

VAWA Measuring Effectiveness Initiative

Muskie School of Public Service

muskie.usm.maine.edu/vawamei

1-800-922-VAWA (8292)

vawamei@maine.edu



This project was supported by Grant No. 2015-TA-AX-K002 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Who we are

2



Our Mission

Support OVW in tracking and measuring the work of VAWA grantees
Provide technical assistance to VAWA grantees

What we will cover today

3

- Why fill out progress reports
- Overview of the data reporting cycle
- Data highlights for Culturally Specific Programs
- General tips for accurate data reporting
- Staff Section
- Training vs Education
- Overview of Victim Services

Why fill out progress reporting forms?

4

- Your chance to communicate with the Office on Violence Against Women (OVW)
- Measuring and reporting on VAWA's effectiveness

The Attorney General is mandated to report to the U.S. Congress on victims served, not served, and the effectiveness of OVW grant programs → “Biennial Report to Congress”

- Understanding the scope of violence against women – trends, promising practices, areas of need, etc.

The Data Reporting Cycle

5

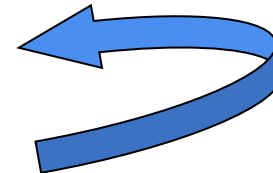
CSSP Grantee



GMS



OVW



Muskie – VAWA MEI

Data Highlights for Culturally Specific Programs

Did you know...

- On average, between July 1, 2013 and June 30, 2015, **3,445** victims were served during each 6-month reporting period.
- Across the same reporting periods, on average, grantees provided assistance with immigration matters to **376** victims during each 6-month reporting period.
- CSSP grantees trained **15,889** professionals through **831** training events between July 1, 2013 and June 30, 2015.

2016 Biennial Report to Congress

2014 - 2016

2016 Biennial Report
The 2016 Biennial Report to Congress on the Effectiveness of
Grant Programs Under the Violence Against Women Act

United States Department of Justice
Office on Violence Against Women

Successful Data Reporting Tips

- Only report on CSSP grant-funded activities and staff
- Read separate instructions
- Use optional information questions to discuss successes, provide more detail, or explain data issues
- Do not use acronyms or abbreviations
- Do not include attachments or extra documents as a way to report data, unless OVW specifically directs you to do so
- Give us a call! Send us an email!

Filing a blank report in a reporting period?

8

Things to Keep in Mind...

- Answer “mandatory” sections (in order to validate the form)
 - A1. Grant information
 - B. Purpose Areas
 - C3. Coordinated Community Response
 - E. Narrative
- Use the narrative to explain that the report is blank due to funds not being released or used

Section A2. - Reporting Staff Information

Things to Keep in Mind...

- Report staff funded under the CSSP grant for the 6 month period
- Put staff time into FTE terms. FTE = Full-time equivalent
- Include part-time staff, partially funded staff, temporary staff, overtime, contractors, and consultants
- Prorate staff FTE
- Report by activity performed rather than by job title
- Divide staff into multiple functions if appropriate

Section A2. - Calculating FTEs

10

Calculations based on 26 weeks or 1,040 working hrs in a six-month reporting period:

1.0 = (40 hrs/week, 1,040 hrs/six months [40 hrs X 26 wks])

.50 = (20 hrs/week, 520 hrs/six months)

.40 = (16 hrs/week, 416 hrs/six months)

.25 = (10 hrs/week, 260 hrs/six months)

.10 = (4 hrs/week, 104 hrs/six months)

FTE = hours worked in the 6-month reporting period,
divided by 1,040

Section A2. Staff Q.12 – Example

Remember to pro-rate FTEs if not working for the whole 6 months

Report by job function, not by job title. Break out the FTE by what the staff did rather than what they are called

- You are completing a Progress Report for the July to December 2017 reporting period
- A full-time Program Coordinator was hired, and started **September 1st**
- This person spent **half** of their time providing **victim advocacy**, and the other **half** of the time was spent in **coordinating** the program.

Section A2. Staff – Example (*continued*)

12

- Because this person only worked 4 months out of the 6-month reporting period, you would pro-rate the FTE
- 4 months divided by the possible 6 months in a reporting period:

$$4 \div 6 = 0.67 \text{ FTEs}$$

- But there is more...

- The advocate spent half of their time providing advocacy and half of their time coordinating activities, so....
- We need to divide their time by job function rather than job title:

$$\text{Victim advocate} = 0.34$$

$$\text{Program coordinator} = 0.33$$

(or vice versa if you prefer)

Section C1. Training vs. C2. Education

13

Section C1. Training captures...

Activities for **professionals** to improve their response to victims/survivors as it relates to their role in the system

*Do not report training provided to CSSP grant-funded staff

Section C2. Education captures...

Education activities designed to **disseminate general information** to the public such as community groups, students (unless they are pre-professional), parents, community businesses, etc.

Training and Education

14

Questions 15 and 19 capture...

the number of training **events** (q.15) and education events (19) provided

Questions 16 and 20 capture...

the number of **people** trained (q.16) or educated (q.20) at these events

A training or education event can be a 30 minute event or class, or a three-day conference – **an event is determined by the audience**

Section D. Victim Services

15

- Most of the data requested in the Victim Services section is congressionally mandated – Congress wants to know how many of the number of victims/survivors **seeking** services were served and how many **could not** be served
- Provide information in this section that represents only those victims/survivors served and services provided with CSSP funding

Section D. Victim Services Continued

16

To count a victim/survivor:

- They must have requested or accepted a service(s)
- That service(s) must be CSSP grant-funded
- The victim/survivor must be a primary victim of domestic violence, dating violence, stalking, or sexual assault

Important!

Victims reported as served, not served, or partially served are an **unduplicated** count and should be counted only **once in each reporting period** they receive grant-funded services

Section D. Victim Services Continued

Who is not counted at all:

- Victims/survivors seeking only services not funded with your CSSP program grant
- Victims/survivors that did not accept any of the grant-funded services that were offered or recommended
- Victims/survivors who are not primary victims of domestic violence, dating violence, stalking, or sexual assault (secondary victims served are reported in Q.33 only)

Section D: Victim Services – Q.14 continued

18

- **Served:** Received all requested services that are funded by CSSP funds
- **Partially served:** Received some but not all requested services that are funded by CSSP funds
- **Not served:** Received none of the requested services that are funded by CSSP funds

Section D: Victim Services – Q.33

19

Number of Secondary Victims Served:

- Secondary victims are those who are indirectly affected by SA, DV, or stalking. They are children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives
- Secondary victims must receive services—it is not enough that they are related to a victim who received CSSP-funded services
- Secondary victims should be counted if they receive services, even if a victim did not receive services

Section D: Victim Services – Q.34

20

Reasons that primary victims were not served or partially served:

- 34. Reasons that the primary victims/survivors seeking services were not served or were partially served**
(Check all that apply.)

Reasons not served or partially served	
<input type="checkbox"/>	Conflict of interest
<input type="checkbox"/>	Did not meet statutory requirements
<input type="checkbox"/>	Hours of operation
<input type="checkbox"/>	Insufficient/lack of culturally and linguistically appropriate services
<input type="checkbox"/>	Insufficient/lack of language capacity (<i>including sign language</i>)
<input type="checkbox"/>	Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing
<input type="checkbox"/>	Insufficient/lack of services for victims/survivors with disabilities
<input type="checkbox"/>	Lack of child care
<input type="checkbox"/>	Program reached capacity
<input type="checkbox"/>	Program rules not acceptable to victim/survivor
<input type="checkbox"/>	Program unable to provide service due to limited resources/priority-setting
<input type="checkbox"/>	Services inappropriate or inadequate for victims/survivors with mental health issues
<input type="checkbox"/>	Services inappropriate or inadequate for victims/survivors with substance abuse issues
<input type="checkbox"/>	Services not appropriate for victim/survivor
<input type="checkbox"/>	Services not available for victims/survivors accompanied by male adolescents
<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Other (<i>specify</i>): <input type="text"/>

Section D. Scenario

- 50 survivors of varying victimizations have come to your agency
- You are grant-funded to provide victim/survivor advocacy and counseling, although you provide other services that are funded with other sources
- Of the 50 survivors who came to your agency:
 - **30 requested advocacy only**
 - **15 requested counseling only**
 - **5 requested counseling and job training**

Section D. Scenario

- Of the 30 that requested advocacy only: 25 received advocacy but 5 did not because of your programs hours of operation
- Of the 15 that requested counseling only: 13 received counseling and 2 did not because the counseling groups were full and they were put on a waiting list. They remained on the list when the reporting period closed
- Of the 5 that requested counseling and job training:
All 5 received counseling, but none were provided job training

Section D. Example

* gf = grant funded
service

**ngf = non-grant
funded service

30 requested advocacy (gf)



25 served



5 not served

15 requested counseling (gf)



13 served



2 not served

**5 requested counseling (gf) and job
training (ngf)**



5 served

Answers

24

	Sexual assault	Domestic violence/ dating violence	Stalking	TOTAL
A. Served: Victims/survivors who received the grant-funded service(s) they requested, if those services were funded by your Culturally and Linguistically Specific Services Program grant	14	24	5	43
B. Partially served: Victims/survivors who received some grant-funded service(s), but not all of the grant-funded services they requested, if those services were funded by your Culturally and Linguistically Specific Services Program grant				0
TOTAL SERVED AND PARTIALLY SERVED (32A + 32B)	14	24	5	43
C. Victims/survivors seeking services who were not served: Victims/survivors who sought grant-funded service(s) and did not receive the grant-funded services they were seeking, if those services were funded by your Culturally and Linguistically Specific Services Program grant	6	1		7



Hours of operation



Insufficient/lack of culturally appropriate services



Insufficient/lack of language capacity (*including sign language*)



Lack of child care



Program reached capacity

Resources on VAWA MEI's Website

25

muskie.usm.maine.edu/vawamei

- Downloadable and free Access Database to collect data for this form
- General FAQ resource
- Final Reports to Congress
- Summary reports (aggregated data by grant program in charts and tables)
- Sample Progress Reporting forms and instructions
- Training dates and materials
- Reporting requirements – where and how to send progress reports

If interested in seeing more, come see me!

Thank you!

Muskie School, VAWA MEI:

1-800-922-VAWA (8292)

Email: vawamei@maine.edu

Website: muskie.usm.maine.edu/vawamei

(Sample forms, training dates, reports)

Webinar training: Wednesday December 20th 2-4pmEST