



Federal Grants Division
District Attorneys Council
421 NW 13th
Oklahoma City, OK 73103
405.264.5008

MUSKIE

S.T.O.P. VAWA Measuring
Effectiveness Initiative

REPORTING REQUIRED

- ◉ VAWA 2009
- ◉ VAWA-Recovery 2009
- ◉ Rural Domestic Violence 2009
- ◉ SASP 2009

DEADLINES

- VAWA/VAWA-R/SASP: January 31, 2011
- Rural DV: January 15, 2011

GETTING STARTED

- ◉ Muskie Report forms were sent December 1
- ◉ Open your Muskie Report form
- ◉ Check for a **PURPLE** box at the top of the cover page that says:

***“Please fill out the following form.
You can save data typed into this
form.”***

If there is a box at the top that says ANYTHING else, you must STOP and install a different - older - version of ADOBE.

GETTING STARTED

- **Uninstall the ADOBE version you have:**
 - Open Windows start panel and choose “Control Panel”
 - Select “Add or Remove Programs”
 - Select Acrobat Reader from the list of programs and click “Remove”
 - Click “Yes” when asked if you are sure

GETTING STARTED

- ◉ Go to the DAC website: www.ok.gov/dac
- ◉ Click “Federal Grants Division”
- ◉ Click “Subgrantee Toolbox”
- ◉ Scroll all the way to the bottom
- ◉ Click “Download ADOBE Reader”
- ◉ Click “Save” and choose where to save it
- ◉ Open it and follow the installation instructions
- ◉ Make sure you do not allow it up automatically update to a newer version or you will have to start over.

WHAT TO REPORT

- Only report on grant-paid staff activities
- Only report on duties performed by grant-paid staff covered in your goals and objectives
- Only complete the sections that are applicable to your grant project and others that state: “All subgrantees must complete this subsection”
- Only report on activities completed during the current reporting period
 - VAWA/VAWA-R/SASP: January 1 - December 31
 - Rural DV: July 1 - December 31

WHAT NOT TO REPORT

- ◉ Do NOT report on agency-wide activities
- ◉ Do NOT report on activities that are not part of your grant program
- ◉ Do NOT report information in the “OTHER” category



SOMETHING FOR EVERYONE

Sections required for all subgrantees

GENERAL INFORMATION

- Everyone must complete this section
- Enter the date you are completing the report
- The correct year is 2010
- List your grant number assigned by DAC
 - Example: Rural = RV09-XXX
VAWA = V09-XXX
VAWA-R = VR09-XXX
SASP = S09-XXX

GENERAL INFORMATION

- Q5 - Check the type or organization
- Q5a - Click “no”
- Q5b - Only click “yes” if you are funded under the culturally-specific category of VAWA or VAWA-R
- Q5b - SASP click “no”
- Point of Contact: Project Director
- Q7 - Only click “yes” if your grant was written specifically to serve tribal populations
 - If you click “yes” - you must enter the tribes you serve. Do NOT include tribes who happen to live in your area.

GENERAL INFORMATION

- Q8 - This is a breakdown of the types of crimes you have addressed during the reporting period (Not applicable to SASP)

PURPOSE AREAS

- VAWA/VAWA-R/SASP: Select the purpose areas you listed on your original application
- Rural DV: Check the first and third boxes

COORDINATED COMMUNITY RESPONSE

- ⦿ Include all agencies you have contact with - not just MOU or grant partners
- ⦿ Only report on activities within the scope of your grant program
- ⦿ Even if grant-paid staff does not participate in CCR, the activities of your local CCR should be reported here

COORDINATED COMMUNITY RESPONSE

- Report the highest frequency of contact with each of the agencies listed for referrals and consultations (first column)
- Report the highest level of frequency for meetings for each agency as well (second column)
- Additional Information
 - This is the chance to brag about what you have done. It is not required, but all narrative is helpful to DAC and OVW.

NARRATIVE

- ◉ Section F for all grants except SASP
- ◉ SASP = Section E
- ◉ VAWA/VAWA-R/SASP - Must answer the first TWO questions
- ◉ Rural DV - Must answer the first THREE questions
- ◉ Answer the optional questions - this is the chance to brag or explain things from other parts of the report

“VALIDATE”

- Your report **MUST** validate
- When the report is complete, click “VALIDATE”
- If the report lists an error, you must correct it. If you click past it, your report will validate until I open it and check it
- Skipped corrections show up for me - I send it back



SPECIFICS

Complete only the sections that apply to your grant program

STAFF INFORMATION

- Staff Information
- If you used funds to pay people - you must report them
- You must report them in FTE format
 - VAWA/VAWA-R/SASP: 12-months

Calculations below are based on 52 weeks at 40 hours a week:

1.0 = 40 hrs per week, full-time/2080 hrs (40x52 weeks)

.50 = 20 hrs per week, part-time/1040 hrs

.40 = 16 hrs per week, part-time/832 hrs

.25 = 10 hrs per week, part-time/520 hrs

.10 = 4 hrs per week, part-time/208 hrs

STAFF INFORMATION

- You must report them in FTE format
 - Rural DV: 6 months

Calculations below are based on 26 weeks at 40 hours a week:

1.0 = 40 hrs per week, full-time/1040 hrs (40x26 weeks)

.50 = 20 hrs per week, part-time/520 hrs

- Be sure to pro-rate if necessary

FUNCTION AREAS - TRAINING

- ◉ Not for SASP Grant Program
- ◉ Training and education are two separate things
- ◉ Training: for professionals or volunteers acting in the role of a professional
- ◉ Education: Providing general information that will increase awareness
- ◉ Do NOT report on educational activities:
 - Presentations to general public, local civic groups, churches, victims, parents, or education via the media

FUNCTION AREAS - TRAINING

- Training is teaching someone how to respond to/serve victims of domestic violence, sexual assault, and stalking
- ONLY complete this section if grant-paid personnel provided training as part of your grant program
- Training events can be a few minutes during a roll call or a lengthy conference
- A category with over 500 people trained (i.e. law enforcement for ORCPI) needs to be explained in the narrative at the end of the report

FUNCTION AREAS - TRAINING

⦿ Content

- Check all that apply

⦿ Additional information

- This is the chance to brag about the training you have done. It is not required, but all narrative is helpful to DAC and OVW.

RURAL GRANT ONLY - COMMUNITY EDUCATION

⦿ Check no

POLICIES

- ⦿ Everyone clicks “no”
- ⦿ Not applicable to SASP

PRODUCTS/INFORMATIONAL MATERIALS (SASP)

- ◉ VAWA/VAWA-R - click “no”
- ◉ Rural DV - “no” for this report
- ◉ Only report on products/materials that have been completed during the reporting period
- ◉ Do not report the number printed
- ◉ You **MUST** report a number used or distributed - cannot say “on-going”
- ◉ Only list languages if developed or produced in anything other than English

DATA COLLECTION AND COMMUNICATIONS SYSTEMS

- Everyone click “no”
- Not applicable to SASP

SPECIALIZED UNITS

- ◉ Dedicated staff of police officers, prosecutors, probation officers, or judges
- ◉ Criminal justice personnel only
- ◉ A unit can be one person
- ◉ Victim Services check “no”
- ◉ Law enforcement and prosecution must answer

SYSTEM IMPROVEMENT

- Everyone click “no”
- Not applicable to SASP

VICTIM SERVICES

- ◉ **Victim criteria for inclusion in the report:**
 - A victim must request or accept services
 - Cannot count attempts to solicit victims
 - Services requested must be supported by your grant funds
 - Primary victims/secondary victims must be reported separately
 - The federal definition of domestic violence, sexual assault, and stalking should be followed

VICTIM SERVICES

- Once a victim meets the criteria - you determine whether they were served, partially served, or not served
- **Example: A victim requests court accompaniment and crisis intervention, both of which are grant-funded.**
- *Served:* You are able to provide both services.
- *Partially Served:* You can provide crisis intervention, but your VAWA advocate is not available to go to court.

VICTIM SERVICES

- ◉ *Not Served*: A victim who requested grant-funded services, but your program could not provide them
- ◉ Unduplicated counts for each category - each victim who sought/accepted grant-funded services should be reported only once
- ◉ If the same victim seeks/accepts services during a different reporting period - they can be counted again

VICTIM SERVICES

- A victim requested services three different times during the current reporting period - he/she is counted only once
- A victim requested counseling at the beginning of the reporting period and then returned at the end of the period for another service - still only counted once

VICTIM SERVICES

- Reasons for partially served or not served
 - If a victim refuses all services, they should not be counted at all in the report
 - If a victim requested services and then could not be located and no services were provided, then they should not be counted at all in the report
 - If a victim starts services and then disappears, the victim is counted as served
 - A victim on a waiting list who cannot be located when services become available is not served or partially served (depends on whether or not they received other services)
 - If a victim withdraws from services being provided, they are counted as served

VICTIM SERVICES

- Secondary victims: Victims who are indirectly affected by the domestic violence/dating violence, sexual assault, and stalking
 - Children
 - Siblings
 - Spouses
 - Partners
 - Parents
 - Grandparents

VICTIM SERVICES

○ Demographics

- Should only contain information on primary victims
- The race/ethnicity total can be higher than the total number of victims served or partially served
- Age and gender totals must equal to the number of victims served and partially served

○ Relationship to offender

- The total can be higher than the total number of victims served or partially served

VICTIM SERVICES

○ Services

- Report only the grant-funded services received - count only the services the person paid with VAWA funds is responsible for providing, not the entire agency
- Same for hotline calls - if they are not assigned to take calls, then they cannot be reported
- If the staff person is not a counselor - then there should not be any counseling services reported
- Only report how many victims received a particular service - not how many times a particular victim received a particular service

VICTIM SERVICES

- ◉ Notification and outreach - this is where you report all attempts to get victims to accept services
- ◉ Protection Orders - only report here if the grant-paid person is assisting victims in getting POs
- ◉ Additional Information
 - This is the chance to brag about what you have done. It is not required, but all narrative is helpful to DAC and OVW.

LAW ENFORCEMENT

- Police officers, deputies, and DA investigators
- Report only on the grant activities completed by grant-paid staff
- You must report referrals you make to VS
- Only report protective order activities if they are a job duty performed by grant-paid staff
- Additional Information:
 - This is the chance to brag what you have done. It is not required, but all narrative is helpful to DAC and OVW.

PROSECUTION

- ◉ Only grant-paid prosecutors
- ◉ MUST report the number of cases received for referral
- ◉ MUST report the number of cases declined
- ◉ MUST report the number of cases accepted or transferred

PROSECUTION

- Report the disposition of a case based on the primary victimization
- Example: An offender is charged with felony sexual assault, but because of an plea, it is reduced to a misdemeanor
- Report “1” in the Felony Sexual Assault row and the “plead to a lesser charge” column; nothing is reported in the misdemeanor

PROSECUTION

- ◉ Additional Information:
 - This is the place to provide information on how often multiple crimes are present in cases reported, the reasons for reduced charges, etc.
 - It is the ideal place to mention recanting victims and the other unique challenges that prosecutors face in these kinds of cases
- ◉ Report cases referred to feds for prosecution
- ◉ Report referrals for services
- ◉ Only report protection order information if the ADA actually assisted a victim with the paperwork, etc.

PROSECUTION

◉ Additional Information

- This is the chance to brag about what you have done. It is not required, but all narrative is helpful to DAC and OVW.

COURTS

- ◉ Judicial Monitoring: Docket reviews are counted as “individual hearings” for each offender
- ◉ Report referrals
- ◉ Protection Orders: Only report if this is a grant function
- ◉ Additional Information
 - This is the chance to brag about what you have done. It is not required, but all narrative is helpful to DAC and OVW.

PROBATION & PAROLE

- ◉ If your staff duties are probation and parole duties, report in this section
- ◉ The number of those completing probation should not be higher than the number of continuing and new offenders
- ◉ Unlike other categories, the number of contacts with a particular offender is counted
- ◉ Track referrals
- ◉ Additional Information
 - This is the chance to brag about what you have done. It is not required, but all narrative is helpful to DAC and OVW.

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QUESTIONS



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District Attorneys Council
421 NW 13th
Oklahoma City, OK 73103
405.264.5008

TARA ROBERSON-MOORE

tara.roberson@dac.state.ok.us