OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

Human Trafficking Grantees

Performance Measure Reporting Orientation

December 2023

Announcements

- This session is being recorded and will be available on the OVC website
- This session is for Human Trafficking grantees with new OVC awards
- A copy of the slides will be sent to all participants after the presentation
- All participants are automatically muted upon entering the session
- Type your questions in the Q&A box and the team will respond
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Harif Balogun

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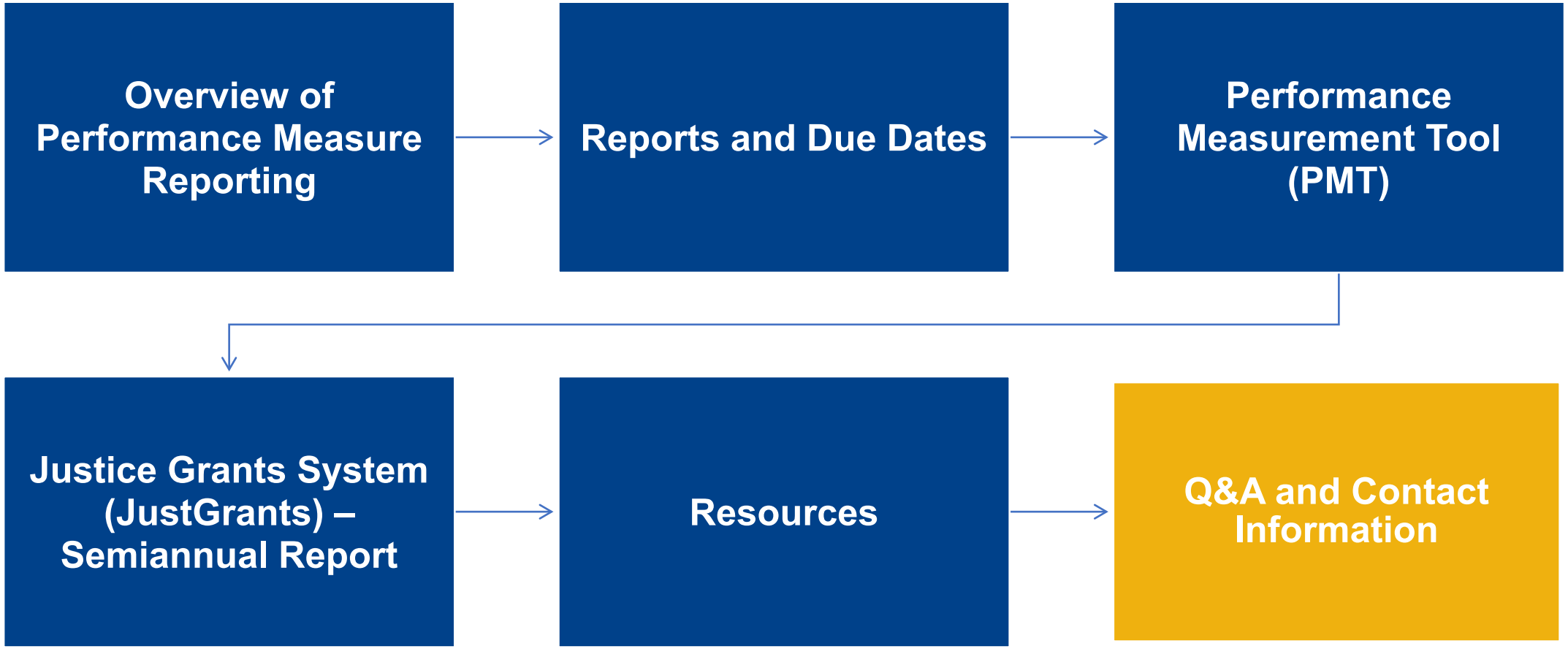
Human Trafficking Grantees

Performance Measure Reporting Orientation

December 2023

Booz Allen Hamilton Internal

Overview



OFFICE FOR VICTIMS OF CRIME

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Overview of Performance Measures Reporting

How the Office of Victims of Crime Uses Performance Measure Data

The accuracy and timeliness of reporting data is extremely important. Data reported by grantees allows OVC to:

- demonstrate the value and specific benefits of the program to Congress, federal and state government agencies, the victim services field, the general public, and other stakeholders,
- generate an annual report on the program to demonstrate output of grant funds,
- emphasize progress made toward achievement of OVC's strategic and program goals, and
- reach target audience of grantees and general public.

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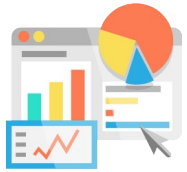
Grantee Performance Management in Real Life

Collect – Gather OVC performance measures for your award(s). Ensure your organization has the capabilities to capture and securely save performance measure data.

Track – Document internal processes on data collection, refine performance measure definitions based on award objectives to create consistency in data reporting.



Report – Establish a reporting point of contact (POC) and a backup who know reporting due dates and OVC reporting platforms.

Analyze – Set up internal usability checks of data for future funding applications, or a grant manager review of OVC performance reports.

Performance Measurement Reporting Systems

- **Performance Measurement Tool (PMT):** A web-based reporting system in which grantees can electronically submit qualitative and quantitative program performance data.
- **JustGrants (JG):** A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.

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Performance Measurement Topic Areas

Topic Areas
Trafficking Population
Victim Services
Partnerships
Training
Strategic Planning
Task Force
Personnel
Policies/Procedures/Protocols
Investigation/Prosecution
Community Outreach
Data Collection and Evaluation
TTA Providers

Visit the OVC Human Trafficking (HT) Performance Measures website for:

- A solicitation map outlining which topic areas your award is responsible for.
- The performance measures PDF specific to your HT program.
- A data Excel spreadsheet that can be used as a job aid to help you collect data throughout the quarter.

Reports and Due Dates

Report Types

Report Type	Definition
Quarterly Performance Measure Report	Three months of data on award activities entered in the PMT. Combined with any subgrantee or partner data as applicable.
Semiannual Report	This report includes quarterly data and narrative questions related to grantee and subgrantee activities. Narrative questions cover progress toward goals and objectives. A separate set of questions in JustGrants covering the previous 6 months and next 6 months only.
Closeout / Final Report	This report is submitted after all grant funds are expended, and aggregates quantitative and qualitative data over the life of the award.

***Report on Grant Activity –** Proposed activity implemented or executed with OVC grant funds.

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Reporting Schedule: Federal Fiscal Year

Reporting Period (federal fiscal year)	Data Required in PMT	Upload to JustGrants
October 1–December 31	Due January 30: performance measures and narrative questions	Yes January 30
January 1–March 31	Due April 30: performance measures	No
April 1–June 30	Due July 30: performance measures and narrative questions	Yes July 30
July 1–September 30	Due October 30: performance measures	No
Last Reporting Period of Award	Due after end date on each award. Performance measures and closeout questions	Yes 120 days after award ends

Important Note: Reporting is required each quarter even if there was no grant activity.

Performance Measurement Tool

Performance Measurement Tool

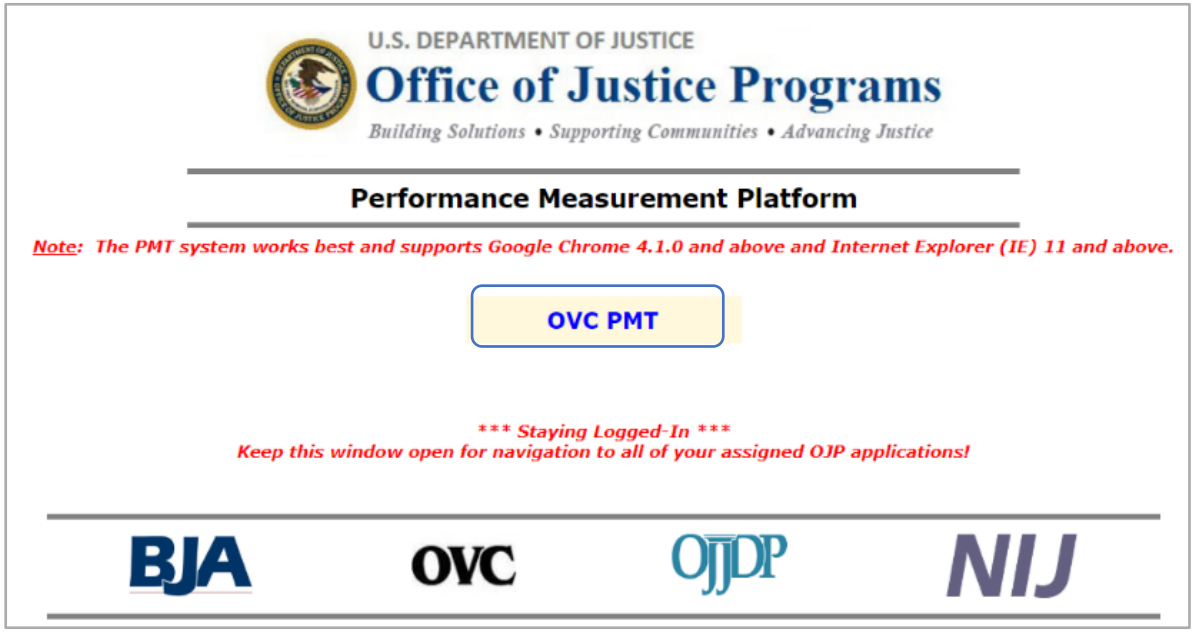
- The PMT website address is: https://ojpsso.ojp.gov/.
- Each grantee will have an account created by the PMT team.
- Initial access will be granted to the organization point of contact (POC) listed in JustGrants as the Grant Award Administrator.
- The POC will receive an auto-generated email from the OVC PMT Helpdesk with login instructions.
- If the organization has other OVC awards under different programs, the profile will include a separate tab for each program. The HT award will be listed under the Human Trafficking tab.

Performance Measurement Tool Tips

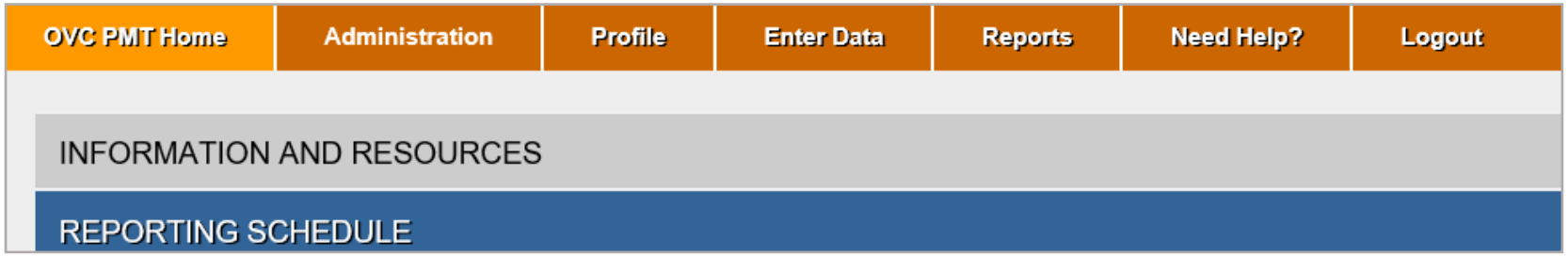
- The system works best in Google Chrome 4.1.0 and above, or the latest version of Microsoft Edge.
- Answer all questions on the page, then click Save and Continue.
- Enter a numeric value in all fields marked “Number.” No other value will be accepted.
- Avoid the “Back” button– Before going back to another page, click Save and Continue or click another tab.
- Hover over underlined text prompts and an explanation to appear.
- Save your work frequently. The system times out after 30 minutes of inactivity.

Performance Measurement Tool Login

- Access the PMT website at: https://ojpsso.ojp.gov/.
- After you log in, choose OVC PMT.



Main Navigation Menu



OVC PMT Home: General information about your award and reports.

Administration: Details of federal awards and where to add new user information.

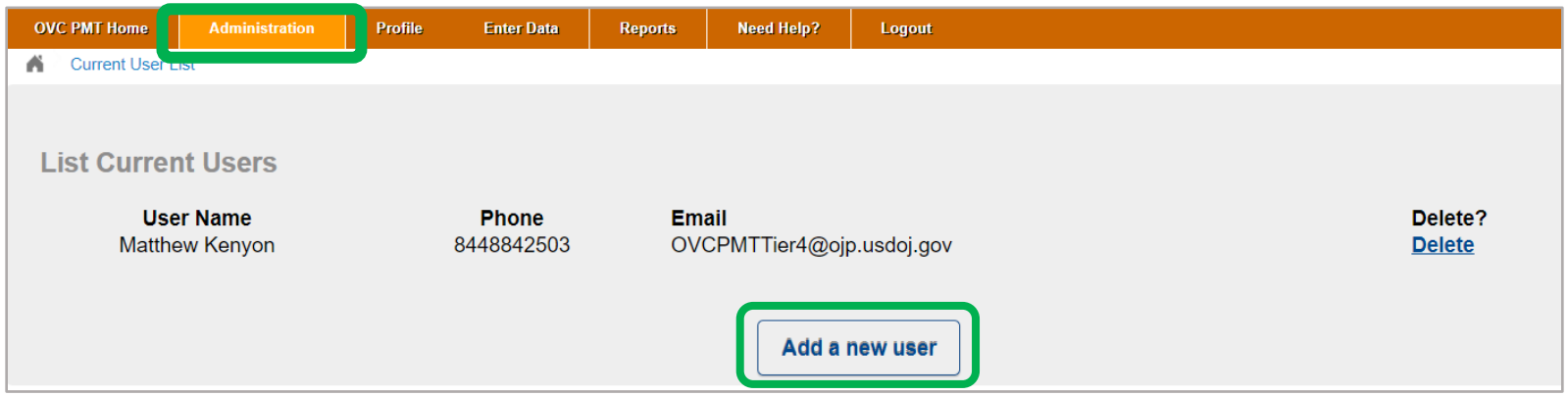
Profile: Contact information for your organization, organization POC, and awards.

Enter Data: Data entry pages for performance measures.

Reports: Reporting statuses, current and past reports, and semiannual PDF reports.

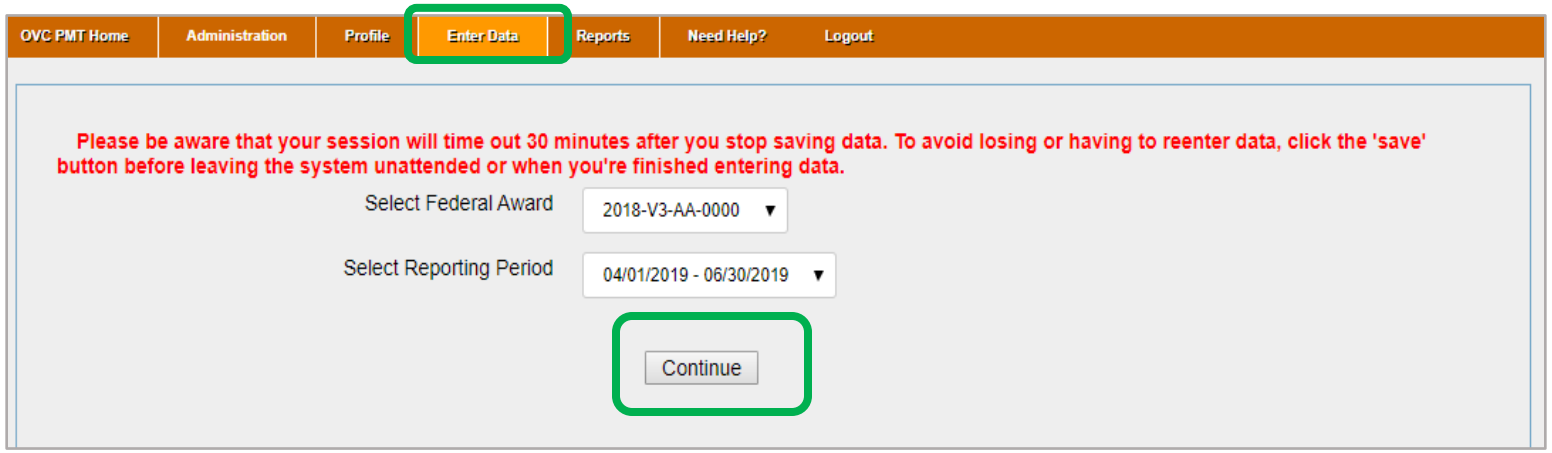
Need Help?: Links to resources for using the PMT.

Administration: User Management and Adding a New User



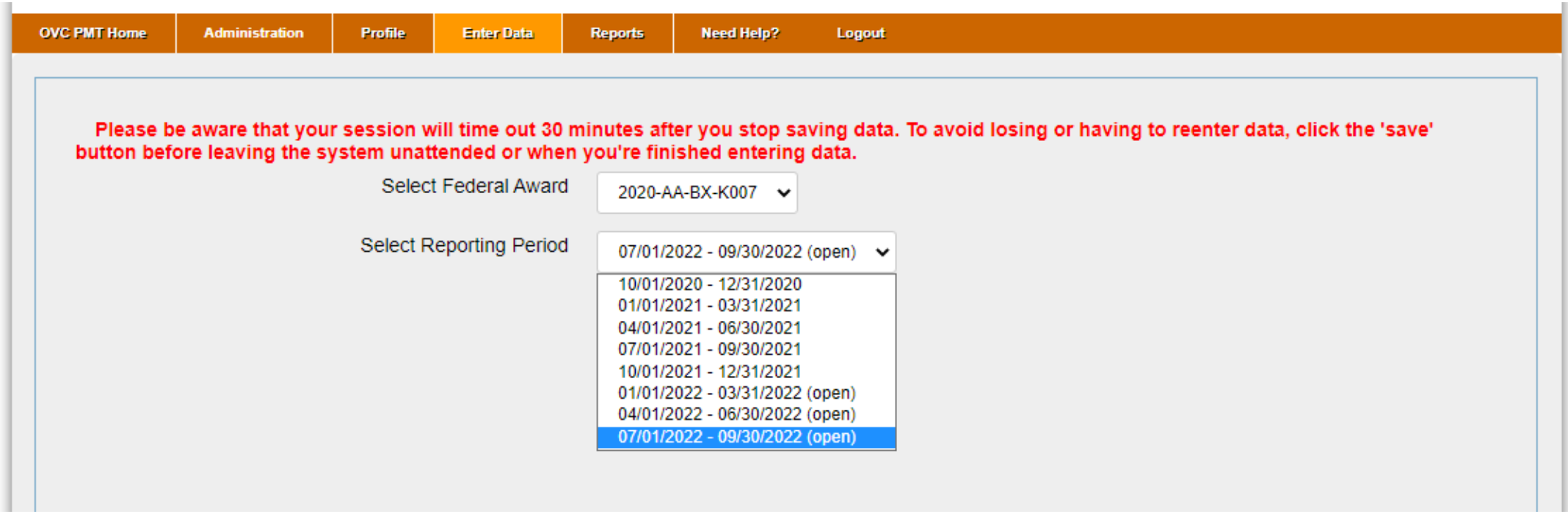
1. Hover over the **Administration** tab and click **User Management**.
2. Click the **Add a New User** button.
3. Fill in all the required fields (name, email, and phone number).

Enter Data: Quarterly Reporting



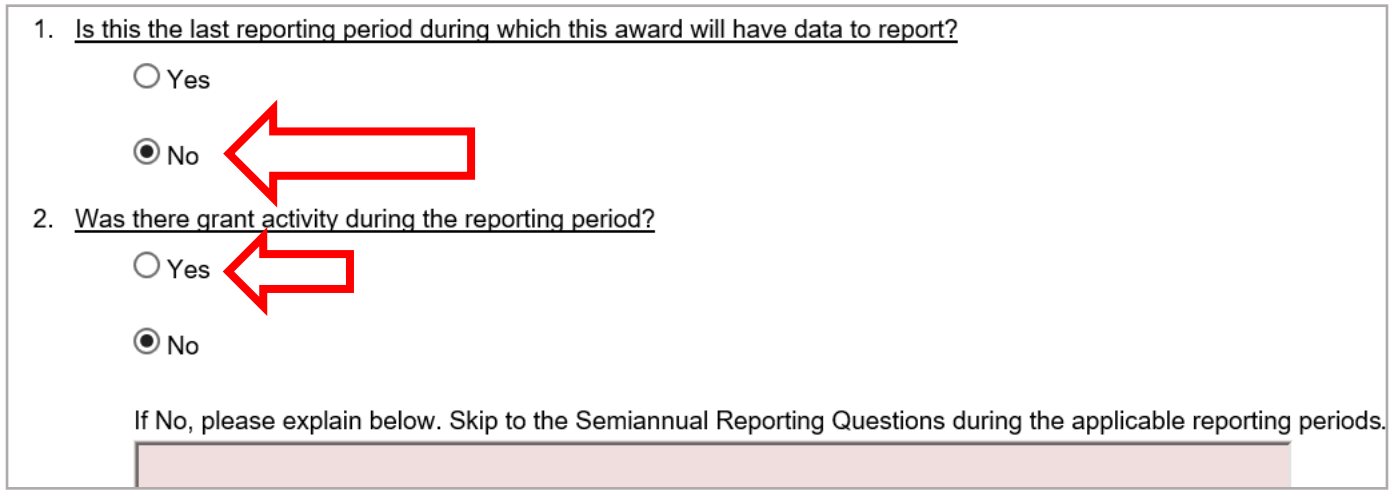
- **Always start with Enter Data tab**.
- Enter data tab displays the quarterly reporting periods.
- Quarterly reporting starts at the enter data tab.

Enter Data: Quarterly Reporting System Default



Important Note: The current reporting period will only appear if all previous reporting periods are completed and saved.

Enter Data: Grant Activity

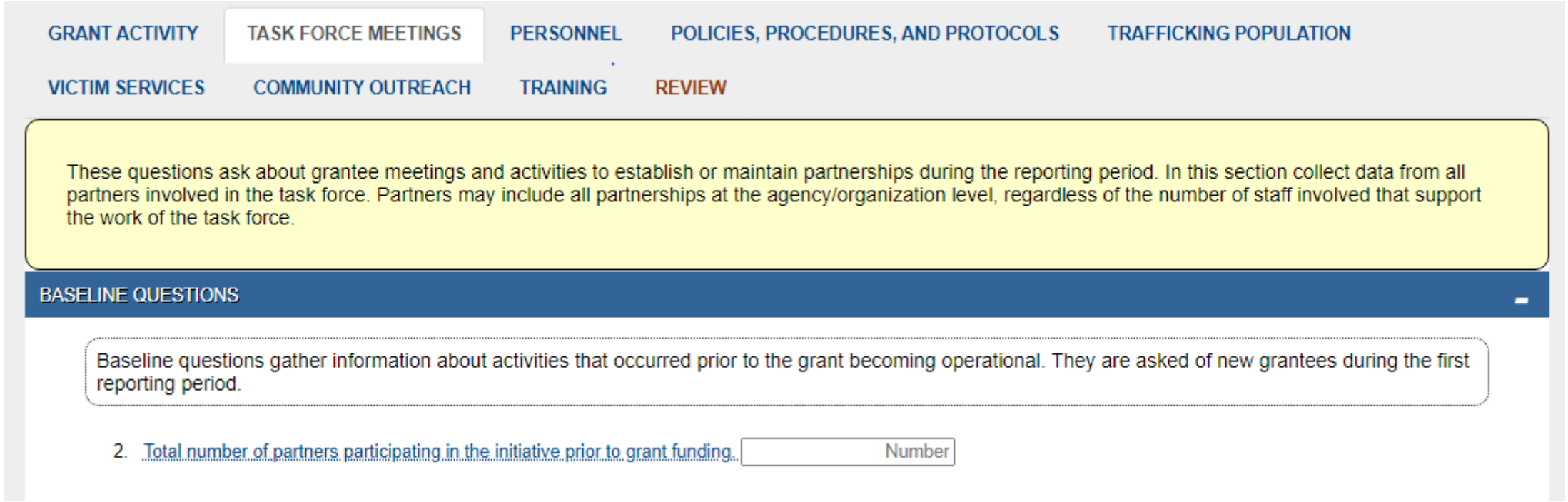


Question 1: Last reporting period is defined as the "Closeout Report."

Question 2: Grant activity is OVC-approved activities/deliverables implemented with grant funds:

- If there was activity in the reporting period, select the Yes radio button.
- If there was not activity, select No and answer semiannual questions.

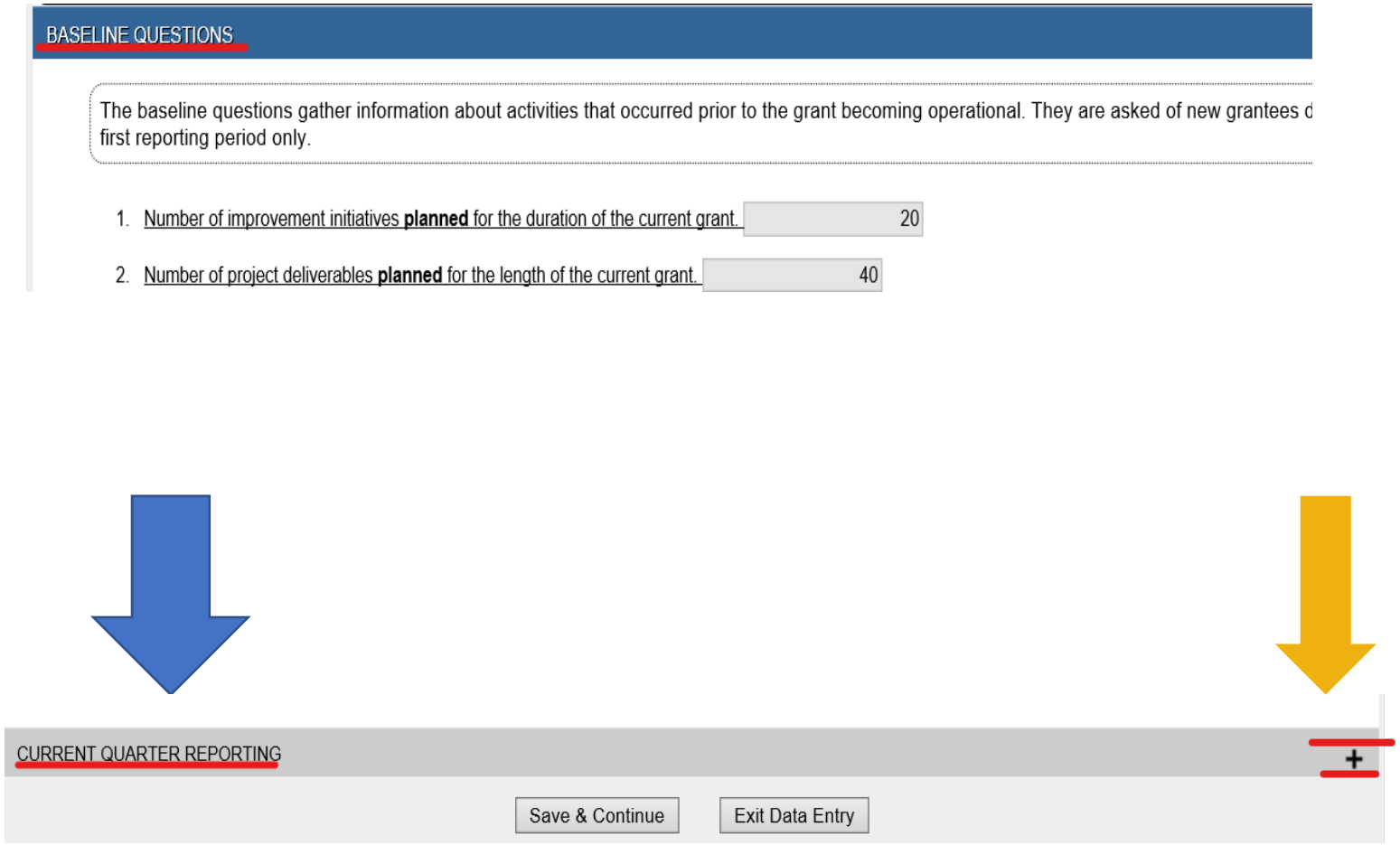
Enter Data: Question Banks



Question sets only appear if you answer Yes to question 2, indicating that there was grant activity for the reporting period.

Enter Data: Baseline Questions

- Some question banks include baseline questions.
- Baseline questions gather information about activities that occurred prior to the grant becoming operational. The data reported should be consistent for all reporting periods.
- Scroll down and click on the plus (+) sign to reveal the current quarter questions.



Enter Data: Baseline Questions

GRANT ACTIVITY | TASK FORCE MEETINGS | PERSONNEL | POLICIES, PROCEDURES, AND PROTOCOLS | TRAFFICKING POPULATION

VICTIM SERVICES | COMMUNITY OUTREACH | TRAINING | REVIEW

These questions ask about grantee meetings and activities to establish or maintain partnerships during the reporting period. In this section collect data from all partners involved in the task force. Partners may include all partnerships at the agency/organization level, regardless of the number of staff involved that support the work of the task force.

BASELINE QUESTIONS +

CURRENT QUARTER REPORTING -

3. Total number of partners involved (including subgrantees and other partner organizations that support the implementation of this grant program).
Number

4. Total number of new subgrantees during the reporting period. Number

5. Total number of new partners during the reporting period. Number

6. Which of the following agencies or organizations are partners within the Enhanced Collaborative Model Task Force as outlined in the relevant fiscal year solicitation?

Partner	Number of partners	Task force core	Task force	Is the partner

Enter Data: Definitions

GRANT ACTIVITY | TASK FORCE MEETINGS | PERSONNEL | POLICIES, PROCEDURES, AND PROTOCOLS | TRAFFICKING POPULATION

VICTIM SERVICES | COMMUNITY OUTREACH | TRAINING | REVIEW

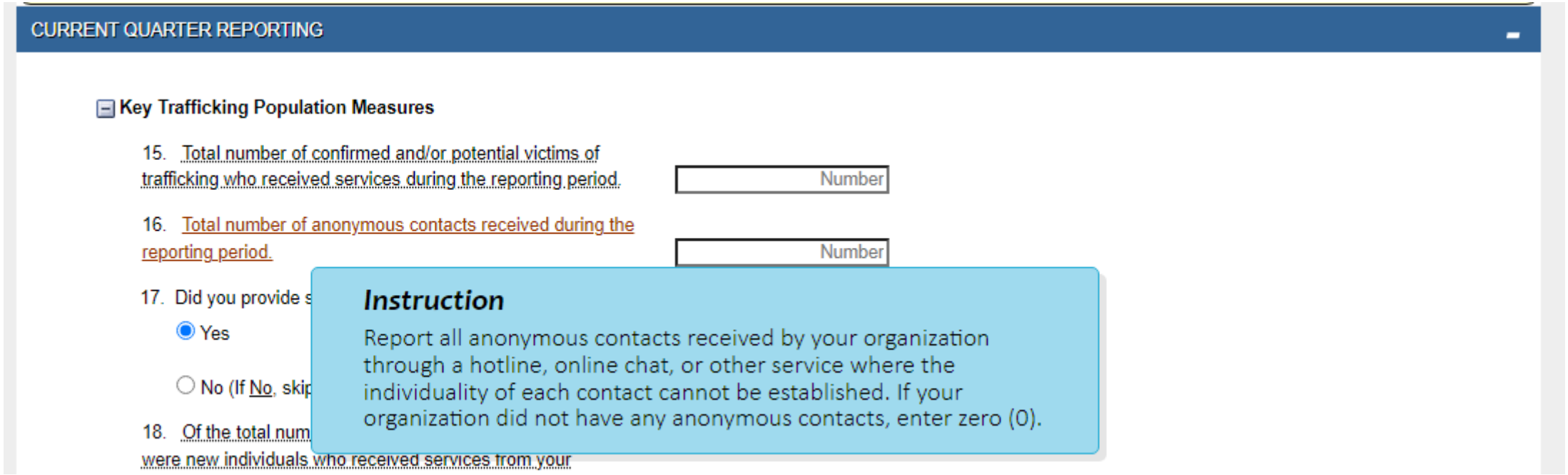
Complete the following regarding people who are identified as confirmed and/or potential human trafficking victims identified by all victim service providers active in the task force during the reporting period.

Performance measure reference	Definition for this section
Confirmed victims	Person who is a victim of a severe form of human trafficking as defined by the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7102(9).
Potential victims	Person who has been subject to situations that have indicators of human trafficking; however, more information is still needed to determine if they meet the definition of a victim of human trafficking as defined by the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7102(9). Potential victims identified during an investigation may be victims of sex trafficking, labor trafficking, or both sex and labor trafficking.
U.S. citizens	Victims who do have legal status to reside in the United States and will not need continued presence or a T-visa to remain in the United States while their case is still progressing. These types of victims would include U.S. citizens, U.S. nationals, permanent residents, qualified aliens, and temporary workers (H-2A and H-2B).

CURRENT QUARTER REPORTING

Key Trafficking Population Measures

Enter Data: Instructions

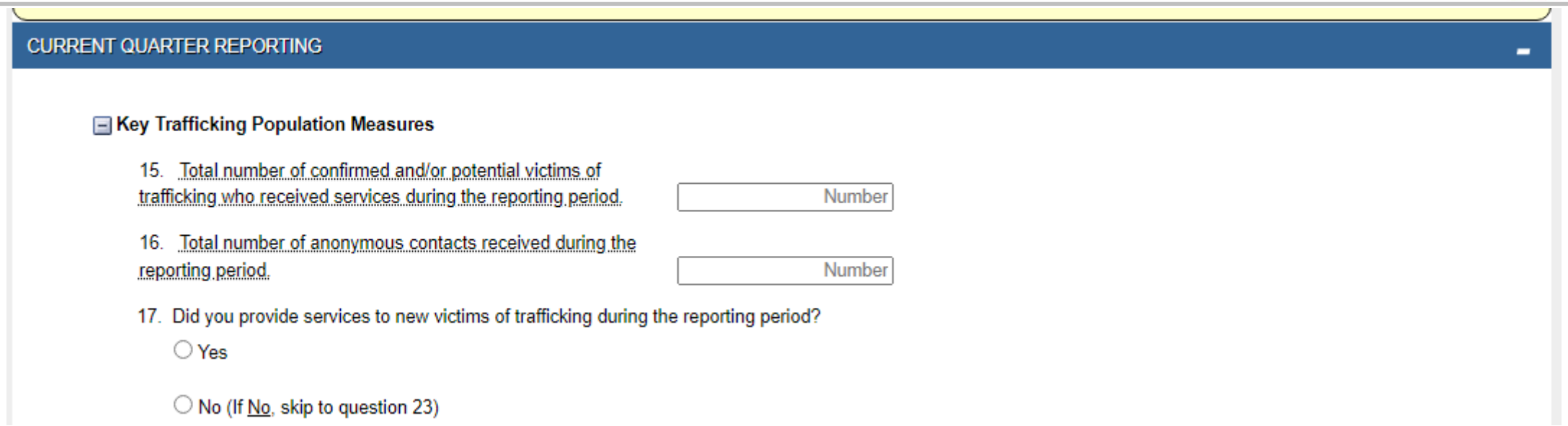


Note: Hover over underlined question text for additional instructions.

Enter Data: Skip Patterns, Accordions, Show/Hide

- Automatic skip logics are embedded into the question banks. Grantees need to pay attention to the instructions in order to ensure all questions are addressed accordingly based on their response to Yes/No questions.
- Grantees should also pay attention to “+” and “-” buttons indicating that additional data is required through the hide/show function of PMT.
- Grantees should carefully scan the review tab for alerts indicating that required questions have not been answered and that some data is missing.
- Reports with missing data cannot be submitted and marked complete.

Enter Data: Skip Patterns



Question 17: An example of a Yes/No question that includes instructions on how to proceed depending on the answer selected.

Enter Data: Skip Patterns

17. Did you provide services to new victims of trafficking during the reporting period?

- (●) Yes
- ( ) No (If No, skip to question 23)

18. Of the total number of victims of trafficking served, how many were new individuals who received services from your organization using grant funds for the first time during the reporting period? Number

Individuals

19. Total number of new potential and/or confirmed victims of **sex** trafficking who received services during the reporting period. Number

19A–D. Demographics (for new victims of **sex** trafficking served during the reporting period)

20. Total number of new potential and/or confirmed victims of labor trafficking who received services during the reporting period. Number

20A–D. Demographics (for new victims of labor trafficking served during the reporting period)

21. Total number of new potential and/or confirmed victims of

Enter Data: Accordions

19A–D. Demographics (for new victims of **sex** trafficking served during the reporting period)

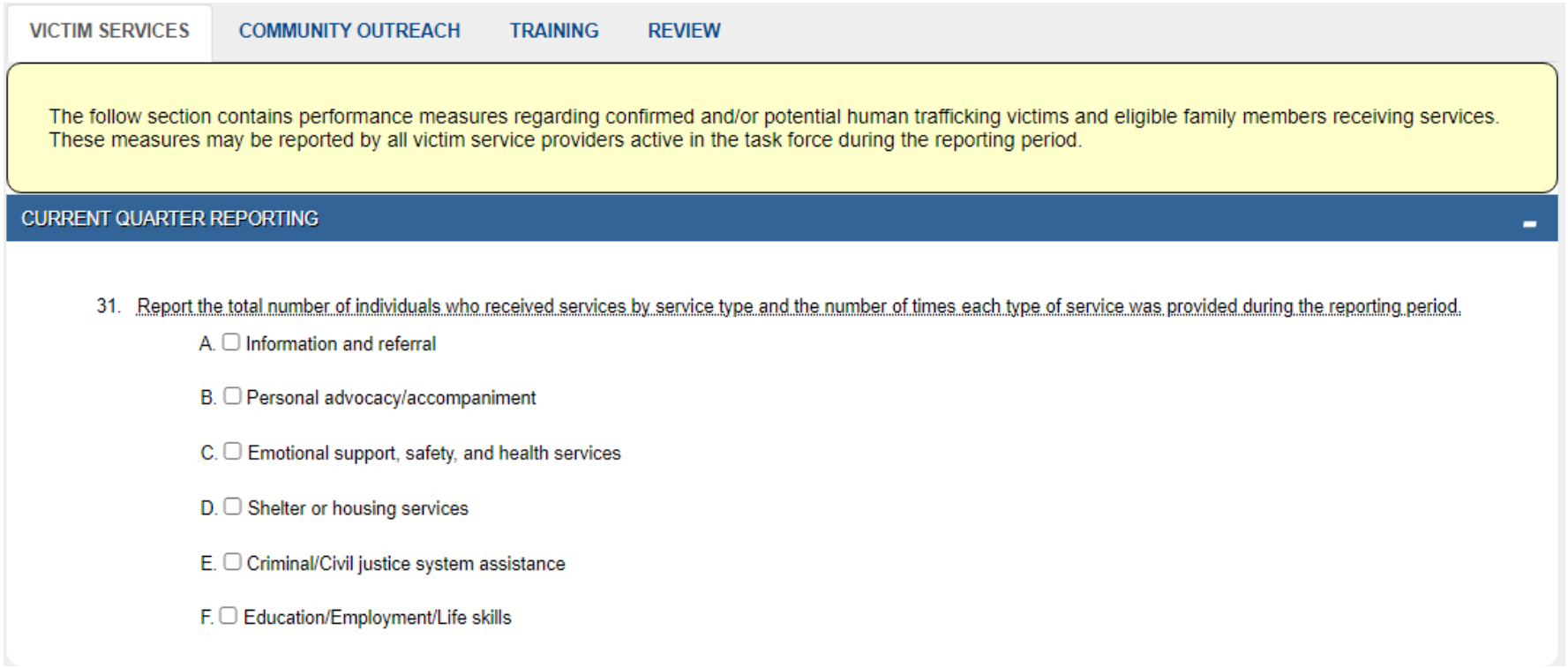
19A. Race/Ethnicity

Population	Number of new victims
American Indian or Alaska Native	Number
Asian	Number
Black or African American	Number
Hispanic or Latino	Number
Native Hawaiian or Other Pacific Islander	Number
White Non-Latino or Caucasian	Number
Some Other Race	Number
Multiple Races	Number
Not Reported	Number
Not Tracked	Number
19A. Race/Ethnicity Total	(Auto calculated)

19B. Gender Identity

Population	Number of new victims
Male	Number

Enter Data: Show/Hide Function



Once a box for a service type is checked, the PMT show/hide function will display the next set of subcategories for the selected service type.

Enter Data: Show/Hide Function

31. Report the total number of individuals who received services by service type and the number of times each type of service was provided during the reporting period.

A. ☑ Information and referral

B. ☐ Personal advocacy/accompaniment

C. ☐ Emotional support, safety, and health services

D. ☐ Shelter or housing services

E. ☐ Criminal/Civil justice system assistance

F. ☐ Education/Employment/Life skills

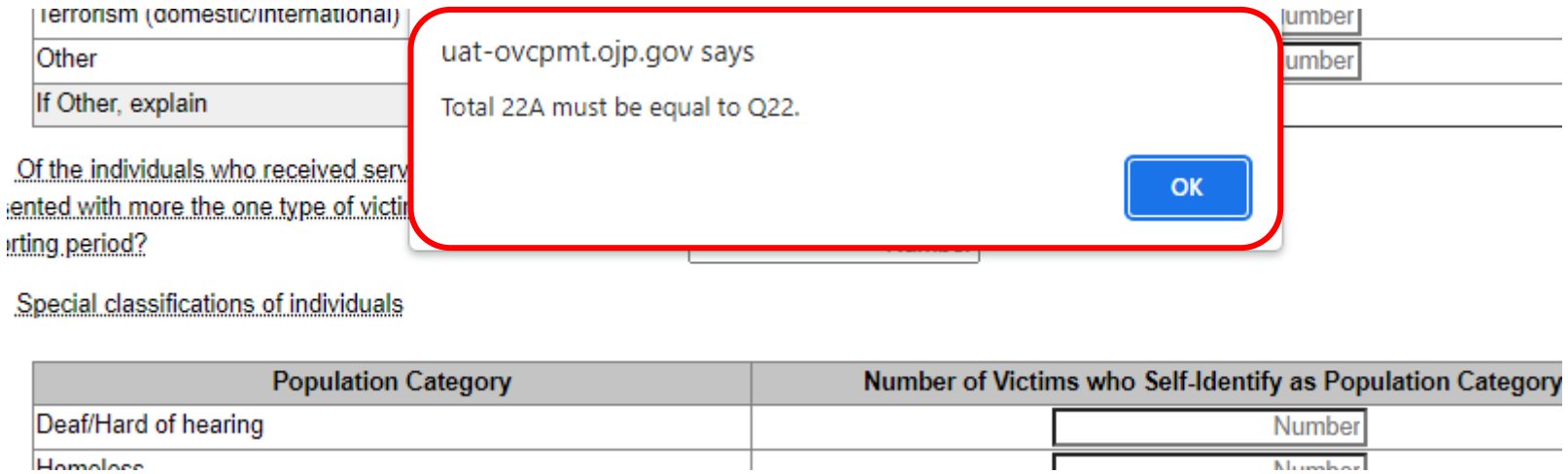
31A. Information and referral services

31A. Total number of trafficking victims who received information and referral services. Number

31A. Total number of eligible family members who received information and referral services. Number

Service	Number of Occurrences *Trafficking Victims*	Number of Occurrences *Eligible Family Members*
31A-1. Information about the criminal justice process	Number of occurrences	Number of occurrences
31A-2. Information about victim rights, how to obtain notifications, etc.	Number of occurrences	Number of occurrences

Enter Data: System Validations



Be sure to check your numbers across questions and within subcategories. The PMT will notify grantees when numbers do not add up where needed across question sets using preconfigured validations.

Enter Data: System Validations

Partner	Number of partners	Task force core partner	Task force partner	Is the partner new?
State law enforcement agency	Number			
Local law enforcement agency	Number			
Tribal law enforcement agency	Number			
Federal Bureau of Investigation	Number			
Homeland Security Investigations	Number			
Victim services provider/agency	Number			
United States Attorney's Office	Number			
State/Local prosecutor/prosecutors office	Number			
Federal/State/Local regulatory agency	Number			
Researcher/Evaluator/Academic or statistical analysis center	Number			
State agency	Number			
Tribal agency	Number			
Local agency	Number			
Immigrant/Refugee services agency	Number			
Interpreters/Language assistance services	Number			

Table Validations: When entering a number other than zero in a table, grantees must select the applicable radio button(s) for the response to be complete.

Completing Data Entry – Review Page

VICTIM SERVICES | COMMUNITY OUTREACH | TRAINING | REVIEW

REVIEW

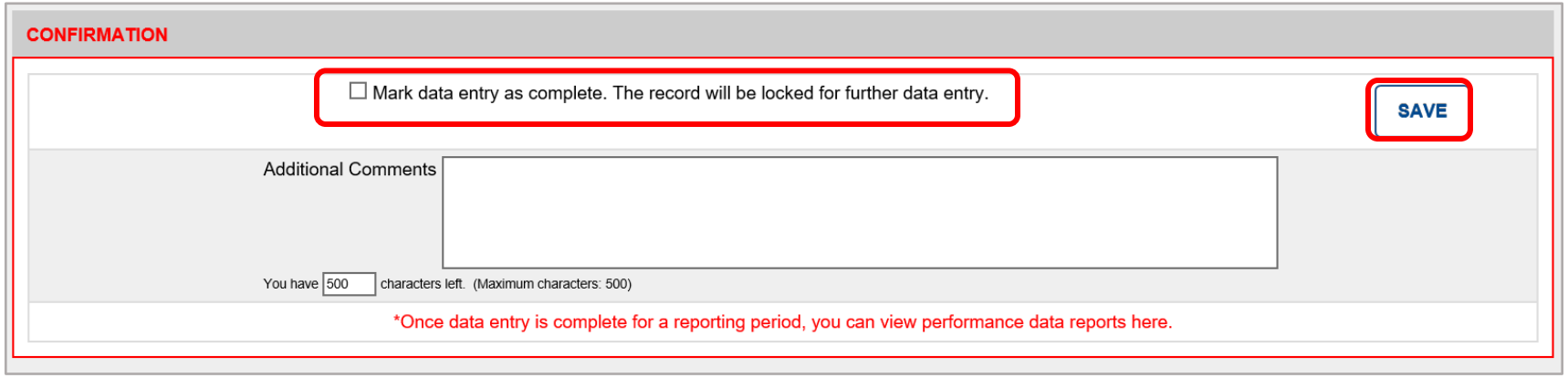
Total Alert(s): 140

Enter data for any "Required" missing fields identified in the 'Alert' column below and mark your data complete once all required data has been entered.

Search: Print

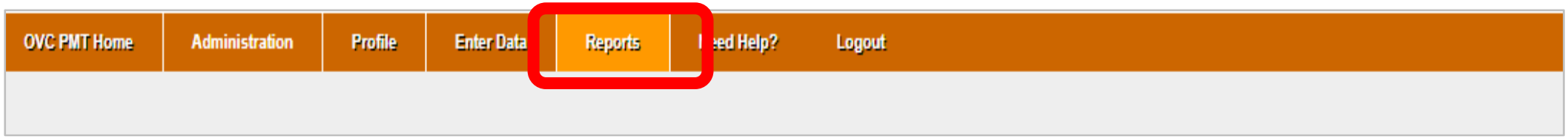
Question	Option	Response	Alert
GRANT ACTIVITY - Current Quarter Reporting			
Is this the last reporting period during which this award will have data to report?	Yes		
	No	√	
1. Was there grant activity during the reporting period?	Yes	√	
	No		
TASK FORCE MEETINGS - Baseline Questions			
2. Total number of partners participating in the initiative prior to grant funding.			Required
TASK FORCE MEETINGS - Current Quarter Reporting			

Completing Data Entry

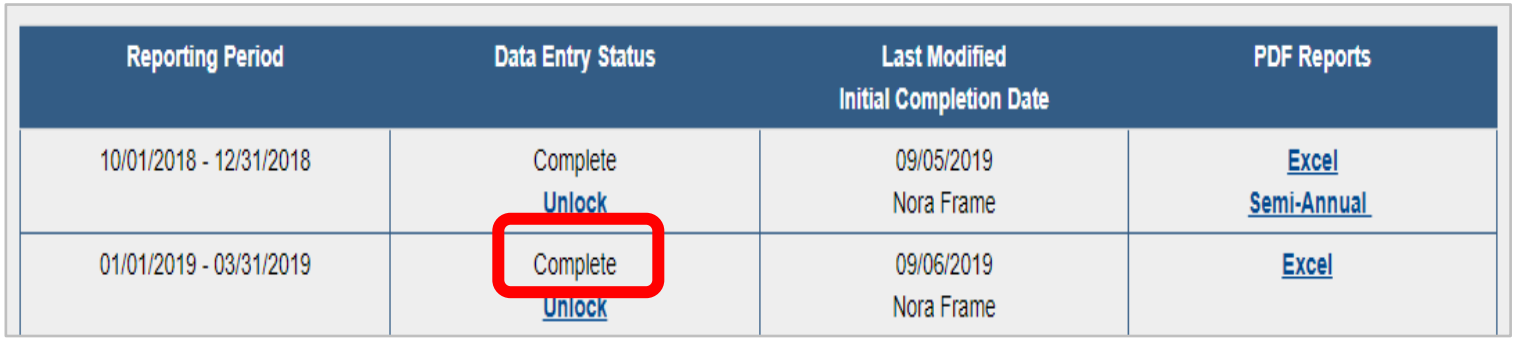


1. Confirm data is accurate.
2. Check the “Mark Data Entry as Complete” box.
3. Consider the “Additional Comments” box to document changes or information you want to share.
4. Click the Save button.

Reports Tab: Review Status

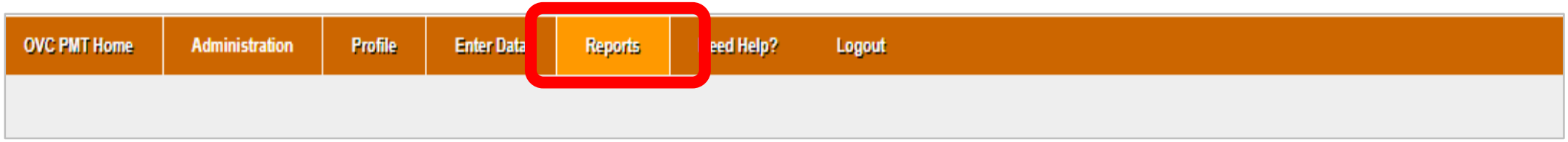


1. Navigate to the Reports tab.
2. Find the current quarter to see the status of that report.
3. During the reporting period, you can unlock your report.
4. If you need to make corrections after the reporting period closes, call the PMT Helpdesk to request they unlock the report.

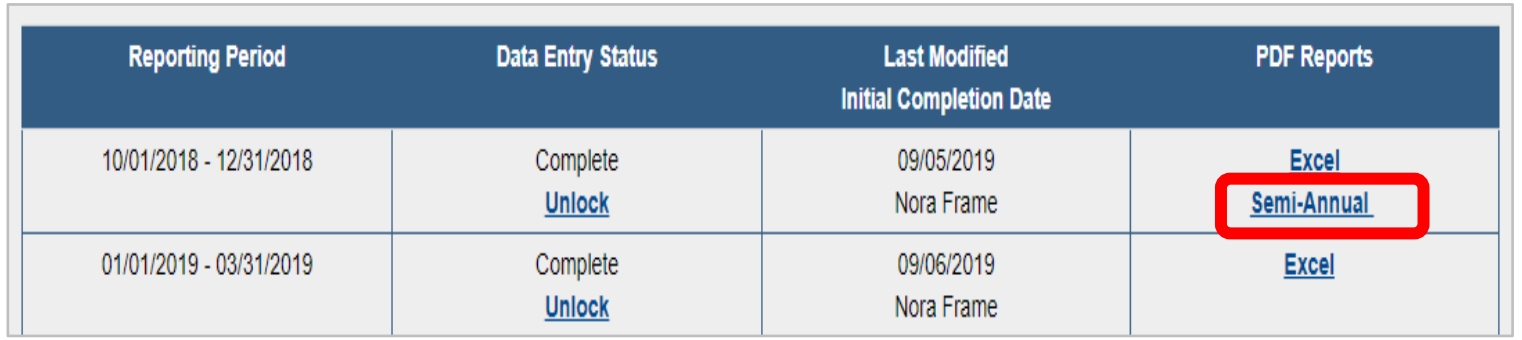


Reporting Period	Data Entry Status	Last Modified Initial Completion Date	PDF Reports
10/01/2018 - 12/31/2018	Complete Unlock	09/05/2019 Nora Frame	Excel Semi-Annual
01/01/2019 - 03/31/2019	Complete Unlock	09/06/2019 Nora Frame	Excel

Generating the Semiannual Report



1. On the Reports tab, select the applicable award number.
2. Select the link labeled “Semi-Annual PDF.”
3. Save the generated PDF report to your computer.
4. Upload PDF report into JustGrants by the reporting period due date.



Reporting Period	Data Entry Status	Last Modified Initial Completion Date	PDF Reports
10/01/2018 - 12/31/2018	Complete Unlock	09/05/2019 Nora Frame	Excel Semi-Annual
01/01/2019 - 03/31/2019	Complete Unlock	09/06/2019 Nora Frame	Excel

Which is the Correct Semiannual Report?

PDF = Correct

TVS-Test--All Sections Semiannual Performance Report

Transforming Victim Services Grant Program

Reporting Period:07/01/2018 - 12/31/2018

Grant Information

Grantee Legal name:TVS-Test--All Sections	**Project Start Date:** 2018-07-01
Award Number: 2015-VA-GX-9999	**Project End Date:** 2020-12-31
Award Amount: $ 12,454,957.00	**POC Name:** Test McExample
Grant Manager: Fakename Fakesurname	**POC PHONE:** (803) 734-0791
Solicitation Title: OVC FY 15 VOCA Victim Assistance Formula	**POC EMAIL:** test@test.gov
Project Title: FY 15 VOCA Victim Assitance Formula	

Performance Measures

Performance Measure	Baseline	First Quarter	Second Quarter	Current 6 mo. Total	% change (+/-) (Calculation)	Explanations of data from text boxes
TRAINING						
% Planned Trainings Conducted			12	12	92.31%	
% Participants Completed Training			100	100	55.56%	First Quarter: Second Quarter:

Excel = Incorrect

A1 | ORGANIZATION NAME:

	A	B
1	ORGANIZATION NAME:	TVS-Test--All Sections
2	POC NAME:	Test McExample
3	POC Email:	test@test.gov
4	POC Phone:	(803) 734-0791
5	Award number:	2015-VA-GX-9999
6		
7	Award Project Start Date:	7/1/2018
8	Reporting Project End Date:	12/31/2020
9	Reporting Period Start:	10/1/2018
10	Reporting Period End:	12/31/2018
11		
12		**Question**
13	**Grant Activity**	
14	CURRENT QUARTER REPORTING	1. Is this the last reporting period during which this award will have data to report? Yes

Justice Grants System–Semiannual Report

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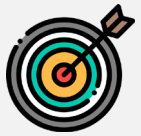
The Semiannual Narrative Questions

Describe the statuses of program goals and objectives.

Ask for technical assistance from Office for Victims of Crime (OVC) to address problems, delays, or adverse conditions.

Indicate if the agency is on track to fiscally and programmatically complete goals and objectives on time and within budget.

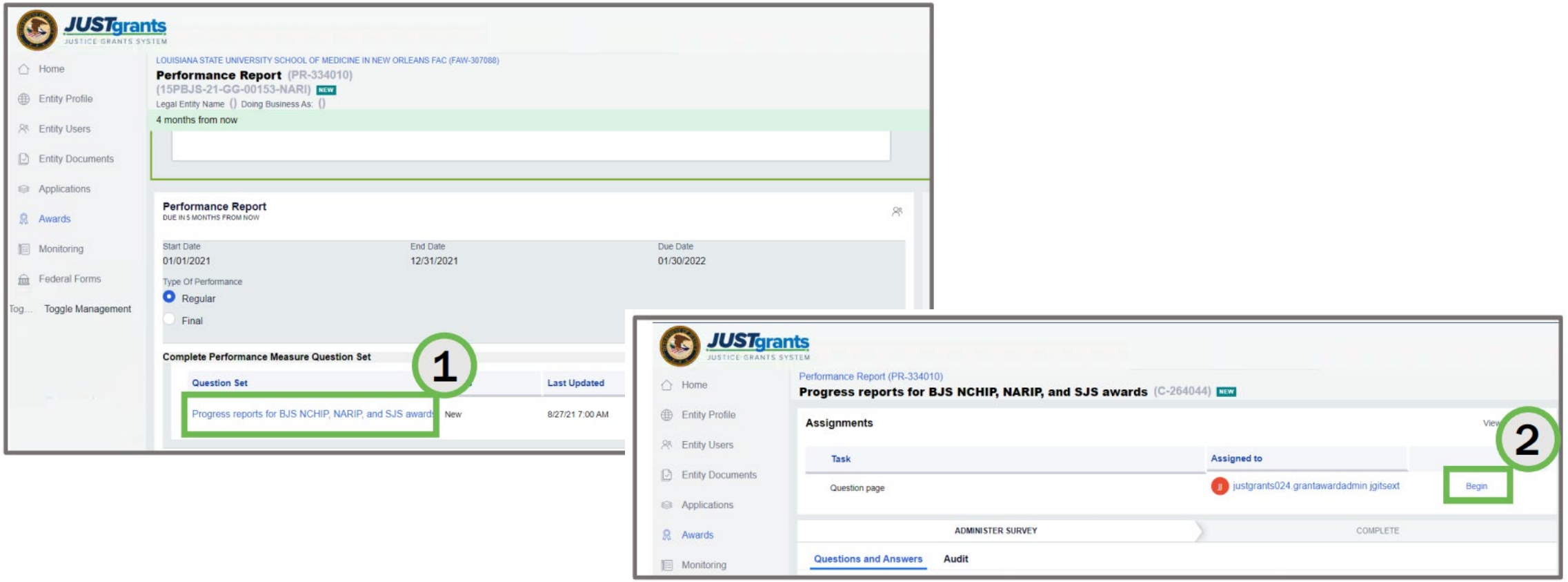


Describe significant developments during the reporting period.

Report goals and objectives for the next six months.

Indicate whether the program is sustainable after federal funds end.

Semiannual Report in JustGrants



[Completing a Question Set and Submitting the Performance Report (usdoj.gov)]

JustGrants System Resources

The following covers the process for submitting performance reports in JustGrants:

1. Locate a performance report.
2. Complete the necessary steps and requirements to submit a performance report.
3. Understand reporting periods and due dates.

https://justicegrants.usdoj.gov/training/training-performance-reporting#1n407h

Resources

Resources

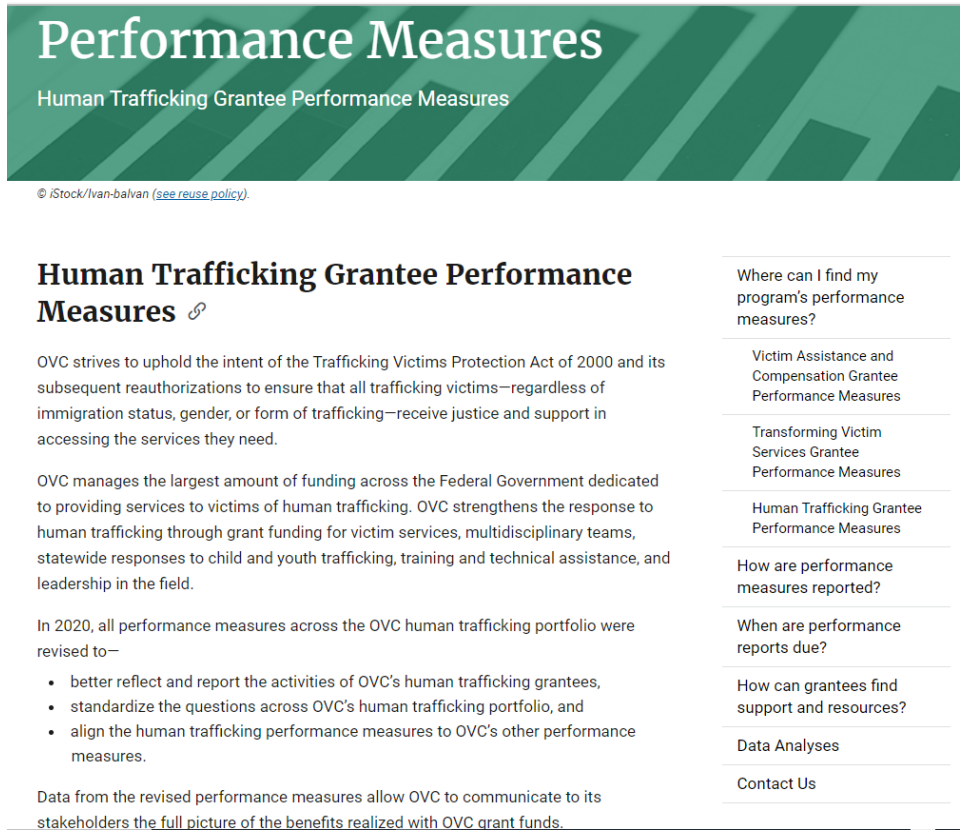
https://ovc.ojp.gov/funding/performance-measures/human-trafficking

Resources in PMT or on the OVC website:

- User guide for the PMT system.
- Recorded trainings and webinars on PMT and performance management topics.
- Updated Performance Measure Dictionary and Terminology Resource.

Performance Measure Dictionary and Terminology Resource

The OVC Performance Measure Dictionary and Terminology Resource is designed as a resource for terms used as part of OVC's performance data collection efforts. Check out this resource for standardized definitions and examples for easier reporting.



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JustGrants System Resources

Additional Resources for Reporting:

- Steps to trouble shoot: Troubleshooting Performance Reports Using Question Sets
- Uploading additional documents: Managing Deliverables in JustGrants
- Infographic: Submit Performance Report

How Can We Help?

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- Contact us with questions about a specific measure.
- Schedule a “Welcome to OVC Performance Management” session for new staff or for staff turnover.
- Consider a short 30-minute session via Webex to screen share and review your reports.
- Send questions, comments, and suggestions for technical assistance to the helpdesk.

Booz Allen Hamilton Internal

Which Helpdesk to Call?

PMT Tier 4 Helpdesk

- New user accounts in PMT
- Navigating or error messages in PMT
- Specific program performance measures in PMT or JustGrants

JustGrants Helpdesk

- Account creation, forgot password, roles, onboarding
- Navigation or error messages in JustGrants (e.g., how to find performance reports)
- Uploading attachments

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Contact Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 p.m. Eastern
Toll free number: 1–844–884–2503**

Email:
ovcpmt@usdoj.gov

Website:
https://ovc.ojp.gov/funding/performance-measures

** *Appointments are available outside of normal business hours by request.*

JustGrants

5:00 a.m.–9:00 p.m. Eastern
Toll free number: 1–833–872–5175

Email:
justicegrants.support@usdoj.gov

Website:
https://justicegrants.usdoj.gov/

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