during a roll call or a lengthy conference



# FUNCTION AREAS - TRAINING

- Training and education are two separate things
- Training: Providing information that enables professionals to improve their response to victims/survivors as it relates to their role in the system.
- Education: Providing general information that will increase public awareness
- Do NOT report on educational activities here - it will be reported in C2

# FUNCTION AREAS - TRAINING

- ◉ Content

- Check all that apply

- ◉ Additional information

- This is the chance to brag about the training you have done. It is not required, but all narratives are helpful to DAC and OVW.

# COMMUNITY EDUCATION

- ◉ Section C2
- ◉ Check no

# COORDINATED COMMUNITY RESPONSE

- ◉ Section C3
- ◉ Include all agencies you have contact with - not just MOU or grant partners
- ◉ Only report on activities within the scope of your grant program
- ◉ Even if grant-paid staff does not participate in CCR, the activities of your local CCR should be reported here

# COORDINATED COMMUNITY RESPONSE

- Report the highest frequency of contact with each of the agencies listed for referrals and consultations (first column)
- Report the highest level of frequency for meetings for each agency as well (second column)
- Additional Information
  - This is the chance to brag about what you have done. It is not required, but all narratives are helpful to DAC and OVW.

# POLICIES

- Section C4
- Some subgrantees may have done this within their agency or via the CCR Team/SART.
- For types of protocols and/or policies select all that apply.
- Use narrative to provide further detail.
- Most likely, you will mark no on this section.

# PRODUCTS

- ◉ Section C5
- ◉ Only report on products/materials that have been completed during the reporting period
- ◉ Do not report the number printed
- ◉ You MUST report a number used or distributed - cannot say "on-going"
- ◉ Only list languages if developed or produced in anything other than English
- ◉ Most likely, you will mark No on this section.

# DATA COLLECTION AND COMMUNICATIONS SYSTEMS

- ◉ Section C6
- ◉ You will mark NO as your funds are for personnel and benefits only.

# SPECIALIZED UNITS

- Section C7
- Specialized Unit is a centralized or coordinated group unit, or dedicated staff of police officers, prosecutors, probation officers, judges, or other court personnel responsible for handling SA, DV/Dating Violence, and or/stalking cases
- A unit can be one person
- 27a - You will mark support, expand, or coordinate an existing unit under either Law Enforcement or Prosecution
- 27b - check all boxes under either Law Enforcement or Prosecution

# SYSTEM IMPROVEMENT

- Section C8
- Nearly all subgrantees will select 'no' for this section.

# VICTIM SERVICES

- Section D - Currently you will all select NO
- Victim criteria for inclusion in the report:
  - A victim must request or accept services
  - Cannot count attempts to solicit victims
  - Services requested must be supported by your grant funds
  - Primary victims/secondary victims must be reported separately
  - The federal definition of domestic violence, sexual assault, and stalking should be followed

# VICTIM SERVICES

- Once a victim meets the criteria - you determine whether they were served, partially served, or not served
- **Example: A victim requests court accompaniment and crisis intervention, both of which are grant-funded.**
- *Served:* You are able to provide both services.
- *Partially Served:* You can provide crisis intervention, but your VAWA advocate is not available to go to court.

# VICTIM SERVICES

- ◉ *Not Served*: A victim who requested grant-funded services, but your program could not provide them
- ◉ Unduplicated counts for each category - each victim who sought/accepted grant-funded services should be reported only once
- ◉ If the same victim seeks/accepts services during a different reporting period - they can be counted again

# VICTIM SERVICES

- A victim requested services three different times during the current reporting period - he/she is counted only once
- A victim requested counseling at the beginning of the reporting period and then returned at the end of the period for another service - still only counted once

# VICTIM SERVICES

- Reasons for partially served or not served
  - If a victim refuses all services, they should not be counted at all in the report
  - If a victim requested services and then could not be located and no services were provided, then they should not be counted at all in the report
  - If a victim starts services and then disappears, the victim is counted as served
  - A victim on a waiting list who cannot be located when services become available is not served or partially served (depends on whether or not they received other services)
  - If a victim withdraws from services being provided, they are counted as served

# VICTIM SERVICES

- Secondary victims: Victims who are indirectly affected by the domestic violence/dating violence, sexual assault, and stalking
  - Children
  - Siblings
  - Spouses
  - Partners
  - Parents
  - Grandparents

# VICTIM SERVICES

## ○ Demographics

- Should only contain information on primary victims
- The race/ethnicity total can be higher than the total number of victims served or partially served
- Age and gender totals must equal to the number of victims served and partially served

## ○ Relationship to offender

- The total can be higher than the total number of victims served or partially served

# VICTIM SERVICES

## ○ Services

- Report only the grant-funded services received - count only the services the person paid with VAWA/SASP funds is responsible for providing, not the entire agency
- If the staff person is not a counselor - then there should not be any counseling services reported
- Only report how many victims received a particular service - not how many times a particular victim received a particular service

# VICTIM SERVICES

- ◉ Shelter Services - report the number of victims/survivors and accompanying family members who received shelter or transitional housing
- ◉ Hotline calls - report the number of hotline calls received from primary victims on phone lines paid for with STOP Program funds or answered by STOP Program-funded staff
- ◉ Notification and outreach - this is where you report all attempts to get victims to accept services
- ◉ Protection Orders - only report here if the grant-paid person is assisting victims in getting POs
- ◉ Additional Information
  - This is the chance to brag about what you have done. It is not required, but all narratives are helpful to DAC and OVW.

# LAW ENFORCEMENT

- Section E1 - District 19 will answer this section
- Police officers, deputies, and DA investigators
- Report only on the grant activities completed by grant-paid staff
- You must report referrals you make to VS
- Only report protective order activities if they are a job duty performed by grant-paid staff
- Additional Information:
  - This is the chance to brag what you have done. It is not required, but all narratives are helpful to DAC and OVW.

# PROSECUTION

- ◉ Section E2 - District 9 and 17 will fill out this section
- ◉ Only grant-paid prosecutors
- ◉ MUST report the number of cases received
- ◉ Must report the number of cases accepted for prosecution
- ◉ MUST report the number of cases declined
- ◉ MUST report the number of cases accepted or transferred
- ◉ Reasons for declining cases - report only the primary reason for the decision to decline

# PROSECUTION

- Report the disposition of a case based on the primary victimization
- Example: An offender is charged with felony sexual assault, but because of a plea, it is reduced to a misdemeanor
- Report "1" in the Felony Sexual Assault row and the "plead to a lesser charge" column; nothing is reported in the misdemeanor

# PROSECUTION

- Additional Information:
  - This is the place to provide information on how often multiple crimes are present in cases reported, the reasons for reduced charges, etc.
  - It is the ideal place to mention recanting victims and the other unique challenges that prosecutors face in these kinds of cases
- Only report protection order information if the ADA actually assisted a victim with the paperwork, etc.

# COURTS

- Section E3 - Current subgrantees will mark NO
- Judicial Monitoring: Docket reviews are counted as “individual hearings” for each offender
- Report referrals
- Protection Orders: Only report if this is a grant function
- Additional Information
  - This is the chance to brag about what you have done. It is not required, but all narratives are helpful to DAC and OVW.

# PROBATION & PAROLE

- Section E4 - Current subgrantees will mark No
- If your staff duties are probation and parole duties, report in this section
- The number of those completing probation should not be higher than the number of continuing and new offenders
- Unlike other categories, the number of contacts with a particular offender is counted
- Track referrals
- Additional Information
  - This is the chance to brag about what you have done. It is not required, but all narratives are helpful to DAC and OVW.

# BATTERER INTERVENTION PROGRAM (BIP)

- ◉ Section E5 - current subgrantees will mark No
- ◉ If grant funds or grant funded staff directly supported BIP activities, complete this section

# “VALIDATE”

- Your report MUST validate
- When the report is complete, click “VALIDATE”
- If the report lists an error, you must correct it and then validate.
- Once validated, email it to DAC for review.



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District Attorneys Council  
421 NW 13<sup>th</sup>, Suite 290  
Oklahoma City, OK 73103  
405.264.5008

LAURA A. RUSSELL

[laura.russell@dac.state.ok.us](mailto:laura.russell@dac.state.ok.us)