

VAWA Measuring Effectiveness Initiative

Muskie School of Public Service

www.muskie.usm.maine.edu/vawamei

1-800-922-VAWA (8292)

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Progress Report Webinar
Training Dates:

CLSSP

December 15, 2015

2-4 PM Eastern Time



The reporting process



CLSSP Program Grantee



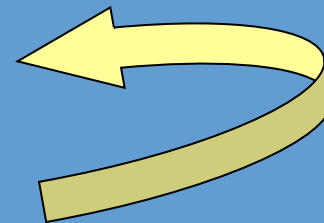
GMS - <https://grants.ojp.usdoj.gov>



OVW



Muskie's – VAWA MEI





Successful Data Reporting Tips

- Read separate instructions
- Use the “other” category only as a last resort
- 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

Access database

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



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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.

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Muskie School of Public Service

Reporting staff FTE example



CLSSP FORM: QUESTION 12

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



- ✦ Funded under the CLSSP grant
- ✦ Engaged in activities during the current reporting period.
- ✦ Part-time, partially funded, contractors and consultants.
- ✦ Put in FTE terms.



Staff Section A2

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

Report by activity, not just position title. Break out the FTE by what the staff did, rather than just what they are called.

- For example: you are completing a Progress Report for the July to December 2015 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.
- New 2015 grantees may not have had funds for the whole reporting period July to December 2015, so pro-rate staff.

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
- But....you are not done yet!
- The advocate spent half of their time in advocacy and half in coordination activities, so....
- You need to break that .67 time into the actual functions performed, not just the position title.
- Report .33 coordinator, and .34 advocate (or vice versa if you prefer).

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"/> |

Question 12: Staff - Calculating FTEs



There are 1040 working hours in a six-month reporting period.

FTE = hours worked in the 6-month reporting period, divided by 1040

SO for Example...

An interpreter paid for by CLSSP funds who worked 150 hours during the reporting period would equal...

$$150/1040 = .14 \text{ FTE}$$



**Section C1:
Training
and
Section C2:
Education**

Training

vs.

Education:

Section C1: Training

- Report training for professionals or volunteers to improve their response to victims/survivors.

Section C2: Education

- Report education of the general public, students (unless they are pre-professional students), community businesses, etc.

Question 15: Training events and Question 19: Education events



Example

Grant-funded staff provided hospital training workshop for three days for a completely different audience each day.

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

Answer

- A Training or education event can be a several-day event or it can be 10 minutes.
- Training events: 3
- Education events: 1

Question 16: People trained and Question 20: People educated



Example

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

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

Answer

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

Question 16: People trained



By grant funded staff vs. 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.

Reporting Victims/Survivors Served, Partially Served, or Not Served



CLSSP FORM: QUESTION 32

CLSSP 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 CLSSP funds
- **Partially served:** Received some but not all requested services that are funded by CLSSP funds
- **Not served:** Received none of the requested services that are funded by CLSSP 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 CLSSP grant?
- Is the person a **PRIMARY VICTIM/SURVIVOR** of domestic violence/dating violence, sexual assault, or stalking?

Victim services: Who is not counted at all?



- Those seeking only services not funded with your LAV Program 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.

Grant-funded

Request or accept

- 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.

CLSSP reported

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 | 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 the 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

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Conflict of interest |
| <input type="checkbox"/> | Did not meet statutory requirements |
| <input checked="" 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 checked="" 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 checked="" type="checkbox"/> | Transportation |
| <input type="checkbox"/> | Other (specify): <input type="text"/> |

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.


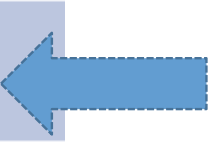
Question 37A: Victim services provided



- 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.

In this case, 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.

In this case, 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.

In this case, 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 CLSSP-funded legal advocate in obtaining a protection order against her former husband.

In this case, secondary victim should not be reported in Question 32. A victim should be reported as a primary victim/survivor 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.



Section D Victim Services

Outreach to
victims/survivors

- 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.

VAWAMEI Resources



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Email: vawamei@maine.edu

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

Thank you!