

# PMT CHECKLIST

Use this checklist to review your completed quarterly PMT report for **data pertaining to your VOCA project(s) only**. For questions, contact Katie Reidy Buelter with the Office for Victim Programs at [katie.buelter@state.co.us](mailto:katie.buelter@state.co.us). **The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.**

**QUESTION 1 – TOTAL NUMBER OF VICTIMS SERVED:**

Did you report **ALL** of the victims you served for the quarter (new, continuing, primary, and secondary)?

**QUESTION 2 – ANONYMOUS CONTACTS:**

Did you report **ALL** of the anonymous contacts for the quarter (**this # should not be included in Question 1 total**)? *Anonymous contacts include hotline calls, online chats, or other services where the individuality of each contact cannot be established.*

**QUESTION 3 – NUMBER OF NEW VICTIMS SERVED:**

Did you report the **number of NEW victims** you served for the quarter?

If you are reporting for the 1<sup>st</sup> Quarter of the award, did you count **ALL** of the victims as NEW? All victims should be counted as new at the beginning of each new award period.

*\*If your agency sees victims only one time or is unable to track continuing vs new clients, then the number of NEW victims may equal the TOTAL number of victims served every quarter. If this is the case for your agency, be sure to explain this in the Additional Comments section of the report on the last page.*

**QUESTION 4 – DEMOGRAPHICS (APPLIES TO NEW VICTIMS):**

Did you check to make sure that the numbers in the demographics sections match the number of **NEW victims** reported in Question 3?

*\*For the 1<sup>st</sup> Quarter reporting period you will report demographics for ALL victims served. All victims are counted as NEW at the beginning of a new award. If you were unable to capture demographics for some victims served, please use the Not Tracked categories in Question 4.*

**QUESTION 5A: TYPES OF VICTIMIZATIONS (APPLIES TO ALL VICTIMS):**

Have you reported at least one type of crime for **ALL of the victims** you served as reported in Questions 1 & 2 (ALL served + anonymous contacts)?

*\*The number of victimizations reported should add, at a minimum, to the number of people you reported serving in Questions 1 & 2.*

**QUESTION 5B: TYPES OF VICTIMIZATIONS/MORE THAN ONE VICTIMIZATION (APPLIES TO ALL VICTIMS):**

If you track just one victimization per victim served, the number in Question 5B should be zero.

If you track multiple victimizations for the victims you serve, enter the number of people who reported more than one victimization **AND** be sure to also report the types of multiple victimizations in Question 5A.

**QUESTION 6: VICTIM COMPENSATION (APPLIES TO ALL VICTIMS):**

Have you reported the number of victims you assisted with victim compensation?

*\*Assisting with victim compensation is a VOCA eligibility requirement, most agencies should not report zero for this question. "Assisting" includes giving victims an application, referring to the compensation program, providing information or a brochure, etc. If you have reported 0 for Question 6, please use the Additional Comments section of the report on the last page to explain.*

**QUESTION 8: TYPES OF SERVICES (APPLIES TO ALL VICTIMS):**

Have you reported the **unduplicated number of people** who received services in each category (Info/Referral, Personal Advocacy/Accompaniment, Emotional Support or Safety Services, Shelter/Housing Services, & Criminal/Civil Justice System Assistance)? **This unduplicated number of people who received services in categories A-E on Question 8 should at a minimum add to the totals reported in Question 1 & 2.**

**REVIEW TAB:**

Have you checked the box "Mark Data Entry as Complete" on the last page and clicked SAVE?