



# **SASP Measuring Effectiveness Initiative**

Oklahoma District Attorneys Council  
Federal Grants Division  
2011

# **The Muskie Report**

- **Federal legislation requires that all recipients of SASP funds complete this report.**
- **SASP subgrantees will submit this report annually.**
- **The Muskie School of Public Service developed the required report.**

# The Muskie Report

IT IS **IMPERATIVE** THAT DATA  
BE COLLECTED THROUGHOUT THE  
AWARD PERIOD  
SO THIS REPORT IS COMPLETED  
ACCURATELY.

# The Muskie Report

- This report is not very long and closely resembles the victim services section of the VAWA Muskie Report
- Only complete the sections based on the SASP-funded activities engaged in during the reporting period.

# The Muskie Report

- For award period 1/1/11 - 12/31/11, the report is due January 31, 2012.
- The report form will be e-mailed to the Project Director in December.
- The completed form must be e-mailed to DAC.

## **A1 - General Information (Page 1)**

- Question 2 - Current Reporting Period  
- 2011 (for the period ending  
12/31/11)
- Enter the calendar year in which the  
services were provided.

# A1 - General Information (Page 1)

- Question 3 - Subgrantee Name
  - Agency Name NOT Project Name
- Question 4 - Enter your subgrant number (MAKE SURE IT IS ACCUARATE)
- Question 5 - Enter type of organization
  - Classify funded organizations in existing categories EVEN if it is not an exact match
  - Avoid the “other” category if at all possible
- Questions 5a and 5b - No

# A1 - General Information (Page 1)

- Question 6 - Point of Contact
  - Project Director
- Question 7 - Tribal Populations
  - Only if the goals and objectives of your grant specifically identify that you'll be serving Native American population, should you answer yes.

## A2 – Staff Information (Page 2)

- **Classify staff in existing categories EVEN if it is not an exact match.**
  - Avoid the other category if at all possible.
  - **For example**
    - Project Director = Use Administrator
    - Court Advocate = Use Victim Advocate
    - Shelter Advocate = Use Victim Advocate

## **B – Purpose Areas (Page 3)**

- **Check only those that apply to your SASP project - not your entire agency**

## **C – Informational Materials (Page 4)**

- If developing informational materials wasn't a component of the grant, check No and skip to D.
- If you are completing this section, be sure to read the instructions carefully.
- Do NOT report the number of materials printed or copied.
- Report on materials developed or revised during the award period even if they were not distributed during the award period.

## **D – Victim Services (Pages 5-11)**

- **Question 11:**
  - **Victims Served - Received services they needed, if provided under the SASP grant.**
  - **Victims Partially Served - Received some services, but not all, if provided under the SASP grant.**
  - **Victims Not Served - Sought services and did not receive services they needed.**

## **D – Victim Services (Pages 5-11)**

- **Question 12:**
  - **Be sure to read the instructions (separate document) before completing this section.**
  - **This is an unduplicated count.**

## D – Victim Services (Pages 5-11)

- Question 13 - Reason Not Served/Partially Served
  - Avoid the “other” category if at all possible.
- “Victim declined services”, “victim did not complete program”, and “victim could not be contacted” are all considered “inappropriate answers” and cannot be entered in the “other” category.
- See instructions for specific examples, however, if you have someone who would fall into one of these categories, they should not be counted at all - you only count people who sought services from you or accepted services you offered to them.

## **D – Victim Services (Pages 5-11)**

- Question 24 - Demographics
- Race - may count victims in more than one race.
  - Gender
    - Unknown - Gender should be known - 2006
    - Unduplicated Count - Total Number for gender should = sum of 11A and 11B
  - Age - Unduplicated Count
    - Notice that the age ranges are different from VAWA

## **D – Victim Services (Pages 5-11)**

- Question 25 Victim/Offender Relationships
- Do NOT report relationships of secondary victims/offenders

## **D – Victim Services (Pages 5-11)**

- **Questions 16 and 17:**
  - Report only on services provided by your SASP program - not the whole agency.
  
- **Question 19:**
  - Report only on services provided by your SASP program - not the whole agency.

## **D – Victim Services (Pages 5-11)**

- **Question 20 - Additional Information**
  - **USE THIS SECTION**
    - **Asks you to discuss the effectiveness of victim services funded by SASP funds.**
    - **Provide an anecdotal situation w/o revealing the victim.**
    - **Provide a result!**
    - **DO NOT LEAVE BLANK!!!**

# **E – Narrative (Pages 12-20)**

- **Questions 21 and 22**
  - Required
  - This is your chance to tell OVW what you need.
  - This is your chance to tell OVW what you have accomplished.
- **Questions 23 and 24**
  - Optional
  - We encourage you to answer these questions - especially if you have data that you want to clarify.

# The Muskie Report

- Don't forget to validate your report

**VALIDATE**

