

## VOCA PERFORMANCE MEASUREMENT TOOL (PMT) DATA CHECKLIST

The VOCA PMT 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.

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### 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.

### List of Resources:

- ✓ **Definitions**
- ✓ **Template**

### VOCA PMT Question Checklist:

- ✓ **Question 1: All Individuals Served During Reporting Period**
  - Equals new + continuing individuals served (unduplicated)
- ✓ **Question 2: Anonymous Contacts**
  - Equals all anonymous individual contacts (typically hotline callers)
- ✓ **Question 3: New Individuals Served Only**
  - Equals new individuals served only
  - Q1 total is less than or equal to Q3 total
  - For Quarter 1, Q1 total equals Q3 total
  - If system cannot track new clients, then Q3 equals 0
- ✓ **Question 4: Demographic Information of all New Individuals (Q3) Served**
  - Q4 total equals Q3 total
  - If individual does not self report demographic information, their individual count goes toward “Not Tracked” category
  - If system cannot track a particular category, “NT” is used NOT “0”
- ✓ **Question 5A: Victimization Types for All Individuals (Q1) and Anonymous Contacts (Q2)**
  - Answer reflects victimization types for all individuals (Q1) and anonymous contacts (Q2)

- Victimization type is only selected once per individual and anonymous contact
- Explanations are entered into the narrative field when data is entered into the numeric field
- “N/A” is entered into the narrative field when “0” is entered into the numeric field

Example:

Hate crimes: numeric field = “0” and Please Explain = “N/A”; OR Hate crimes: Numeric Field: “5” and Please Explain = “Race, sexual orientation, religion...”

- The “Other” category is only used when no other type of victimization applies
- Attempted crimes or witnesses to crimes are categorized under that victimization type
- ✓ **Question 5B: Individuals with more than one Victimization Type**
  - The sum of all individual and anonymous contacts as well as number of individuals who with more than one victimization is less than or equal to total victimizations. (Q1 total + Q2 total + Q5B total is less than or equal to Q5A total)
- ✓ **Question 5C: Special Classification of Individuals (Self-reported)**
  - Self-reported special classifications are inputted and does not exceed the sum of all individual and anonymous contacts (Q1 total + Q2 total)
- ✓ **Question 6: Individuals Assisted with Victim Compensation Application**
  - Total reflects number of individuals assisted with victim compensation application (regardless of whether it was submitted)
  - Total does not reflect number of applications provided but assistance instead
- ✓ **Question 7: Service Types**
  - All applicable service types are selected
- ✓ **Question 8: Services Provided**
  - “Number of individuals who received services in this category” is less than or equal to all individuals and anonymous contacts combined (Q1 total + Q2 total)
  - “Number of individuals who received services in this category” is less than or equal to the total of all the “number of times services were provided in each subcategory”

Example:

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. Information & Referral	
Enter the <u>number of individuals</u> who received services in this category	<input type="text" value="125"/>
Enter the number of times services were provided in each subcategory.	
A1. Information about the criminal justice process	<input type="text" value="60"/>
A2. Information about victim rights, how to obtain notifications, etc.	<input type="text" value="125"/>
A3. Referral to other victim service programs	<input type="text" value="25"/>
A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	<input type="text" value="10"/>
	Total services: 220