



Federal Grants Division  
District Attorneys Council  
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Oklahoma City, OK 73103  
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# MUSKIE

SASP Measuring  
Effectiveness Initiative

# REPORTING REQUIRED

- SASP FY 2016 (CY 2017)



# DEADLINES

- January 31, 2018





# GETTING STARTED

- ◉ Muskie Report Forms were sent December 2017

- ◉ 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 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

# GETTING STARTED

- ◉ Go to the DAC website: [www.ok.gov/dac](http://www.ok.gov/dac)
- ◉ Click "Federal Grants Division"
- ◉ Click "Subgrantee Toolbox"
- ◉ Scroll all the way to the bottom
- ◉ Click "Download ADOBE Reader"
- ◉ Click "Save" and choose where to save it
- ◉ Open it and follow the installation instructions
- ◉ Make sure you do not allow it up automatically update to a newer version or you will have to start over.

# 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
  - January 1 - December 31, 2017

# 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
- The correct reporting period is January - December 2017
- List your grant number assigned by DAC
  - Example: SASP = S16-XXX

# GENERAL INFORMATION

- Q5 - Check the type or organization
- Q5a - Click "no"
- Q5b - 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 names of the tribes you serve. Report only on tribes or nations you intentionally serve. Do not include a tribe if served incidentally by your program.

# STAFF INFORMATION

- Staff Information - Section A-2
- If you used funds to pay people - you must report them - Report staff by functions performed, not by title or location
- If staff members fall into two or more categories, divide their time as appropriate
- You must report them in FTE format
- Report all FTE's in decimals, not percentages.

Calculations below are based on 52 weeks at 40 hours a week:

1.0 = 40 hrs per week, full-time/2080 hrs (40x52 weeks)

.50 = 20 hrs per week, part-time/1040 hrs

.40 = 16 hrs per week, part-time/832 hrs

.25 = 10 hrs per week, part-time/520 hrs

.10 = 4 hrs per week, part-time/208 hrs

# PURPOSE AREAS

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

# INFORMATIONAL MATERIALS

- Section C Do not report the number of informational materials on services provided printed or copied; only report the number of informational materials developed, substantially revised, and/or distributed with SASP Funds from January - December 2017. You MUST report a number used or distributed - cannot say "on-going"
- Only list languages if developed or produced in anything other than English

# VICTIM SERVICES

- Section D
- 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
- ◉ Report unduplicated counts for each category - each victim who sought/accepted grant-funded services should be reported only once
- ◉ If a victim/survivor chooses to discontinue services then they are reported as served.
- ◉ Do not consider services the victim/survivor declined unless the victim/survivor requested a service but found the program rules unacceptable

# 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. They must receive services in order to be counted.
  - Children
  - Siblings
  - Spouses
  - Intimate Partners
  - Parents
  - Grandparents
  - Other affected relatives

# 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 number of relationships must be at least the sum of the number of sexual assault victims/survivors reported in 11A and 11B. The total number of victims/survivors reported may total more than the sum of all victims/survivors reported in 11A and 11B.

# VICTIM SERVICES

## ○ Services

- Report only the grant-funded services received - count only the services the person paid with 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 unsolicited attempts inform victims of services and/or providing information.
- ◉ Protection Orders - Report the total number of temporary and/or final PO's requested and granted for which SASP funded staff assisted victims/survivors during the current reporting period.
- ◉ 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.

# NARRATIVE

- ◉ Section E
- ◉ Must answer the first TWO questions
- ◉ Answer the optional questions - this is the chance to brag or explain things from other parts of the report

# “VALIDATE”

- Your report MUST validate
- When the report is complete, click “VALIDATE”
- If the report lists an error, it must be corrected before you can validate the report.
- Once validated, email to DAC.



QUESTIONS



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