

INSTRUCTIONS FOR ACCESSING THE FEDERAL VOCA ASSISTANCE REPORTING SYSTEM AND COMPLETING THE FEDERAL VOCA ASSISTANCE SUBGRANTEE QUARTERLY REPORT

As of the October – December 2015 quarter, VOCA Assistance subgrantees are required to complete a quarterly report in the federal reporting system (PMT), in addition to the report required by the state that is currently submitted in the COGMS system. Listed below is information about this new requirement, including instructions on how to access and complete the report.

WHO TO CONTACT IF YOU NEED HELP: If you have questions about how to complete the report or about how to access the system, you should contact your Office for Victims Programs (OVP) grant manager. If we are unable to help you, we will refer you to the PMT help desk; they can be reached by phone at 1-844-884-2503 and via email at ovcpmt@csrincorporated.com.

USER ACCOUNT: You must have a user account set up in the federal reporting system before you will be able to access your quarterly report. All VOCA subgrantees have been set up in the federal system and the project director listed on your grant should have received an email from the federal OVC PMT system with a link and instructions on how to set up a user account and password. Once the project director sets up a user account, additional users can be set up in the system. If you have not received information about how to set up a user account, please contact Debbie Kasyon at 303-239-5703 or debbie.kasyon@state.co.us. If she is unable to resolve the issue, you will be asked to contact the OVC PMT help desk at 1-844-884-2503 or ovcpmt@csrincorporated.com.

HELPFUL TIPS BEFORE YOU GET STARTED:

1. You will be timed out of the system 30 minutes after you stop saving data; click the save button often.
2. You do not have to complete your report all at once. Clicking the SAVE or SAVE & CONTINUE buttons within the report will save your work. When you log back in to the system you can continue from where you left off.
3. A copy of the federal reporting form, with instructions and an appendix with definitions, is available on our website at <http://dcj.ovp.state.co.us>. You will find it under Reporting Forms & then VOCA. It is titled VOCA Federal Subgrantee Report Sample. You cannot complete the federal report from our website; this is only a sample document with instructions.
4. You may now count an individual in more than one victimization category (Question 6A – Types of Victimization), but you MAY NOT count them more than once within the same victimization type. For example, if an individual presents as a Domestic and/or Family Violence victim and an Adult Sexual Assault victim, you can now count that victim once for each type of victimization – domestic violence and sexual assault – but you would not count them twice in the domestic violence category.
5. You can now count the number of times you provide a service to a victim (Question 9). For example, if you provide "referral to other victim service programs" to an individual on three different occasions, you may count that service three times in the quarter/reporting period.

ACCESSING THE FEDERAL SYSTEM AND COMPLETING YOUR REPORT:

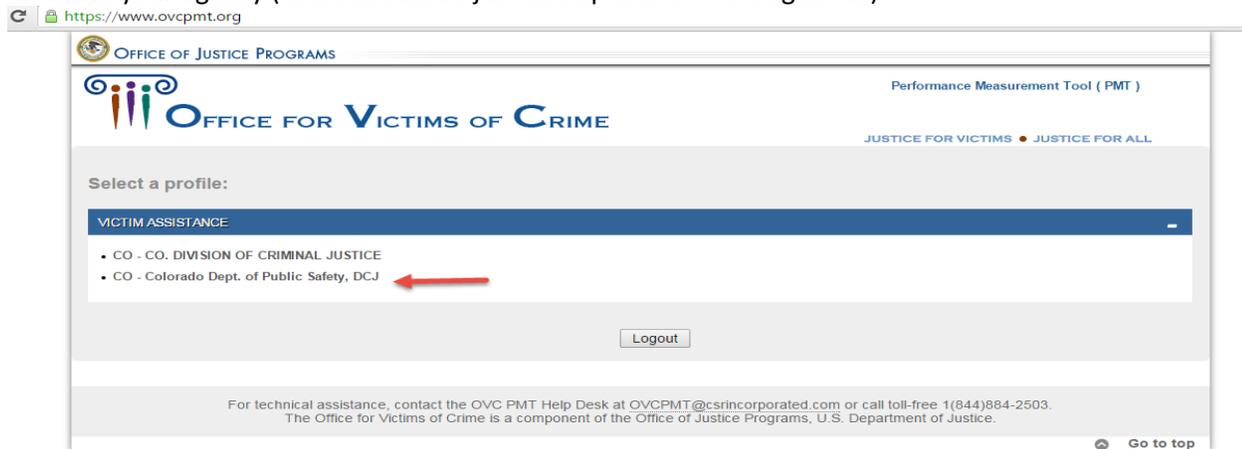
1. Log in to the federal reporting system at <https://www.ovcpmt.org>.
2. Enter your user name and password where indicated

The screenshot shows the login page for the Office of Justice Programs Performance Measurement Platform. At the top, the URL is <https://www.ojpsso.org/?CFID=11329&CFTOKEN=651f62a3002723f8-1FD04D94-FA0-19FD-09C3E812184C0044>. The page features the U.S. Department of Justice logo and the text "Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this is the title "Performance Measurement Platform". A yellow login box contains a "User Name" field with the email "debbie.kasyon@state.co.us", a "Password" field with masked characters, a "Login" button, and a "Forgot Password" link. A red note states: "Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how." At the bottom, there are logos for BJA, OVC, OJJDP, and NIJ, and a "Privacy | FOIA" link.

3. Click the OVC PMT button

The screenshot shows the dashboard after logging in. The user is identified as "Kelly Kissell" with a "Logout" link. A navigation bar contains buttons for "Home", "Update My Account", and "Change Password". Below this is a yellow button labeled "OVC PMT" with a red arrow pointing to it. A red note states: "*** Staying Logged-In *** Keep this window open for navigation to all of your assigned OJP applications!". At the bottom, there are logos for BJA, OVC, OJJDP, and NIJ, and a "Privacy | FOIA" link.

4. Select your agency (there should be just one option for most agencies)



5. At this screen you can review your Subgrant Award Report (SAR). This is information that has been entered for you by the state. You can **only** review the information. This is also the screen where you will access your quarterly report by clicking the **Enter Data** tab at the top of the screen.



6. Once you click the Enter Data tab, you will select the quarter for which you are reporting.

The screenshot displays the web interface for the Office for Victims of Crime's Performance Measurement Tool (PMT). At the top left is the logo for the Office of Justice Programs and the Office for Victims of Crime. To the right, it identifies the tool as the Performance Measurement Tool (PMT) for Victim Assistance, provided by the Colorado Dept. of Public Safety, DCJ, with the tagline "JUSTICE FOR VICTIMS • JUSTICE FOR ALL". A navigation bar contains tabs for "OVC PMT Home", "Administration", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Enter Data" tab is highlighted in orange. Below the navigation bar is a form area with a "Select Reporting Period" label and a dropdown menu currently set to "10/01/2015 - 12/31/2015". A red arrow points to the dropdown arrow. A "Continue" button is positioned below the dropdown. At the bottom of the page, there is a footer with technical assistance contact information and a "Go to top" link.

7. At the next screen, you will begin to enter your quarterly data. The first 4 questions are specific to how your agency is tracking individuals/clients.

OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

Performance Measurement Tool (PMT)
Victim Assistance
CO - Colorado Dept. of Public Safety, DCJ

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home Administration SAR Enter Data Reports Need Help? Logout

Reporting Period: 10/01/2015 - 12/31/2015 Colorado Dept. of Public Safety, DCJ

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

This section is to be completed each reporting period.
Source of data: Activities conducted at the subgrantee level.

1. TOTAL number of individuals who received services during the reporting period. Required

The total number includes individuals who may have been counted more than once during the reporting period.

2. Is your agency able to track individuals on an annual basis by federal fiscal year?

Yes (proceed to Question #4)

No

3. Is your agency able to identify "new" individuals who did not receive services from your agency during the previous reporting period?

Yes

No, Not Tracked (proceed to Question #6)

No, Other Reason (provide explanation, then proceed to Question #6)

4. Number of NEW individuals who received services from your agency for the first time during the reporting period. Required

5. Demographics (for NEW individuals identified in Question 4)

In question 1, you are being asked to report the total number of **individuals** who received services during the reporting period (quarter) with VOCA and match funds, including new clients, ongoing clients and secondary victims.

Very few agencies will check the secondary box in question one. This is for agencies that cannot track a unique count of individuals because of the nature of the services they provide (e.g. an anonymous hotline)

8. Question 2 is asking if your agency is able to identify individuals/clients as new or continuing **throughout the grant period**, not just for the quarter (reporting period). If you are able to track information this way, you will answer YES and then go directly to question 4.

OVC PMT Home Administration SAR Enter Data Reports Need Help? Logout

Select another profile 01/2015 - 12/31/2015 Colorado Dept. of Public Safety, DCJ

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

This section is to be completed each reporting period.
Source of data: Activities conducted at the subgrantee level.

1. TOTAL number of individuals who received services during the reporting period. Required

The total number includes individuals who may have been counted more than once during the reporting period.

2. Is your agency able to track individuals on an annual basis by federal fiscal year?  Question 2 is asking if your agency is able to identify individuals (clients) as either NEW or CONTINUING throughout the entire grant period (not just for the quarter/reporting period). Most agencies are able to track individuals in this manner.

Yes (proceed to Question #4)

No

3. Is your agency able to identify "new" individuals who did not receive services from your agency during the reporting period?

Yes

No, Not Tracked (proceed to Question #6)

No, Other Reason (provide explanation, then proceed to Question #6)

4. Number of NEW individuals who received services from your agency for the first time during the reporting period. Required

5. Demographics (for NEW individuals identified in Question 4)

9. If you answer NO to question 2, you will go to Question 3, which is asking if your agency is able to track the number of NEW individuals/clients that received services **for the quarter/reporting period**. All agencies, with very few exceptions, are able to track the number of NEW individuals/clients during each quarter/reporting period. **If you feel you need to answer NO to this question, please contact your grant manager at OVP to discuss.**

1. TOTAL number of individuals who received services during the reporting period. Required

The total number includes individuals who may have been counted more than once during the reporting period.

2. Is your agency able to track individuals on an annual basis by federal fiscal year?

Yes (proceed to Question #4)

No

3. Is your agency able to identify "new" individuals who did not receive services from your agency **during the previous reporting period?**

Yes

No, Not Tracked (proceed to Question #6)

No, Other Reason (provide explanation, then proceed to Question #6)

4. Number of NEW individuals who received services from your agency for the first time during the reporting period. Required

10. Question 4 is asking you to report the number of NEW individuals/clients who received services for the first time during the quarter/reporting period (see above screen shot). **Please note that ALL individuals/clients are considered NEW for the October – December time period, not January – March as we have counted in the past.** This change is related to new federal reporting requirements.

11. Question 5 asks you to report demographic information on all NEW individuals/clients served during the reporting period. Note that the demographic categories include a NOT REPORTED and a NOT TRACKED option. Per the federal Office for Victims of Crime (OVC), NOT REPORTED means that your agency collects this information but it was not provided or indicated by the person completing the intake form. NOT TRACKED means that your agency is unable to submit demographic information because you need to change your data collection system AND efforts are underway to track this information. Very few agencies will mark NOT REPORTED or NOT TRACKED.

5. Demographics (for NEW individuals identified in Question 4)

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 4.** This data is used for statistical purposes to comply with Federal regulations.

A. RACE/ETHNICITY (self-reported)

Population	Number of New Individuals
<u>American Indian or Alaska Native</u>	<input type="text" value="Required"/>
<u>Asian</u>	<input type="text" value="Required"/>
<u>Black or African American</u>	<input type="text" value="Required"/>
<u>Hispanic or Latino</u>	<input type="text" value="Required"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="Required"/>
<u>White Non-Latino or Caucasian</u>	<input type="text" value="Required"/>
<u>Some Other Race</u>	<input type="text" value="Required"/>
<u>Multiple Races</u>	<input type="text" value="Required"/>
Not Reported	<input type="text" value="Required"/>
Not Tracked	<input type="text" value="Required"/>
Race/Ethnicity Total (auto-calculated after save)	<input type="text"/>

Note that the numbers listed in each demographic category should equal the number of NEW individuals reported in Question 4. For the RACE category, you should report individuals who identify as more than one race in the MULTIPLE RACES category

B. GENDER IDENTITY (self-reported)

Population	Number of New Individuals
Male	<input type="text" value="Required"/>
Female	<input type="text" value="Required"/>

12. In question 6 enter the number of individuals (all victims, not just new clients) who received services by type of victimization. **SOMETHING NEW:** Agencies can count individuals in more than one victimization type/category, though you cannot count an individual more than once within the same victimization type. Also note that you can hover over an underlined item for a definition of crime type in this section.

6. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1)

If no data is collected for a category, enter the number of new individuals as Not Tracked or Not Reported (see Question 5 for definitions).

A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type	Number of Individuals
<u>Adult Physical Assault (Includes Aggravated and Simple Assault)</u>	Required
<u>Adult Sexual Assault</u>	Required
<u>Adults Sexually Abused/Assaulted as Children</u>	Required
<u>Arson</u>	Required
<u>Bullying (Verbal, Cyber or Physical)</u>	Required
<u>Burglary</u>	Required
<u>Child Physical Abuse or Neglect</u>	Required
<u>Child Pornography</u>	Required
<u>Child Sexual Abuse/Assault</u>	Required
<u>Domestic and/or Family Violence</u>	Required
<u>DUI/DWI Incidents</u>	Required
<u>Elder Abuse or Neglect</u>	Required
<u>Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)</u>	
Please explain	
<u>Human Trafficking: Labor</u>	Required
<u>Human Trafficking: Sex</u>	Required
<u>Identity Theft/Fraud/Financial Crime</u>	Required
<u>Kidnapping (non-custodial)</u>	Required
<u>Kidnapping (custodial)</u>	Required
<u>Mass Violence (Domestic/International)</u>	Required
<u>Other Vehicular Victimization (e.g., Hit and Run)</u>	Required
<u>Robbery</u>	Required
<u>Stalking/Harassment</u>	Required
<u>Survivors of Homicide Victims</u>	Required
<u>Teen Dating Victimization</u>	Required
<u>Terrorism (Domestic/International)</u>	Required
<u>Violation of a Court (Protective) Order</u>	Required
<u>Other (Provide number and description)</u>	

If other, please explain:

You have 5000 characters left. (Maximum characters: 5000)

B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?

Enter Number: Required

C. Special classification of individuals (Self-reported)

Victimization Type	Number of Individuals
<u>Deaf/Hard of Hearing</u>	Required
<u>Homeless</u>	Required
<u>Immigrants/Refugees/Asylum Seekers</u>	Required
<u>LGBTQ</u>	Required
<u>Veterans</u>	Required
<u>Victims with Disabilities: Cognitive/ Physical /Mental</u>	Required
<u>Victims with Limited English Proficiency</u>	Required
<u>Other</u>	

If other, please explain:

You have 5000 characters left. (Maximum characters: 5000)

For technical assistance, contact the OVC PMT Help Desk at OVCPMT@csrincorporated.com or call toll-free 1(844)884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

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You can hover over an underlined item for a definition or further instruction

For question 6, enter the number of individuals (identified in question 1) who received services based on EACH presenting victimization type during the quarter/reporting period.

You MAY count an individual in more than one victimization type, but you MAY NOT count them more than once within the same victimization type. You will be asked in question 6B to indicate the number of individuals who presented with more than one type of victimization.

This is a different way of counting than has been done in the past!

13. Question 7 asks you to report the number of individuals you assisted with victim compensation.

In question 8, you need to indicate which types of services you provided to your clients. Once you click a specific service type (such as information and referral), that service category will open up and you will be asked to **indicate the number of individuals who received services in that category overall (this number cannot exceed the number of victims served as reported in question 1)** and then indicate the number of times you provided each individual service in each subcategory. For example, if you provided “information about the criminal justice process” to an individual client on three different occasions during the reporting period, you may count that service three times. **This means the numbers reported in the subcategories under each service type CAN exceed the number of individuals served.**

The screenshot shows the 'Performance Measurement Tool (PMT)' interface for the 'Office for Victims of Crime'. The reporting period is 'Colorado Dept. of Public Safety, DCJ'. The 'DIRECT SERVICES' tab is active. Question 7 asks for the number of individuals assisted with a victim compensation application, with a value of 4 entered. Question 8 asks for the types of services provided, with 'A. Information & Referral' and 'E. Criminal/ Civil Justice System Assistance' selected. Question 9 asks for the total number of individuals who received services by service type and the number of times each service was provided. The total number of individuals is 45. The subcategories are: A1. Information about the criminal justice process (8), A2. Information about victim rights, how to obtain notifications, etc. (12), A3. Referral to other victim service programs (17), and A4. Referral to other services, supports, and resources (8). Annotations explain that the number of individuals served for each service type cannot exceed the number of victims served in Question 1, and that the numbers reported in the subcategories can exceed the number of victims served.

Reporting Period: Colorado Dept. of Public Safety, DCJ

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

Complete this section each reporting period.

7. Number of individuals assisted with a victim compensation application during the reporting period. 4

8. Select the types of services provided by your organization during the reporting period:

- A. Information & Referral
- B. Personal Advocacy/ Accompaniment
- C. Emotional Support or Safety Services
- D. Shelter/ Housing Services
- E. Criminal/ Civil Justice System Assistance

9. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period.

A. Information & Referral

Enter the number of individuals who received services in this category 45

A1. Information about the criminal justice process 8

A2. Information about victim rights, how to obtain notifications, etc. 12

A3. Referral to other victim service programs 17

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.) 8

Annotations:

- Whatever you check here will determine which service categories open up for you to provide specific numbers
- The number of individuals served for each service type cannot exceed the number of victims served in Question 1.
- In the subcategories for each service type, you can count multiple contacts. For example, if you provided "information about the criminal justice process" to an individual on 8 different occasions, you may count that service 8 times in A.1. The numbers reported in the subcategories CAN exceed the number of victims served.

14. Once you have entered all of the services that were provided during the quarter/reporting period, click the REVIEW button at the top of the screen to review your report.

The screenshot shows the top navigation bar with 'OVC PMT Home', 'Administration', 'SAR', 'Enter Data', 'Reports', 'Need Help?', and 'Logout'. Below this, the reporting period is '10/01/2015 - 12/31/2015' for the 'Colorado Dept. of Public Safety, DCJ'. The 'REVIEW' button is highlighted with a red arrow. Below the navigation, there are sections for 'POPULATION DEMOGRAPHICS', 'DIRECT SERVICES', and 'REVIEW'. Question 7 is marked as 'Required'. Question 8 lists service types: Information & Referral, Personal Advocacy/Accompaniment, Emotional Support or Safety Services, Shelter/Housing Services, and Criminal/Civil Justice System Assistance. Question 9 asks for the total number of individuals and service frequency. 'Save & Continue' and 'Exit Data Entry' buttons are at the bottom.

15. If you see any sections that say REQUIRED, you will need to click on that section to complete it before submitting your report.

The screenshot shows the 'REVIEW' screen with a search bar and a 'Print' button. A table lists questions and their options. The first question, 'TOTAL number of individuals who received services during the reporting period.', has a 'Required' label with a red arrow pointing to it. The second question, 'Is your agency able to track individuals on an annual basis by federal fiscal year?', has 'Yes' and 'No' options, with 'No' marked as 'Required'. The third question, 'Is your agency able to identify "new" individuals who did not receive services from your agency during the previous reporting period?', has a 'Yes' option.

Question	Option	Response	Alert
POPULATION DEMOGRAPHICS			
1. TOTAL number of individuals who received services during the reporting period.			Required
	The total number includes individuals who may have been counted more than once during the reporting period.		
2. Is your agency able to track individuals on an annual basis by federal fiscal year?	Yes (proceed to Question #4)		
	No		Required
3. Is your agency able to identify "new" individuals who did not receive services from your agency during the previous reporting period?	Yes		

16. Once you have entered data in all of the sections and your report is ready to be submitted, you will see this screen. Mark the box to indicate data entry is complete and click the SAVE button. You will be able to create a PDF of your report by clicking on the REPORTS tab at the top of the screen.

The screenshot displays the 'Performance Measurement Tool (PMT) Victim Assistance' interface. At the top, the 'OFFICE OF JUSTICE PROGRAMS' and 'OFFICE FOR VICTIMS OF CRIME' logos are visible, along with the text 'Performance Measurement Tool (PMT) Victim Assistance' and 'CO - Colorado Dept. of Public Safety, DCJ'. A navigation bar includes tabs for 'OVC PMT Home', 'Administration', 'SAR', 'Enter Data', 'Reports', 'Need Help?', and 'Logout'. A red arrow points to the 'Reports' tab. Below the navigation bar, a purple link reads 'Go Back to Data Entry Form'. The main content area is titled 'REVIEW' and contains a checkbox labeled 'Mark data entry as complete. The record will be locked for further data entry.' with a red arrow pointing to it. To the right of the checkbox is a blue 'SAVE' button with a red arrow pointing to it. Below the checkbox is a text area for 'Additional Comments' with a character count of 500. A red note at the bottom of the form states: '*Once data entry is complete for a reporting period, you can view performance data reports here.' The footer contains contact information for the OVC PMT Help Desk and a 'Go to top' link.

17. Your Office for Victims Programs (OVP) grant manager will review your quarterly report before approving it in the federal system. If changes are needed, you will be notified by OVP staff.