



Helping Crime Survivors Find Their Justice

Attorney General Guidelines for Victim and Witness Assistance Annual Reports

Performance Measurement Tool Training

OVC Performance Management Team

Announcements

- This session is being recorded **and will be posted online at a later date.**
- Copies of these slides will be sent to all participants after the presentation.
- Type questions in the Question & Answer (Q&A) box, which will be summarized by the host and answered for the group.
- All participants are automatically muted upon entry.
- If you experience any technical difficulties, please send a private chat message to *Harif Balogun* and he will be able to assist you.





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Overview

Office for Victims of
Crime (OVC) Attorney
General Guidelines
Performance Measure
Reporting



Performance
Measurement Tool
(PMT)



Next Steps,
Resources, and
Contact Information

Performance Measure Reporting: Reports and Deadlines



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What Partners Need to Know

- Federal partners will begin using the OVC PMT to report performance measure data in **April 2024**.
- Federal partners should collect data on activity each fiscal year (i.e., reporting period).
- Upon receiving access to the PMT, federal partners should enter data for activity that occurred during FY 2023 into the PMT.

➤ **Fiscal Year (FY) 2023: October 1, 2022 to September 30, 2023**



Report Due Dates

Reporting Period	Submission Period	Deadline	What is Due?
October 1– September 30	April 1–April 22	April 22	Quantitative and qualitative (narrative) data

Reporting Questions

Introduction

Part I: Overview

Part II: Compliance with Guidelines
Applicable to all Components

Part III: Performance Measures

Performance Measurement Tool (PMT)



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Performance Measurement Tool (PMT) Access and Login Page

- **PMT:** A web-based reporting system in which grantees and OVC-funded partners can electronically submit quantitative and qualitative program performance data.
- Each federal partner will have an account created by the PMT team.
- Initial access will be granted to the organization point of contact (POC) provided to OVC by the federal partner.
- The POC will receive an auto-generated email from the OVC PMT Helpdesk with login instructions.
- The PMT website is <https://ojpsso.ojp.gov/>.
- After you log in, select “**OVC PMT.**”



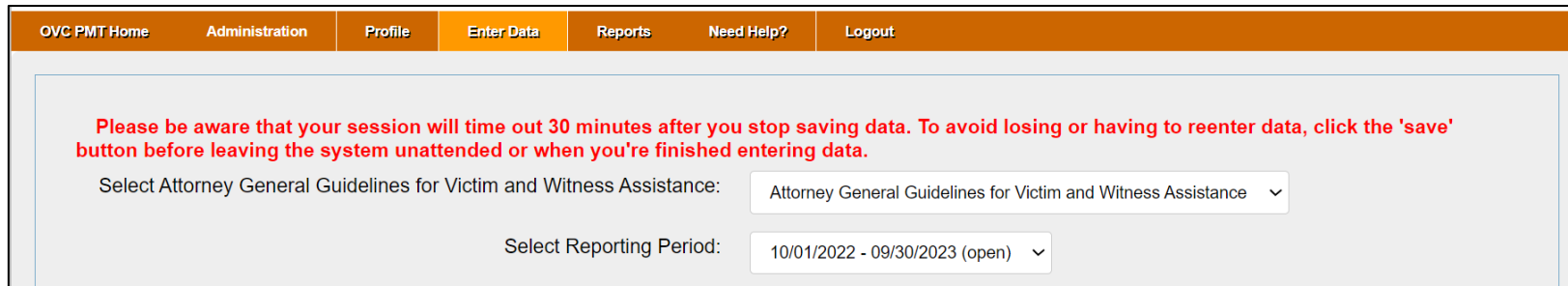
The screenshot shows the login page for the Performance Measurement Platform. At the top, it features the U.S. Department of Justice logo and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs Building Solutions • Supporting Communities • Advancing Justice". Below this is the title "Performance Measurement Platform". A red note states: "Note: The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above." A yellow button labeled "OVC PMT" is centered on the page. Below the button, a red warning says: "*** Staying Logged-In *** Keep this window open for navigation to all of your assigned OJP applications!". At the bottom, there are logos for BJA, OVC, OJJDP, and NIJ.



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Performance Measures

- After accessing the OVC PMT, some federal partners will only see the Attorney General Guidelines questions while other partners will see both the Attorney General (AG) and Interagency Agreement (IAA) questions.

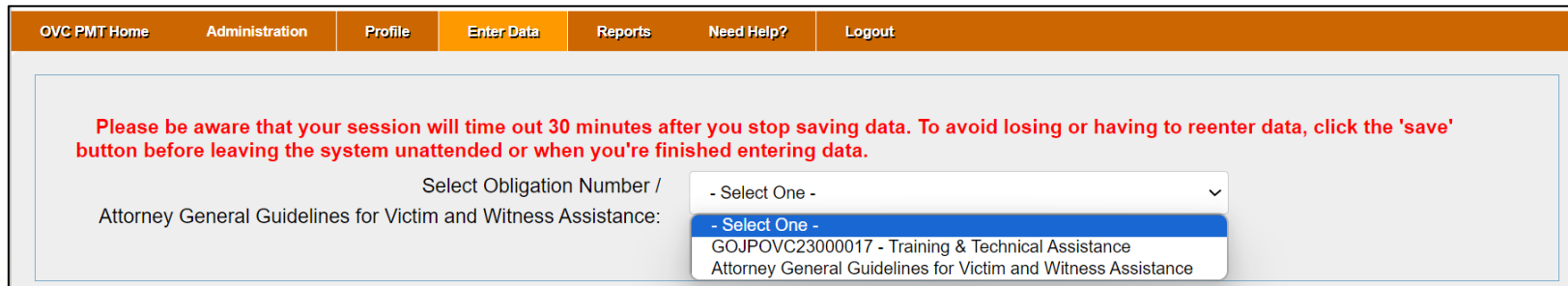


OVC PMT Home Administration Profile Enter Data Reports Need Help? Logout

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Select Attorney General Guidelines for Victim and Witness Assistance: Attorney General Guidelines for Victim and Witness Assistance ▾

Select Reporting Period: 10/01/2022 - 09/30/2023 (open) ▾



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

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Select Obligation Number / Attorney General Guidelines for Victim and Witness Assistance: ▾

- Select One -
- Select One -
- GOJPOVC23000017 - Training & Technical Assistance
- Attorney General Guidelines for Victim and Witness Assistance

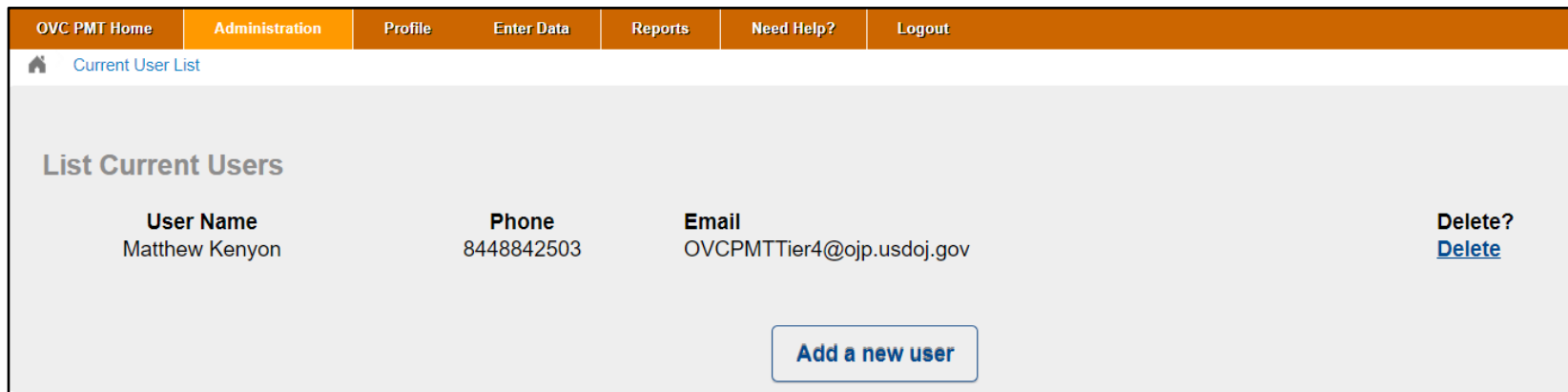
Main Navigation Menu

- **OVC PMT Home:** General information about your agreement and reports
- **Administration:** Details of federal agreements (including descriptions of obligations) and where to add new user information
- **Profile:** Contact information for your organization, organization POC, and agreements
- **Enter Data:** Data entry pages for performance measures
- **Reports:** Reporting statuses, current and past reports, and semiannual PDF reports
- **Need Help?:** Resources for using the PMT

OVC PMT Home	Administration	Profile	Enter Data	Reports	Need Help?	Logout
INFORMATION AND RESOURCES						
REPORTING SCHEDULE						

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).



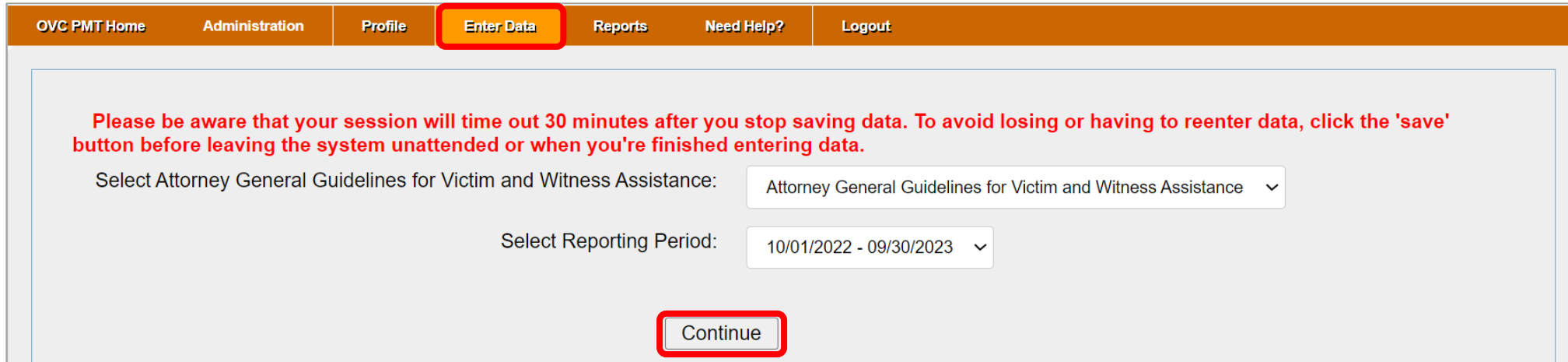
The screenshot shows the OVC PMT Administration interface. At the top, there is a navigation bar with tabs: OVC PMT Home, Administration (highlighted), Profile, Enter Data, Reports, Need Help?, and Logout. Below the navigation bar, there is a breadcrumb trail: Home > Current User List. The main content area is titled "List Current Users" and contains a table with the following data:

User Name	Phone	Email	Delete?
Matthew Kenyon	8448842503	OVC PMTTier4@ojp.usdoj.gov	Delete

Below the table, there is a button labeled "Add a new user".

Enter Data: Semiannual Reporting

- Always start with the “**Enter Data**” tab.
- The “**Enter Data**” tab shows semiannual report dates.



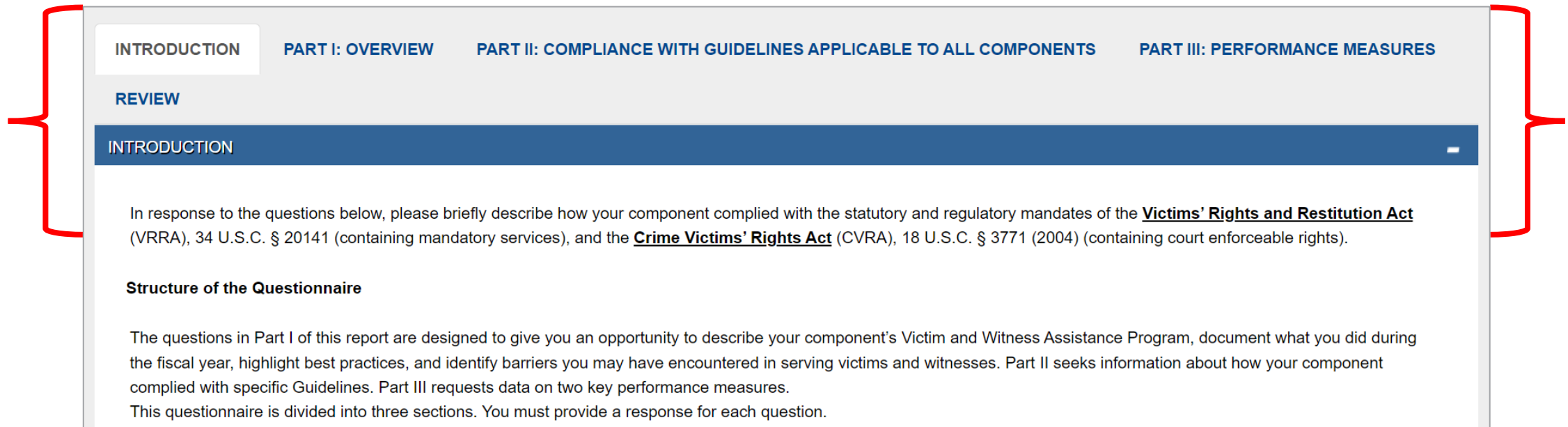
The screenshot shows the 'Enter Data' tab selected in the navigation menu. A red box highlights the 'Enter Data' tab. Below the navigation bar, a red warning message states: 'Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.' Below this message, there are two dropdown menus: 'Select Attorney General Guidelines for Victim and Witness Assistance:' with the value 'Attorney General Guidelines for Victim and Witness Assistance' and 'Select Reporting Period:' with the value '10/01/2022 - 09/30/2023'. A 'Continue' button is highlighted with a red box at the bottom center.



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

Enter Data: Questions

Questions appear in tab format. Select each tab or section to expand, view questions, and enter data.



The screenshot displays a web interface with a horizontal tabbed menu. The tabs are labeled: 'INTRODUCTION', 'PART I: OVERVIEW', 'PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS', and 'PART III: PERFORMANCE MEASURES'. Below the tabs is a 'REVIEW' button. The 'INTRODUCTION' tab is currently selected, and its content is visible in a white box with a blue header bar. The content includes a paragraph about the legal mandates of the Victims' Rights and Restitution Act (VRRRA) and the Crime Victims' Rights Act (CVRA). Below this is a section titled 'Structure of the Questionnaire' with a paragraph explaining the purpose of the report's questions and the structure of the questionnaire.

INTRODUCTION PART I: OVERVIEW PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS PART III: PERFORMANCE MEASURES

REVIEW

INTRODUCTION

In response to the questions below, please briefly describe how your component complied with the statutory and regulatory mandates of the Victims' Rights and Restitution Act (VRRRA), 34 U.S.C. § 20141 (containing mandatory services), and the Crime Victims' Rights Act (CVRA), 18 U.S.C. § 3771 (2004) (containing court enforceable rights).

Structure of the Questionnaire

The questions in Part I of this report are designed to give you an opportunity to describe your component's Victim and Witness Assistance Program, document what you did during the fiscal year, highlight best practices, and identify barriers you may have encountered in serving victims and witnesses. Part II seeks information about how your component complied with specific Guidelines. Part III requests data on two key performance measures.

This questionnaire is divided into three sections. You must provide a response for each question.

Enter Data: Instructions

Note: Hover over underlined question text for additional instructions.

1. Encouragement to Provide Services and Assistance

In what ways does your component provide assistance and services to victims?

test

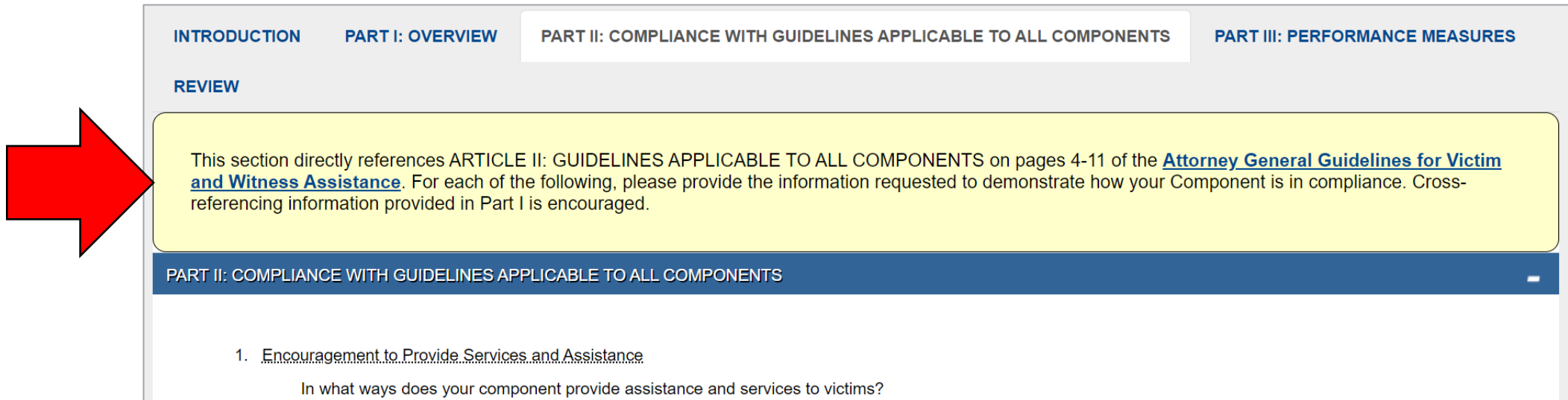
You have 1996

Instruction

Guideline Summary: A strong presumption exists in favor of providing, rather than withholding, assistance and services, including assistance from Department personnel to victims of crime.

Enter Data: Definitions

Each question set will have definitions at the top to help answer the performance measures in the section.

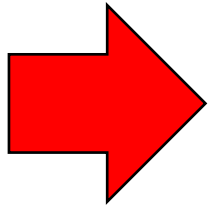


The screenshot shows a web application interface with a navigation menu at the top. The menu items are: INTRODUCTION, PART I: OVERVIEW, PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS (highlighted), and PART III: PERFORMANCE MEASURES. Below the menu is a REVIEW section. A yellow box contains the following text: "This section directly references ARTICLE II: GUIDELINES APPLICABLE TO ALL COMPONENTS on pages 4-11 of the [Attorney General Guidelines for Victim and Witness Assistance](#). For each of the following, please provide the information requested to demonstrate how your Component is in compliance. Cross-referencing information provided in Part I is encouraged." A red arrow points to this text. Below the yellow box is a blue header for "PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS". The main content area contains a list item: "1. Encouragement to Provide Services and Assistance
In what ways does your component provide assistance and services to victims?"

Enter Data: Show/Hide Function

- Automatic skip logics are embedded into the question sets. Pay attention to the instructions to ensure all questions are addressed accordingly.
- Federal partners should also pay attention to “+” and “-” buttons which indicate that additional information is available if the accordion is expanded.
- Federal partners should carefully scan the “**Review**” tab for alerts which indicate that required questions have not been answered and that some data is missing.
- Reports with missing data cannot be marked complete or submitted.

Enter Data: Show/Hide Function

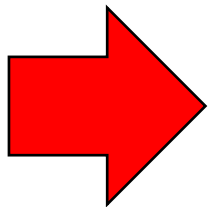


8. Does your component prosecute crimes where fines or penalties are imposed and then deposited into the Crime Victims Fund (CVF)? Include those fines or penalties imposed as part of deferred prosecution or non-prosecution agreements.

A. Yes

B. No

OR



8. Does your component prosecute crimes where fines or penalties are imposed and then deposited into the Crime Victims Fund (CVF)? Include those fines or penalties imposed as part of deferred prosecution or non-prosecution agreements.

A. Yes

B. No

If yes, what was your component's contribution to the CVF for this performance period?

You have characters left. (Maximum characters: 5000)

Completing Data Entry: Review Tab

INTRODUCTION PART I: OVERVIEW PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS PART III: PERFORMANCE MEASURES

REVIEW

REVIEW

Total Alert(s): 1

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.

Question	Option	Response	Alert
PART I: OVERVIEW			
1. Briefly describe your Victim and Witness Assistance Program, including the number of full-time and collateral employees serving victims and witnesses. If there is a description of your program on your component's website, you can provide a link to it in lieu of or in addition to a description here.			Required

Completing Data Entry: Review Tab

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

Completing Data Entry: Review Tab

OVC PMT Home Administration Profile **Enter Data** Reports Need Help? Logout

Reporting Period: 10/01/2022 - 03/31/2023 Attorney General Guidelines for Victim and Witness Assistance
Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

INTRODUCTION PART I: OVERVIEW PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS PART III: PERFORMANCE MEASURES

REVIEW

REVIEW +

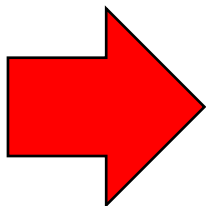
CONFIRMATION

Mark data entry as complete. The record will be locked for further data entry. **SAVE**

Additional Comments

You have 500 characters left. (Maximum characters: 500)

*Once data entry is complete for a reporting period, you can view performance data reports here.



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.
- Pay attention to **“+”** and **“-”** buttons which indicate that additional information is available within an accordion.
- **Save your work frequently**, as the PMT times out after 30 minutes of inactivity.

Reports Tab: Review Report Status

1. Navigate to the “**Reports**” tab.
2. During the reporting period, unlock a report yourself by selecting “**Unlock.**”
3. If you need to make corrections after the reporting period closes, call the PMT Helpdesk to request that they unlock the report.

Reports Tab: Review Report Status

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

AAA3- TEST AG

Select Attorney General Guidelines for Victim and Witness Assistance:

Attorney General Guidelines for Victim and Witness Assistance ▾

After marking your data entry as complete for the reporting period, your ability to enter data will be locked. The PMT will automatically create, a PDF-formatted Performance Data Report with the option to export data in Excel.

- If changes are needed and it's during a data submission period, select "unlock" to return the data entry status back to "In Progress".
- If changes are needed and the data submission period has ended, contact the OVC PMT help desk to request that the report is unlocked.

After submitting your Performance Data Report to OVC through the PMT, OVC will review the information. If any changes are requested from OVC, contact the OVC PMT help desk to request that the report is unlocked for you to make any necessary changes.

If any changes are made to the data, please remember to again mark data entry as complete to recreate the PDF. Replace the previous version in your files.

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	Reports
10/01/2022 - 09/30/2023	In Progress	02/26/2024	Annual PDF

Next Steps, Resources, and Contact Information



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Next Steps

- Partners should have collected data on activity conducted during the annual reporting period. For this reporting period, that would include activity conducted between October 1, 2022 and September 30, 2023. Gather data to ensure you are ready to report into the PMT.
- You will receive access to the PMT on April 1, 2024. Upon receiving access, login to the PMT and report activity that occurred during FY 2023.



Office for Victims of Crime Performance Measurement Tool – General Support

- Contact us with questions about a specific measure.
- Schedule a “Welcome to OVC PMT” session for new staff.
- Consider scheduling a short, 30-minute session via Webex to screen share and review your reports.
- Send questions, comments, and suggestions for technical assistance to the OVC PMT helpdesk.
- *Coming soon - visit our webpage for resources!*
<https://ovc.ojp.gov/funding/performance-measures>



Contact Information

Ashley Ellis

OVC Performance Management Coordinator

Ashley.R.Ellis@usdoj.gov

OVC PMT Helpdesk

ovcpmt@usdoj.gov

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



Helping Crime Survivors Find Their Justice

Thank you!



Helping Crime Survivors Find Their Justice



“This product was supported by contract number GS-00F-008DA, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.”