

VAWA Measuring Effectiveness Initiative

Muskie School of Public Service

muskie.usm.maine.edu/vawamei

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CSSP New Grantee Orientation, December 2016



Upcoming CSSP/US Progress
Report Webinar Training:

January 10, 2017

2 – 4 PM Eastern Time



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

Disclaimer



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 presentation are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Find us online!



Violence Against Women Act
Measuring Effectiveness Initiative
Muskie School of Public Service, University of Southern Maine

Search our website
 Search

- OVW Grant Programs
- Reports ▾
- Training Calendar**
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Documenting the impact OVW grants make on women, their families, and their communities.



Training

Live Online Webinars

This year, VAWA MEI will conduct approximately 80 live online webinars to train OVW grantees on how to complete their six-month reporting forms. VAWA MEI's Danielle Layton (left) and Maureen Baker (right) going over training materials before a webinar.

The reporting process



CSSP Grantee



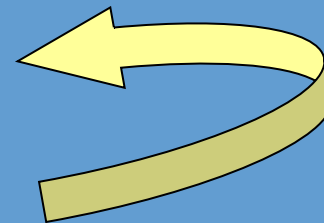
GMS - <https://grants.ojp.usdoj.gov>



OVW



Muskie's – VAWA MEI





Tips for Successful Data Reporting

- Read the separate instructions
- Use the “other” category sparingly
- No acronyms or abbreviations
- Do not include attachments or extra documents as a way to report data
- Use “optional information” questions to discuss successes, provide more detail, or explain data issues





Access database

FREE AND DOWNLOADABLE FROM VAWA MEI WEBSITE:
[HTTP://MUSKIE.USM.MAINE.EDU/VAWAMEI](http://muskie.usm.maine.edu/vawamei)



Muskie School of Public Service, University of Southern Maine, PO Box 9300, 34 Bedford Street,
Portland, ME 04104-9300 Tel:1-800-922-VAWA (8292) Fax:207-780-5817 Website: <http://muskie.usm.maine.edu/vawamei>

DATABASE DESIGNED FOR
OFFICE ON VIOLENCE AGAINST WOMEN
SEMI-ANNUAL PROGRESS REPORT FOR
Grants to Enhance Culturally and Linguistically Specific
Services for Victims of Domestic Violence, Dating Violence,
Sexual Assault, and Stalking Program

-  Click on this Button to open Forms for adding new records or editing existing records.
-  Click on this Button to open Reports.

Exit Application

This database application was supported by Grant No. 2008-TA-AX-K027 awarded by the Office on Violence Against Women, U.S. Department of Justice. Points of view in this database application are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice or of other staff members, officers, trustees, advisory groups, or funders of the Edmund S. Muskie School of Public Service.

UNIVERSITY OF SOUTHERN MAINE
Muskie School of Public Service

Staff



Question 12. Staff



Staff	FTE(s)
Administrator (<i>director, fiscal manager</i>)	<input type="text"/>
Attorney (<i>does not include prosecutor</i>)	<input type="text"/>
Child care professional	<input type="text"/>
Counselor (<i>does not include financial counselor or employment counselor</i>)	<input type="text"/>
Legal advocate (<i>does not include attorney or paralegal</i>)	<input type="text"/>
Outreach worker	<input type="text"/>
Paralegal	<input type="text"/>
Program coordinator (<i>training coordinator, victim services coordinator, project coordinator, contract coordinator, clinical coordinator, volunteer coordinator</i>)	<input type="text"/>
Support staff (<i>bookkeeper, accountant, administrative assistant</i>)	<input type="text"/>
Trainer/educator	<input type="text"/>
Translator/interpreter	<input type="text"/>
Victim advocate (<i>non-governmental, includes domestic violence, sexual assault, and dual</i>)	<input type="text"/>
Other (<i>specify</i>): <input type="text"/>	<input type="text"/>
TOTAL	<input type="text" value="0"/>

Section A2: Staff Information



Report staff who were...

- ✦ Fully or partially funded by CSSP
- ✦ Full-time, part-time, contractors and consultants, overtime, stipend
- ✦ Put in Full Time Equivalent (FTE) terms

Section A2: Staff Information



Things to think about...

- ✦ Pro-rate staff for the amount of time they worked during the current reporting period
- ✦ Report staff based on their **function**, not job title
- ✦ Put in Full Time Equivalent (FTE) terms
- ✦ If you report staff in the “other” category, be specific

Calculating FTEs



There are 1,040 working hours in a 6-month reporting period.

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

Example: CSSP funds paid for a contracted interpreter who billed for 150 hours worked during the reporting period...

$150/1040 = .14$ FTE Interpreter



Staff Example

- You are completing a Progress Report for the July to December 2016 reporting period.
- A full-time victim advocate 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.
- *Note: Remember to pro-rate staff and report based on job function rather than job title.*

Reporting the FTE

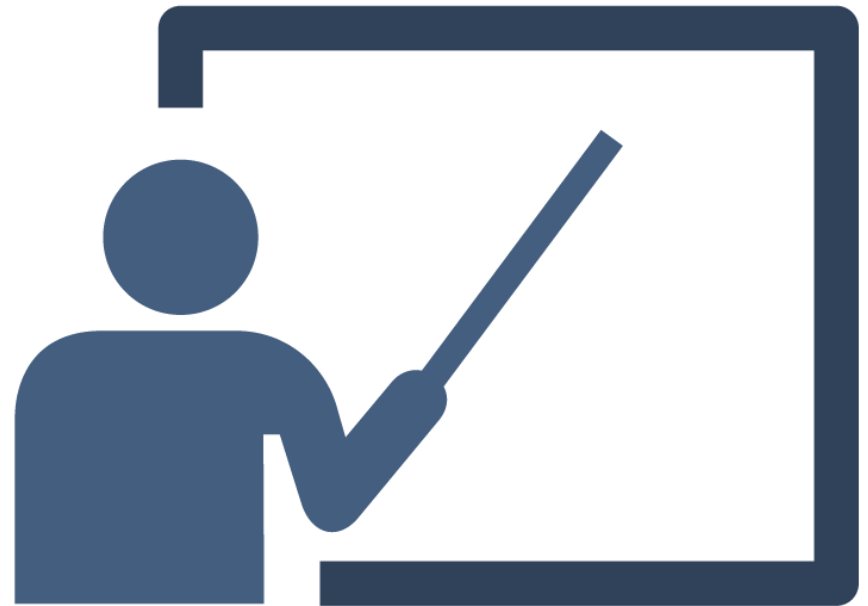
- Because this person only worked 4 months of the 6 month reporting period, you would pro-rate the FTE.
- 4 months divided by the possible 6 months in a reporting period = .67 FTE
- The advocate spent half of their time in advocacy and half in coordination activities, so....
- Break the .67 FTE into the actual functions performed, not just the position title.
- Report .33 coordinator, and .34 advocate (or vice versa).

Staff reported



Staff	FTE(s)
Administrator (<i>director, fiscal manager</i>)	<input type="text"/>
Attorney (<i>does not include prosecutor</i>)	<input type="text"/>
Child care professional	<input type="text"/>
Counselor (<i>does not include financial counselor or employment counselor</i>)	<input type="text"/>
Legal advocate (<i>does not include attorney or paralegal</i>)	<input type="text"/>
Outreach worker	<input type="text"/>
Paralegal	<input type="text"/>
Program coordinator (<i>training coordinator, victim services coordinator, project coordinator, contract coordinator, clinical coordinator, volunteer coordinator</i>)	<input type="text" value="0.33"/>
Support staff (<i>bookkeeper, accountant, administrative assistant</i>)	<input type="text"/>
Trainer/educator	<input type="text"/>
Translator/interpreter	<input type="text"/>
Victim advocate (<i>non-governmental, includes domestic violence, sexual assault and dual</i>)	<input type="text" value="0.34"/>
Other (<i>specify</i>): <input type="text"/>	<input type="text"/>
TOTAL	<input type="text" value="0.67"/>

Training and Education



Section C1: Training

Training is for professionals or volunteers to improve their response to victims/survivors.

Section C2: Education

Education refers to general information provided to the public, students (unless they are pre-professional students), community businesses, etc.

Question 15: Training events and Question 19: Education events



Example

CSSP-funded staff provided training workshop at a hospital over the course of **three days** for a completely **different audience** of about **30 people each day**.

They also held a class in a high school and the audience was pretty much the same group of **30 students** over a **three-week** period.

Question 15: Training events and Question 19: Education events



Answer

- Training events: 3
- 90 health professionals trained

- Education events: 1
- 30 high school students educated

A training or education event can last several days or it can be 10 minutes if the audience is the same.

Question 16: People trained and Question 20: People educated



Example

During the current reporting period, CSSP funds were used to conduct a training event for 8 victim advocates, 5 legal services staff, and 4 community leaders.

**Remember* An event can be counted under both training and education.*

Question 16: People trained and Question 20: People educated



Answer

- **Training events: 1**
 - Victim Advocates: 8
 - Legal Services Staff: 5
- **Education events: 1**
 - Religious/community leader: 4

Question 16: People trained



Training provided BY grant funded staff vs. training provided TO grant funded staff:

- **Do** report training provided **by** grant funded staff to non-grant funded staff
- **Do Not** report training provided **to** grant funded staff.

Victim Services



CSSP Victims/Survivors Served, Question 32



32. Number of primary victims/survivors served, partially served, and victims/survivors seeking services who were not served

Please do not answer this question without referring to the separate instructions for further explanation and examples of how to distinguish among these categories. (Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. For purposes of this question, **victims/survivors** are those against whom the sexual assault, domestic violence, dating violence, and/or stalking was directed. If the victim/survivor presented with more than one victimization, that person should be counted only once under the primary victimization. Do not report secondary victims here.)

	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
TOTAL SERVED AND PARTIALLY SERVED (32A + 32B)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Question 21: Victims served



- **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



When determining if a victim/survivor was served, partially served, or not served, consider the following:

- What services did the **VICTIM/SURVIVOR REQUEST**?
- What services are you **FUNDED TO PROVIDE** under your CSSP grant?
- Is the person a **PRIMARY VICTIM/SURVIVOR** of domestic violence/dating violence, sexual assault, or stalking?

Who is not counted at all?



- Those seeking only services not funded with your CSSP grant
- Those who did not accept any of the grant-funded services that were offered or recommended
- Those who are not primary victims of sexual assault, domestic violence/dating violence, or stalking



Section D Victim Services

Report V/S only once per reporting period.

Report V/S in each and every period in which they receive services.

Unduplicated count of people

Report under only one type of victimization, even if additional types.

- 31 survivors of sexual assault 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.



Section D Victim Services

Key to correct reporting is remembering that you only consider services that are **funded** under your OVW grant, and that the victim/survivor must **request or accept** those services.

- Of the 31 survivors of sexual assault who came to your agency:
 - 30 requested advocacy
 - 1 requested counseling



Section D Victim Services

Served: received all of the grant-funded services they requested.

Partially served: received some, but not all of the requested grant-funded services.

Not served: received none of the grant-funded services they requested.

- Of the 31 who came to your agency:
 - 10 who requested advocacy did not receive it because of your program **hours of operation** and **transportation** problems.
 - The 1 who requested only counseling did not receive it because you were **full**.
 - 20 who requested advocacy, did receive it.
 - ✦ 12 of this 20 who received advocacy, also requested counseling, but 8 of them did not receive it because you were **full to capacity** at that time.



Section D Victim Services

Served: received all of the *grant-funded* services they requested.

Partially served: received some, but not all of the requested *grant-funded* services.

Not served: received none of the *grant-funded* services they requested.

- Of the 31 who came to your agency:
 - 10 are reported as not served
 - 1 is reported as not served
 - 20 requested and received advocacy
 - 8 advocacy only
 - 12 also requested counseling
 - 4 receive counseling and 8 did not



Section D Victim Services

Served: received all of the grant-funded services they requested.

Partially served: received some, but not all of the requested grant-funded services.

Not served: received none of the grant-funded services they requested.

- The 31 who came to your agency:
 - 10 + 1 = 11 are reported as **not served** (10 did not receive advocacy, and one did not receive counseling)
 - 8 are reported as **partially served** because while they did receive one of the funded services they requested, (advocacy) they did not receive both (no counseling).
 - 12 are reported as **fully served** because 4 received both of the grant-funded services that they requested or accepted (advocacy and counseling), and 8 received advocacy, which was the only service they requested.

How it gets reported...



	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	12			12
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	8			8
TOTAL SERVED AND PARTIALLY SERVED (32A + 32B)	20	0	0	20
C. Victims/survivors seeking services who were not served: Victims/survivors who sought grant-funded service(s) and did not receive grant-funded services they were seeking, if those services were funded by your Culturally and Linguistically Specific Services Program grant	11			11



Question 34

Reporting reasons why victims/survivors were partially served or not served

- 10 of those who requested advocacy were **not served** because of hours of operation and transportation issues
- 1 who requested counseling was **not served** because your program reached capacity
- 8 were **partially served** because they received one of the services they requested but could not receive the other because your program reached capacity

Question 34: Reasons partially or not served for the 11 not served and 8 partially served



Reasons not served or partially served

Conflict of interest

Did not meet statutory requirements

Hours of operation

Insufficient/lack of culturally and linguistically appropriate services

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

Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing

Insufficient/lack of services for victims/survivors with disabilities

Lack of child care

Program reached capacity

Program rules not acceptable to victim/survivor

Program unable to provide service due to limited resources/priority-setting

Services inappropriate or inadequate for victims/survivors with mental health issues

Services inappropriate or inadequate for victims/survivors with substance abuse issues

Services not appropriate for victim/survivor

Services not available for victims/survivors accompanied by male adolescents

Transportation

Other (specify):

Question 35: Demographics



Race/ethnicity: total should equal or be higher than the sum of 32 A&B.

Gender: total should equal the sum of 32 A&B.

Age: total should equal the sum of 32 A&B
13-17: children should not be reported.

Other demographics: report only what you know through providing services. Do not ask about these demographics.

Question 36: Relationship to the offender



- Report the victim/survivor's relationship to the offender by type of victimization.
- 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.
- Total reported under each type of victimization should equal or be higher than the total of 32 A&B under the same victimization.


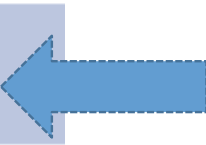
Question 37A: Victim services provided



- Report the services provided to the victims/survivors that were reported in 32 A&B.
- Count a victim once for each type of service they received.
- Categories
 - Civil legal advocacy vs. civil legal assistance.
 - Other?

Victim/Survivors Receiving Services



Type of service	Number of victims/ survivors served
Civil legal advocacy/court accompaniment <i>(Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding.)</i>	<input type="text"/>
Counseling/support group <i>(Short-term individual or group counseling or support provided by a volunteer, peer, or professional.)</i>	4 
Transportation <i>(Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation)</i>	<input type="text"/>
Victim/survivor advocacy <i>(Actions designed to assist the victim/survivor in obtaining support, resources, or services, including employment, housing shelter services, health care, victim's compensation, school/education, etc.)</i>	20 
Other (specify): <input type="text"/>	<input type="text"/>

VICTIM SERVICES: REPORTING VICTIMS/SURVIVORS



Other things to think about when
Reporting Victims/Survivors as
Served, Partially Served, or
Not Served



Reporting victims:

Unduplicated count of victims/survivors

A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy.

An unduplicated count of victims/survivors should be reported. You should report this person only once in Question 32.



Reporting victims:

Report victims in each reporting period in which they received services

Your program started providing services to a victim during the previous reporting period and continues providing them during the current reporting period.

Victims should be reported in each reporting period they received services. You should report this victim in both reporting periods.



Reporting
victims:

Primary
victimization

A victim comes into your program looking for help with a protection order. Her estranged intimate partner, who had a history of very controlling behavior, came to her apartment and sexually assaulted her.

You could report the victim under either DV or SA, but you must choose only *one*. SA category may be more appropriate, because it was the sexual assault that prompted her to seek services.



Reporting Victims

Do not report secondary victims in Question 32

A victim/survivor and her child receives assistance from a CSSP-funded legal advocate in obtaining a protection order against her former husband.

Secondary victims should not be reported in Question 32. Only the primary victim should be reported in Question 32, and her child should be reported as a secondary victim in Question 33.

Question 39: Outreach to victims/survivors



39. Outreach to victims/survivors

	Number of outreach activities to victims/survivors	Languages (other than English) used in outreach activities
Outreach to victims/survivors (unsolicited letters, phone calls or visits)	<input type="text"/>	<input type="text"/>

- Report the number of unsolicited letters, phone calls, or visits to victims/survivors.
- Only victims/survivors who received additional services listed in question 37A should be reported in question 32.



Section D Victim Services

Outreach to
victims/survivors

- You are made aware of 5 survivors through referral from law enforcement, but they did not come to your agency.
- You sent outreach letters to these 5 additional survivors but did not receive a response from any of them.
- Report the outreach contacts in the outreach question (#39), but do not report victims/survivors as served or partially served (#32) unless they accept or request services as a result of this outreach.

Narrative



Why Is Your Narrative Important?



- Provides context for the numbers in the report
- Provides information on the impact your work has on the communities you serve
- May be used for responding to special requests
- Selected quotes are highlighted in the Attorney General reports to Congress on the effectiveness of OVW programs

Biennial Report to Congress



Part 1: Effectiveness of OVW-funded programs:

- research and best practice
- key program data
- narrative quotes

Part 2: Chapters by grant program (CSSP, SASP-CS, Tribal-SASP, Rural, etc.):

- aggregate data
- narrative quotes

Questions 42-43



Answer these questions every reporting period

Goals and Objectives:

- Report on the status of your CSSP grant goals and objectives.
- Refer to your original grant proposal
- Status: completed, in progress, delayed, or revised
- Successes and challenges

Culturally Specific Services:

- Talk about the services or resources you provide that are specifically tailored to reach and respond to the population you serve.
- Example: you hire staff, volunteers, or advisory board members who reflect the community you serve.

Questions 44-45



Answer these questions annually (required for January to June, optional for July to December reporting period).

- **Question 44 – Areas of Remaining Need: What do you see as the most significant areas of remaining need?**
- **Question 45 – Funding Allowed: What has funding allowed you to do that you could not do prior to receiving funding?**

Questions 46-47



Additional Information

- Question 46: Provide additional information regarding the effectiveness of your CSSP grant-funded program
- Question 47: Provide any additional information that you would like us to know about the data submitted

What to Write About: Change, Impact, Outcomes



- “Before and after” information demonstrating impact
- Creating/building relationships, breaking down barriers
- Impact on survivors
- Impact on offender accountability

- Systemic changes in policies, practices, attitudes, etc.
- Support of member projects
- Funds enabled us to....
- Outcomes vs. Outputs

Before and After...



Prior to receiving the CSSP grant, there was little or no communication between agencies and organizations dealing with DV and SA issues. The grant also allowed us to build strong partnerships with law enforcement and community-based service providers to make sure we can meet all of the needs of the victims: legal, educational, supportive, housing, etc., in a holistic way. Throughout the duration of the grant, we have had a steady and increasing flow of clients who have learned about our DV services through our comprehensive outreach efforts, word of mouth, and a cross-referral relationship with various key partners outlined in this report. We have distributed thousands of informational brochures and maintained a strong presence at all major immigrant-focused events, conferences, and festivals, regionally and throughout New York.

—Hispanic Resource Center of Larchmont and Mamaroneck, New York

Survivor Impact...



CSSP funding has supported AVP in strengthening and deepening our community-based services in every borough, transforming us into a truly City-wide service provider, and increasing our engagement with marginalized LGBT and HIV-affected communities, particularly transgender and gender nonconforming (TGNC) people and LGBT people of color (POC). Since 2010, AVP has increased our engagement with TGNC victims by nearly 150%, up to 15-20% of clients served, and with POC by nearly 20%, up to more than 75% of clients served. Additionally, we have brought more TGNC POC onto staff (now 5 staff members identify as TGNC POC), and are working with local TGNC POC community leaders to coordinate on continuing to raise awareness and build safety within all communities. This is essential, as AVP understands how pervasive and deadly domestic/sexual violence remain in our communities, and how they intersect with other forms of violence, for example, hate violence and institutional (i.e. police) violence.

—New York City Gay and Lesbian Anti-Violence Project, New York

Systemic Policy Changes...



CSSP funding has allowed us to grow as an organization and to build our infrastructure by expanding in many directions to offer a comprehensive range of services to South Asian victims of domestic violence. It has helped us shore up our partnerships and collaborations, leverage each others' resources to go that extra mile for our clients, conduct community education and public awareness campaigns, and build the capacity of mainstream organizations and first responders on the culture-specific considerations unique to the South Asian cultures. It has helped Kiran mainstream South Asian clients to access resources which our clients could not do in the past, due to cultural and linguistic barriers.

—*Kiran, Inc., North Carolina*

Remaining Areas of Need...



LGBT/LGBT People of Color are less likely to report when they are victims of a crime than their heterosexual and/or white counterparts due largely in part to the fear (whether real or anticipated) of being re-victimized by systems (i.e. criminal justice, medical, mental health), that have been historically unfavorable to their communities. Lack of culturally competent providers, inadequate screening tools, antiquated beliefs around what constitutes domestic violence/sexual assault (i.e. it has to be between a man and a woman, a man cannot be raped, a woman cannot abuse/rape another woman), are still prevalent in today's society and some law enforcement and service providers subscribe to that thinking, which affects the services and care that they provide/fail to provide to LGBT victims.

—*In Our Own Voices, New York*

What NOT to Write About...



- What you are “planning” to do
- What you are accomplishing with “other” funds
- What is not allowed by the particular grant program
- What has already been reported in quantitative data, (unless it is part of additional information)

Muskie's VAWAMEI website:

www.muskie.usm.maine.edu/vawamei



- Final Reports to Congress (Biennial and STOP)
- Graphic reports (aggregated data by grant program in charts and tables)
- State Profiles (STOP)
- Sample Progress Reporting forms and instructions
- Access databases for collecting data
- Training dates and materials
- Reporting requirements – where and how to send progress reports

More training opportunities....



Live webinar training
on filling out your semi-annual
progress reporting form:

January 10, 2017
2 – 4 PM Eastern Time

VAWAMEI Resources



VAWA Measuring Effectiveness Initiative:

1-800-922-VAWA (8292)

Email: vawamei@maine.edu

website: muskie.usm.maine.edu/vawamei
(Sample forms, training dates, reports)

Thank you!