

S.T.O.P VAWA Measuring Effectiveness Initiative

Oklahoma District Attorneys Council
Federal Grants Division
2011

a.k.a. “The Muskie Report”

The Muskie Report

- The VAWA 2000 reauthorization required grantees and subgrantees to report on the effectiveness of the activities carried out with the grant funds.
- This includes the number of persons served; the number of persons seeking services; and the number of persons who sought services, but could not be served.

The Muskie Report

- To meet this Congressional reporting requirement, OVW requires an Annual Progress Report for the STOP VAWA Grant.
- The Muskie School of Public Service developed the required report.



The Muskie Report

IT IS **IMPERATIVE** THAT DATA
BE COLLECTED THROUGHOUT THE
AWARD PERIOD
IN ORDER FOR THIS REPORT TO
BE COMPLETED ACCURATELY.



The Muskie Report

- From appearances, the report looks inordinately long.
- Only complete the sections based on the activities engaged in during the reporting period.



The Muskie Report

- The award period for VAWA is 1/1/2011 – 12/31/2011, which makes the report due January 31, 2012.
- The report will be e-mailed to the Project Director in December.
- **MUST** be e-mailed back to DAC.



A1 - General Information

(Page 1) - Everyone must complete

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

A1 - General Information

(Page 1) - Everyone must complete

- **Question 3 – Subgrantee Name**
 - Agency Name NOT Project Name
- **Question 4 – Enter your subgrant number – MAKE SURE IT IS ACCURATE**
- **Question 5 – Enter type of organization**
- **Question 5a and 5b – No**

A1 - General Information

(Page 2) - Everyone must complete

- **Question 6 – Point of Contact is the Project Director.**
- **Question 7 – Tribal Populations**
 - Check yes only if the goals and objectives of your grant specifically identify that you'll be serving Native American population; should be no.
- **Question 8 – Put in the proper percentages (make sure they total 100).**

A2 - Staff Information

(Page 3) - Everyone must complete

- Staff must be reported if you want to report services in that area.
- If you paid personnel with this funding – you must report in this section

A2 - Staff Information

(Page 3) - Everyone must complete

- Classify staff in existing categories **EVEN** if it is not an exact match.
 - **Avoid the “other” category if at all possible.**

B – Purpose Areas

(Page 4) - Everyone must complete

- Everyone must complete
- These are the purpose areas under which you made application.
- Check all that apply to activities that were funded under the grant.

C1 – Training (Pages 5-7)

- Remember this is for the project that was funded – not for the agency.
- For example, if an advocate is funded AND the advocate provides training, then complete this section.
- If training wasn't a component of the grant, check No and skip to C2.

C1 – Training (Pages 5-7)

➤ Professionals and Volunteers Trained

- Students/Youth Groups/College students cannot be counted under people trained because they are not providing services to victims.
- Use existing categories. For example
 - Health Department = Use Government Agency Staff
 - 911 Personnel = Use Law Enforcement

C1 - Training (Pages 5-7)

- **Professionals and Volunteers Trained**
 - Avoid the “other” category if at all possible.
 - If group is mixed, use multidisciplinary.
 - This is an unduplicated count.



C1 - Training (Pages 5-7)

➤ Content

- Use existing categories even if it is not an exact match.
- Avoid the “other” category if at all possible.

C2 – Coordinated Community Response (Page 8)

➤ **Everyone must complete**

➤ **First Column - Referrals**

- Identify the agencies that you referred victim/survivors to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, attended meetings with.

C2 – Coordinated Community Response (Page 8)

➤ **Second Column - Meetings**

- Identify the agencies that you met with during the reporting period and how often you met.

C2 – Coordinated Community Response (Page 8)

- Daily = 3 x week
- Weekly = 3x a month
- Monthly = 1x a month
- If CCR and Task Force meetings are monthly, check each discipline that participates.

C2 – Coordinated Community Response (Page 8)

➤ **Question 16 – Additional Information**

- Use this section to report anecdotal or to highlight information!!!



C-3 Policies and Protocols (page 10)

- If developing policies and protocols wasn't a component of the grant, check No and skip to C4.
- CCR Teams are not directly funded under this grant, so DO NOT include information from those activities here.

C-4 Products (Page 13)

- If developing products wasn't a component of the grant, check No and skip to C5.
- If funds were used to develop, substantially revise, and/or distribute products, then you must complete.
 - Do not report number of products that were printed or copied.
 - Report the number of products developed.

C5 – Data Collection and Communication Systems (Page 14)

- If developing data collection and communication systems wasn't a component of the grant, check No and skip to C6.

C6 Specialized Units (Page 15)

- Victim Services Agencies – click “no”
- A “unit” can be a single officer or prosecutor assigned to a specialized task.
- Check all that apply.
- Law Enforcement for investigators; prosecution for prosecutors.
- Question 23: Check the crimes to which they are assigned.

C7 – System Improvement (Page 16)

- If STOP VAWA funds weren't used for system improvement, check No and skip to C8.

D – Victim Services (Pages 17-23)

- If victim services wasn't a component of the grant, check No and skip to E1.

D – Victim Services (Pages 17-23)

- Report secondary victims in Question 26 in the categories of sexual assault, domestic violence, dating violence, or stalking to correspond with the victimization of the primary victim.

D – Victim Services (Pages 17-23)

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

D – Victim Services (Pages 17-23)

- Reasons that victims were not served is on Page 9.
- **Question 27 – Reason Not Served/Partially Served**
 - Avoid the other category if at all possible.
 - It should be extremely rare that “Other” should be used.

D – Victim Services (Pages 17-23)

➤ **Appropriate Use of Other**

- Child care not available.
- Transportation

➤ **Inappropriate Use of Other**

- If victim didn't show or victim refused services, then victim didn't request services AND shouldn't be counted at all.



D – Victim Services (Pages 17-23)

➤ Question 28 – 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 21A and 21B

- **Age** – Unduplicated Count



D – Victim Services (Pages 17-23)

➤ **Demographics**

- The age category will be 13-17.
Subgrantees will not be able to report primary victims in the age category of 0-12.

D – Victim Services (Pages 17-23)

➤ **Question 29 Victim/Offender Relationships**

- Do NOT report relationships of secondary victims/offenders

○ **Question 30A Victim Services**

- Do NOT report secondary victims

D – Victim Services (Pages 17-23)

➤ **Question 30B - Shelter Services**

- Do not report shelter services IF it isn't funded under grant (which none are).

➤ **Question 30C – Hotline Services**

- Only complete if you were funded for a position to provide these services.
- No one should be reporting shelter services in Oklahoma. STOP VAWA aren't being used for these types of services.

D – Victim Services (Pages 17-23)

- Subgrantees can report victim witness notification and outreach. Formerly, it was only possible to refer to this in the narrative. You can count the outreach but cannot count the victim unless the victim requests or accepts services. For example, a solicitation packet.

D – Victim Services (Pages 17-23)

- For example, if you fund an advocate who sends out solicitation packets, you can count this as outreach.
- Only when the victim accepts or requests services can they be counted as services received.

D – Victim Services (Pages 17-23)

➤ **Question 31 - Protection Orders**

- **Sexual assault protection orders**
 - # of Temporary Order
 - # of Final Orders
- **DV/dating violence protection orders**
 - # of Temporary Order
 - # of Final Orders
- **Stalking protection orders**
 - # of Temporary Order
 - # of Final Orders

D – Victim Services (Pages 17-23)

➤ Question 32 – Additional Information

- **USE THIS SECTION**

- Asks you to discuss the effectiveness of victim services funded by STOP VAWA funds.
- Provide an anecdotal situation w/o revealing the victim.
- Provide a result!
- **DO NOT LEAVE BLANK!!!**

E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

- If you report under this section, you must list staff under the A2 – Staff Information Section.
- If you use funding to pay a DA investigator, you must complete this section. If not, check No and do to E2.
- Each incident is one case and may involve one or more offenses and/or one or more victims.
- And, one or more offenders.



E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

- Each time a law enforcement officer responds to a DV call, it is one incident or case.
- If an activity relates to a case/incident involving more than one type of crime, the activity is counted only once.



E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

- Officer responds to 911 call that involves single victim who has been sexually assaulted and beaten by husband. Officer writes report and collects evidence. This is one case even though it involves more than one crime.
- If brother of husband participated in the assault, it is still one incident even though there are multiple perpetrators.

E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

- Law enforcement must report activities by domestic violence/dating violence, sexual assault, or stalking.
- Question 33 – NUMBER of activities for each type of crime. These are not just check boxes.

E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

➤ **Question 34 – Referrals**

- Report number of victim referrals made whether to governmental victims service agencies (DAs offices) or non-governmental victim service agencies (community-based).

E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

➤ **Question 35 - Protection Orders for Domestic Violence, Stalking and Sexual Assault**

- Report number Requested/Temporary and Final
- Report number Granted/Temporary and Final
- REMEMBER to report for each type of crime listed
- Only complete this if the investigator actually assisted victims in obtaining POs. This is not the number of POs from your jurisdiction.

E1 – Criminal Justice System – Law Enforcement (Pages 24-26)

➤ Question 36 – Additional Information **USE THIS SECTION**

- Asks you to discuss the effectiveness of law enforcement services funded by STOP VAWA funds.
- Provide an anecdotal situation w/o revealing the victim.
- Provide a result!
- **DO NOT LEAVE BLANK!!!**

E2 – Criminal Justice System – Prosecution (Pages 27-31)

- Report only the activities of the grant-paid prosecutor – not the whole agency.
- Question 37A – Grant-paid prosecutor only.
- Question 38 – Grant-paid prosecutor's cases.
- **DO NOT LEAVE BLANK.** Please provide anecdotal information for Congress.

E2 – Criminal Justice System – Prosecution (Pages 27-31)

- Question 40 – Leave as 0.
- Question 41 – Non-governmental are your community-based agencies.
Governmental is your own victim-witness unit.
- Question 42 – Complete only if the prosecutor actually assisted with the POs.
- Question 43 – DO NOT LEAVE BLANK.

E3 – Criminal Justice System – Courts (Pages 32-35)

➤ COURT

- If you are a “Court Project” but providing Probation and Parole Services – DO NOT complete this section.
- Complete Section E4.

E4 – Criminal Justice System – Probation and Parole (Pages 36-38)

➤ **Q52 – Number of Offenders**

- Provide unduplicated count

➤ **Q53 – Monitoring Activities**

- Example – total caseload of 50 offenders
- During reporting period, face to face contact 10 x w/ 40 offenders and had monthly phone contact 10 offenders

E4 – Criminal Justice System – Probation and Parole (Pages 36-38)

➤ Q53 – Monitoring Activities

- Example – total caseload of 30 offenders
- During reporting period, face to face contact 10 x w/ 20 offenders and had monthly phone contact 10 offenders

Activity	No. of Offenders	Total Contacts
Face to Face	20	200 (10 x 20)
Telephone	10	120 (12 x 10)
Unscheduled Surveillance	0	0

E4 – Criminal Justice System – Probation and Parole (pages 36-38)

➤ **Q55 – Victim Referrals**

- Report number of victim referrals made whether to governmental victims service agencies (DAs offices) or non-governmental victim service agencies (community-based).

E4 – Criminal Justice System – Probation and Parole (Pages 36-38)

➤ Q56 – Additional Information

• USE THIS SECTION

- Asks you to discuss the effectiveness of probation activities funded by STOP VAWA funds.
- Provide an anecdotal situation w/o revealing the victim.
- Provide a result!
- **DO NOT LEAVE BLANK!!!**

E5 – Criminal Justice System – Batterer Intervention (Pages 39)

- Check No and go to F.

F – Narrative (Pages 40-48)

- **All subgrantees must answer Questions 60 and 61 – The space to answer them is located on pages 41 and 44, respectively.**
- **Questions 62 and 63 – Optional**
 - Use the opportunity to provide information!!!!

Validation

(EVERYONE MUST VALIDATE)

- At the end of the form is a button:
“Validate Form”
- Click on it and it will tell you where your errors are. Make the corrections before you e-mail the report to DAC.

Click to validate form

Questions and Answers

