

FVPSA PERFORMANCE PROGRESS REPORT (PPR) DATA CHECKLIST

The FVPSA PPR Data Checklist provides a brief overview of the grant performance data submission process. The following is a quick reference checklist to be used prior to monthly submission. It is not intended to be exhaustive.

Submission Deadlines:

Performance data is submitted on a quarterly basis, due no later than close of business according to the following deadlines:

1. For **Quarter 1** reporting period of July 1 – September 30: **October 15 (Narrative ?'s Due)**
2. For **Quarter 2** reporting period of October 1 – December 31: **January 15**
3. For **Quarter 3** reporting period of January 1 – March 31: **April 15**
4. For **Quarter 4** reporting period of April 1 – June 30: **July 15**

If you have any more questions regarding submission of your report, please reach out to your ICDVVA grant staff.

FVPSA Question Checklist:

- ✓ **Question 1A: Clients Served in Shelter**
 - Equals number of **NEW** children/youth, women, men, and not specified/other individuals (unduplicated)
- ✓ **Question 1B: Clients Served with Non-Shelter Services**
 - Equals number of **NEW** children/youth, women, men, and not specified/other individuals (unduplicated)
- ✓ **Question 2A: Race/Ethnicity**
 - Report the race and/or ethnicity of the clients served, including children and youth. Clients may self-identify in more than one category
 - The total of Q2A needs to equal Q1A + Q1B total
- ✓ **Question 2B: Age**
 - Report the ages of the clients served, including children and youth
 - The total of Q2B needs to equal Q1A + Q1B total
- ✓ **Question 2C: Other Demographics**
 - Report number of individuals needing language services, such as interpretation
 - Report number of individuals self-identifying as lesbian, gay, bisexual, transgender or queer (LGBTQ)
 - Report number of youth age 13-17 receiving services due to being a victim of dating violence
- ✓ **Question 3: Shelter Nights, Unmet Requests for Shelter, & Crisis/Hotline Calls**
 - **Shelter Nights**

- Indicate the number of shelter nights for each person who arrives and is provided a bed, including on-site shelter, safe home or hotel room.
 - Include victims of domestic violence and their dependents
 - Count the number of people housed times the number of nights
- **Unmet Requests for Shelter**
 - Count the number of unmet requests for shelter due to program shelter, safe homes or sponsored hotel rooms being at capacity or unavailable
 - Count adults only
 - DO NOT count individuals who were not served because their needs were inappropriate for the services of your program
- **Crisis/Hotline Calls**
 - Calls received on any agency line that relate to an individual or family in need of some kind of service
 - Do not need to have a dedicated hotline to count these types of calls
 - Count repeat callers and calls from third parties (e.g., family members)
- ✓ **Question 4A: Number of Children/Youth Receiving Crisis Intervention**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4B: Number of Children/Youth Receiving Victim Advocacy Services**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4C: Number of Children/Youth Receiving Individual or Group Counseling/Support Group**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4D: Number of Adult Victims Receiving Crisis Intervention**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4E: Number of Adult Victims Receiving Victim Advocacy Services**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4F: Number of Adult Victims Receiving Individual or Group Counseling/Support Group**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4G: Number of Adult Victims Receiving Criminal/Civil Legal Advocacy**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 4H: Number of Adult Victims Receiving Medical Accompaniment**
 - Report the number of clients who received each service

- Count each individual only once for each type of service
- ✓ **Question 4I: Number of Adult Victims Receiving Transportation Services**
 - Report the number of clients who received each service
 - Count each individual only once for each type of service
- ✓ **Question 5A: Community Education – Adults/General Population**
 - Number of Presentations & Number of Participants
 - Count the total number of presentations or trainings about domestic violence and/or services related to victims of domestic violence and their children.
 - Count the number of individuals in attendance
- ✓ **Question 5B: Community Education – Youth Targeted Education**
 - Number of Presentations & Number of Participants
 - Count the total number of presentations or trainings about domestic violence, dating violence, healthy relationships or available services for victims
 - count the number of individuals in attendance
- ✓ **Question 6: Service Outcome Data**
 - Outcome information may be collected for each service – shelter, support services and advocacy, counseling and support group
 - At a minimum, FVPSA requests outcome information on shelter services from programs that provide shelter services
 - There are two mandated questions that must be asked of clients
 - Because of the services I received, I feel:
 - I know more about community resources (yes or no)
 - I know more ways to plan for my safety (yes or no)
 - For each service, count the number of surveys completed and the number of yes responses to each question
- ✓ **Question 7: Total Domestic Violence Program Budget:**
 - The sum of your total annual budget
 - Report ALL funding sources
- ✓ **Question 8: Narrative Responses**
 - Only need to be answered during the fourth quarter reporting period (July-September)