Announcements

- This session is being recorded and will be available on the OVC website.
- This session is for Human Trafficking grantees with an award from Fiscal Year (FY) 2020 or later.
- A copy of the slides will be sent to all participants after the presentation.
- Type your questions in the Q&A box and the team will respond.
- Type comments and responses to the presenter and participants in the chat box.
- All participants are automatically muted upon entering the session.
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Harif Balogun.

Webex Chat Practice

What is the fiscal year of your Human Trafficking award?
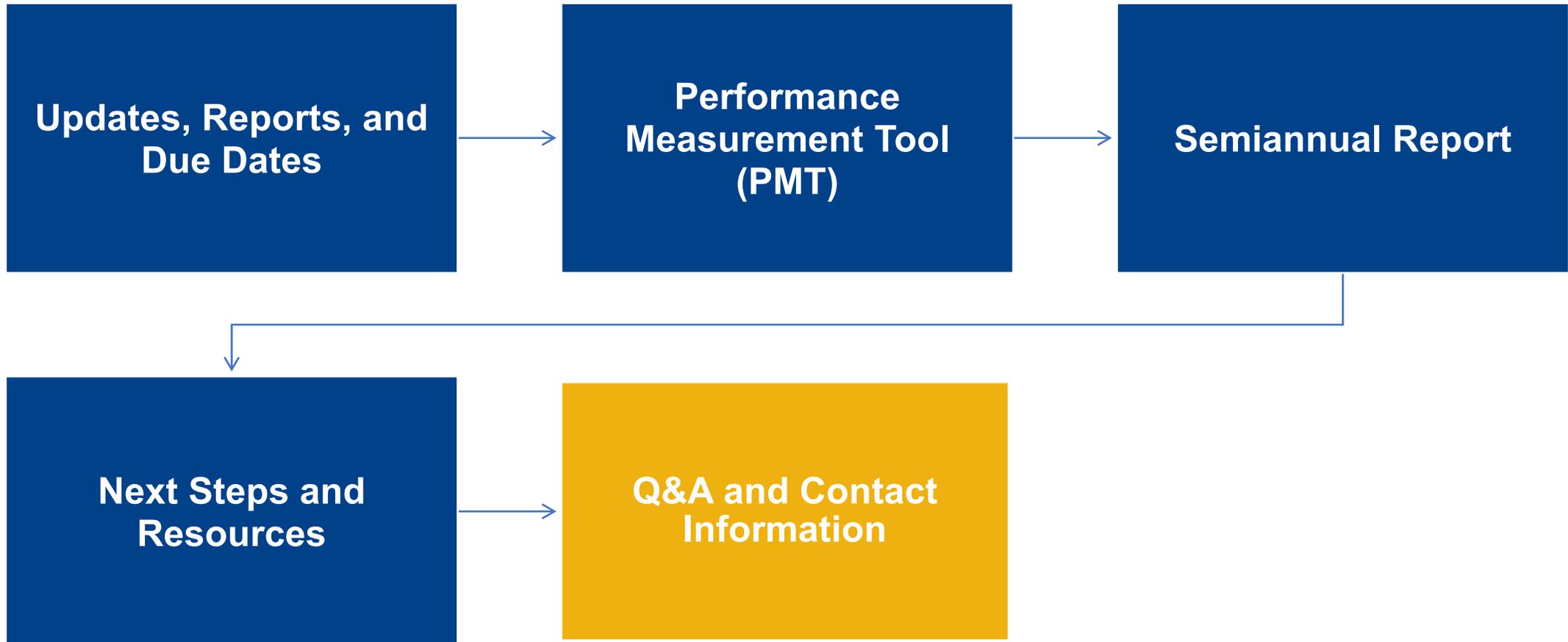
Post your answer in the chat box!

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Overview

```
Updates, Reports, and Due Dates  →  Performance Measurement Tool (PMT)  →  Semiannual Report
                                                                                    ↓
Next Steps and Resources  →  Q&A and Contact Information
```

Updates, Reports, and Due Dates

Updated Reporting Process

1. Why are we doing this? PMT is the best reporting system option at this time.
2. The PMT has a number of features that will reduce burden when reporting.
3. Performance measures are not changing, they are the same as you have been reporting the last two years.
4. If you have a 2018/2019 award that is reporting in TIMS in addition to a 2020-2022 award in PMT, those older awards will continue to report in TIMS until close out.
5. We encourage you to continue to use the Excel Data Spreadsheet as a job aid.
6. Reporting opens in October and you will be able to report on 3 periods of data in the PMT covering January to September 2022.

Updated Reporting Process

1. Human Trafficking grantees that have an award from FY 2020 or later will begin using the Office for the Victims of Crime (OVC) PMT to report performance measure data in October 2022.

2. Awards issued in FY 2019 and earlier that report in Trafficking Information Management System (TIMS) or the Bureau of Justice Assistance (BJA) PMT will not be affected and should continue to report in their current system.

3. Grantees are encouraged to continue using the Excel Data Spreadsheet as a job aid to gather data on grant activity each quarter over the life of the award.

October 2022 Reporting–What You Should Know

Upon receiving access to the PMT, grantees should enter data for grant activity that occurred in three separate quarters (Qs) into the PMT:

- FY 2022 Q2 (January to March 2022)—Data should already be tracked in the Data Excel Spreadsheet.
- FY 2022 Q3 (April to June 2022)—Data should already be tracked in the Data Excel Spreadsheet.
- FY 2022 Q4 (July to September 2022)—New data collected for the current reporting period.

Performance Measurement Tool 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

Report Types

Report Type	Definition
Quarterly Performance Measure Report	Three months of data on award activities entered in the PMT. <u>Combined with any subgrantee or partner data as applicable</u>.
Semiannual Report	This report includes quarterly data <u>and</u> 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

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Performance Measurement Tool

Performance Measurement Tool

- The PMT website address is: https://ojpsso.ojp.gov/.
- Each organization 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.

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.

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Performance Measurement Tool Login

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

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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 shows quarterly dates.

- Quarterly reports start at the enter data tab.

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

Enter Data: Quarterly Reporting System Default

Important Note: Grantees will have the option to unlock the October to December 2021 report to enter data for that quarter if they choose. However, grantees are not required to enter data for FY 2022 Q1; they only are responsible for FY 2022 Q2–Q4 (January to September 2022).

Enter Data: Grant Activity

1. Is this the last reporting period during which this award will have data to report?

   ○ Yes　**Closeout**

   ◉ No

2. Was there grant activity during the reporting period?

   ○ Yes

   ◉ No

   If No, please explain below. Skip to the Semiannual Reporting Questions during the applicable reporting periods.

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 <u>not</u> activity, select No and provide an explanation.

Enter Data: Question Banks

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

Baseline questions gather information about activities that occurred prior to the grant becoming operational. They are asked of new grantees during the first reporting period.

2. Total number of partners participating in the initiative prior to grant funding. [Number]

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.

BASELINE QUESTIONS

The baseline questions gather information about activities that occurred prior to the grant becoming operational. They are asked of new grantees d... first reporting period only.

1. Number of improvement initiatives **planned** for the duration of the current grant. `20`

2. Number of project deliverables **planned** for the length of the current grant. `40`

CURRENT QUARTER REPORTING `+`

Save & Continue   Exit Data Entry

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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**

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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 <u>cannot</u> be submitted and marked complete.

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Enter Data: Skip Patterns

CURRENT QUARTER REPORTING

Key Trafficking Population Measures

15. Total number of confirmed and/or potential victims of trafficking who received services during the reporting period.　[Number]

16. Total number of anonymous contacts received during the reporting period.　[Number]

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

　○ No (If No, skip to question 23)

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 need to complete the response within the table 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			

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Completing Data Entry

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.

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.

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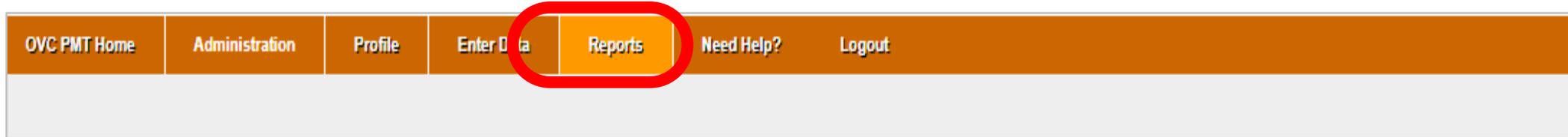
1. Navigate to the Reports tab.
2. Find the current quarter to see the status of that report.
3. During the reporting period, you can unlock your report.
4. If you need to make corrections after the reporting period closes, call the PMT Helpdesk to request they unlock the report.

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

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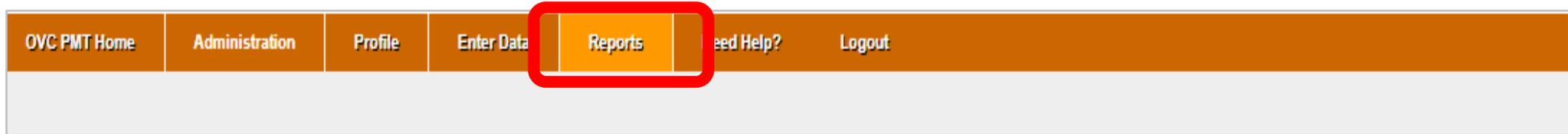
1. On the Reports tab, select the applicable award number.
2. Select the link labeled Semi-Annual PDF.
3. Save the generated PDF report to your computer.
4. Upload PDF report into JustGrants by the reporting period due date.

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

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Which is the Correct Semiannual Report?

PDF = Correct

Excel = Incorrect

PMT and JustGrants – Semiannual Reporting Steps

1. Go to the Reports tab
2. Select the award number
3. Scroll down to the latest reporting period
4. Click on the link labeled "Semi-Annual PDF"
5. PDF should generate, be sure to save it to desktop or in a file that can be located
6. Log into JustGrants and locate the Performance Report (PR) for the reporting period
7. Upload the PDF document that was downloaded from PMT to the JustGrants PR in the attachment section
8. Complete the semiannual narrative questions directly in JustGrants in the PR

Next Steps

Next Steps: Quarterly Reporting in Performance Measurement Tool

- Obtain a copy of your program's Performance Measures Questionnaire and identify which question banks are aligned with your award.

- Combine prime and subgrantee data into each quarterly report.

- All zeroes should represent a true value of zero.

- In January and July, generate and save a semiannual PDF from PMT then attach it to the performance report for that reporting period in JustGrants, complete the semiannual narrative questions in JustGrants, and submit the report.

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Next Steps for Fiscal Year 2022 Quarter 2–4 Data

- Collect the tracked data on performance measures going back to January 2022.
- Enter quarterly performance measure data in the PMT for grant activity that occurred in all three quarters.

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 Measures
Human Trafficking Grantee Performance Measures

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Human Trafficking Grantee Performance Measures 🔗

OVC strives to uphold the intent of the Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations to ensure that all trafficking victims—regardless of immigration status, gender, or form of trafficking—receive justice and support in accessing the services they need.

OVC manages the largest amount of funding across the Federal Government dedicated to providing services to victims of human trafficking. OVC strengthens the response to human trafficking through grant funding for victim services, multidisciplinary teams, statewide responses to child and youth trafficking, training and technical assistance, and leadership in the field.

In 2020, all performance measures across the OVC human trafficking portfolio were revised to—

- better reflect and report the activities of OVC's human trafficking grantees,
- standardize the questions across OVC's human trafficking portfolio, and
- align the human trafficking performance measures to OVC's other performance measures.

Data from the revised performance measures allow OVC to communicate to its stakeholders the full picture of the benefits realized with OVC grant funds.

Where can I find my program's performance measures?

Victim Assistance and Compensation Grantee Performance Measures

Transforming Victim Services Grantee Performance Measures

Human Trafficking Grantee Performance Measures

How are performance measures reported?

When are performance reports due?

How can grantees find support and resources?

Data Analyses

Contact Us

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.

How Can We Help?

- 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.

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

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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