

MUSKIE

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



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

REPORTING REQUIRED

- VAWA 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
- ◉ 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



SOMETHING FOR EVERYONE

Sections required for all subgrantees

GENERAL INFORMATION

- Section A1
- Everyone must complete this section
- Enter the date you are completing the report
- The correct reporting period is January - December 31, 2017
- List your grant number assigned by DAC
 - Example: VAWA = V16-XXXXX

GENERAL INFORMATION

- Q5 - Check the type or organization
- Q5a - Click “no”
- Q5b - Only click “yes” if you are funded under the culturally-specific category of VAWA
- 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.

GENERAL INFORMATION

- Q8 - This is a breakdown of the percentage of funds that were used to address sexual assault, domestic violence/dating violence, and stalking you have addressed during the reporting period

PURPOSE AREAS

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

COORDINATED COMMUNITY RESPONSE

- ◉ Section C2
- ◉ 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.

NARRATIVE

- All subgrantees 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



SPECIFICS

Complete only the sections that apply to your grant program

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
 - VAWA 12-months

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



FUNCTION AREAS - TRAINING

- Section C1
- 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 awareness
- Do NOT report on educational activities:
 - Presentations to general public, local civic groups, churches, victims, parents, or education via the media

FUNCTION AREAS - TRAINING

- Training is providing information on SA, DV, Dating Violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system.
- ONLY complete this section if grant-paid personnel provided training as part of your grant program
- Training events can be a few minutes during a roll call or a lengthy conference
- A category with over 500 people trained (e.g. law enforcement for ORCPI) needs to be explained in the narrative at the end of the report

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.

POLICIES

- Section C3
- 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.

PRODUCTS - INFORMATIONAL MATERIALS

- ◉ Section C4
- ◉ Only report on products/materials that have been developed, substantially revised, and/or distributed during the reporting period
- ◉ Do not report the number copied; only report the number developed or revised
- ◉ You MUST report a number used or distributed - cannot say "on-going"
- ◉ Only list languages if developed or produced in anything other than English

DATA COLLECTION AND COMMUNICATIONS SYSTEMS

- Section C5
- Complete if STOP Program funds or STOP Program-funded staff were used to develop, install, or expand data collection and/or communication systems

SPECIALIZED UNITS

- ◉ Section C6
- ◉ 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
- ◉ Victim Services check “no”
- ◉ Law enforcement, prosecution, and Discretionary- Probation must answer

SYSTEM IMPROVEMENT

- Section C7
- Complete if STOP Program-funded staff engaged in system improvement activities or if STOP Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

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
- ◉ 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 - do not report demographics for secondary 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

- If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply

VICTIM SERVICES

○ Services

- Report only the grant-funded services received - count only the services the person paid with VAWA 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
- Count each victim/survivor only once for each type of service that the victim received; do not report the number of times that service was provided to the victim. Do not report secondary victims receiving services in this question.

VICTIM SERVICES

- Shelter Services - report the number of victims/survivors and accompanying family members who received shelter or transitional housing - this should be an unduplicated count for both victims/survivors and family members.
- 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

VICTIM SERVICES

- ◉ Notification and outreach - report all unsolicited letters, phone calls, or visits to victims/survivors informing them of services, and/or providing information about the criminal justice system.
- ◉ Protection Orders - report here if the grant-paid person assisted victims in getting temporary or final 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
- 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
- ◉ 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.

PROSECUTION

◉ 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.

COURTS

- Section E3
- Complete only if STOP funding was used for court activities. If funding is for a probation officer, those activities would be reported in section E4
- 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
- ◉ If your staff duties are probation and parole duties, report in this section
- ◉ Report the total number of continuing and new offenders. This is an unduplicated count.
- ◉ 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.

“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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