



# NCAI Fund Victim Services Micro-grant Performance Measurement Reporting

NOVEMBER 5, 2020

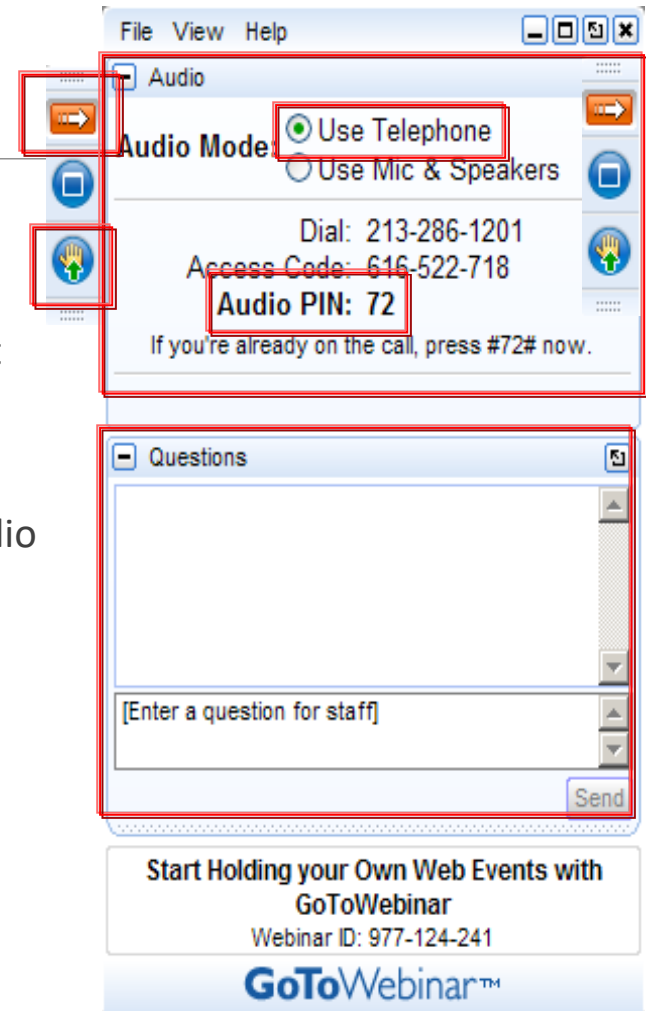
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# Before we begin...

Here are some friendly housekeeping reminders:

1. Your control panel will appear on your user screen.
2. To minimize the control panel, use the orange arrow at the top left panel.
3. All attendees will be muted during the presentation.
4. Once you call into the meeting call line, enter your Audio PIN shown on your control panel.
  - i. In Audio: you can view, select, and test your audio.
5. Use the questions box on your panel to submit questions and responses via text.
6. During the discussion portion, please 'raise' your hand by clicking the hand icon to signal to be unmuted.
7. Everyone will receive an email with a link to a survey about today's session.
8. A recording of the webinar will be made available on [www.tribalvictimservices.org](http://www.tribalvictimservices.org).



# Welcome

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Goal: To explain the Department of Justice, Office for Victims of Crime (OVC) Performance Measurement Reporting requirements and provide guidance on how to maintain victim safety.

## Panelists:

- Lonna Hunter, Tribal Victim Resource Specialist, Tribal Law and Policy Institute
- Kelly Crowe, Project Director, FirstPic, Inc.

# What is Performance Measurement Reporting?

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- Per the Government Performance and Results Act of 1993 (GPRA), OVC is required to establish a planning and reporting framework to communicate progress in order to assist Federal agencies to focus on their highest priorities.
- With an expressed goal to create a climate where qualitative and quantitative data play a much greater role in policy, budget, and management assistance.

# What is Performance Measurement Reporting?

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- Performance Measurement is the regular collection of data to assess a set of standard performance measures for consistent data reporting across the country, tribes, and states.
- The qualitative and quantitative data you share will tell a story of what is happening for victims in Indian Country under the NCAI Fund Victim Services Micro-grant Program. Answering critical questions, such as:
  - Are victims needs being met in Indian Country?
  - What are emerging issues (COVID-19, wildfires, hurricanes)?
  - Stories of successes.
  - All of this data will speak to trends, needs, and gaps in safety or victim services. This information can assist decision and policy makers for future funding/needs.

# How your tribal program can use the data

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Subgrantees (That's you!) can use data to monitor progress and identify areas of additional need.

Data can also be used for strategic planning by evaluating past performance and setting reasonable goals, objectives, and targets for future awards.

# Confidentiality and Reporting Requirements-Victims of Crime Act and Victims Assistance in Indian Country

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## 28 CFR § 22.1 – Purpose:

(a) Protect privacy of individuals by requiring that information identifiable to a private person obtained in a research or statistical program may only be used and/or revealed for the purpose for which obtained;

(b) Insure that copies of such information shall not, without the consent of the person to whom the information pertains, be admitted as evidence or used for any purpose in any judicial or administrative proceeding;

...

(f) Insure the confidentiality of information provided by crime victims to crisis intervention counselors working for victim services programs receiving funds under (the Act).

# Confidentiality and Reporting Requirements

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- Subgrantees must have a policy to protect the confidentiality of victims' names, addresses, telephone numbers and other identifying information.
- Subgrantees must submit quarterly performance measurement data (number of victims served, in the aggregate) to demonstrate that you are utilizing funding to serve victims of crime.
- You may need to develop an internal control of how the funding is spent, what resources or referrals are provided by advocates, any transportation or mileage to/and from court, hospital, clinic, etc. for victims of crime.



# Sample of Data Template for Internal Control

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- OVC and NCAI Fund will never ask you to share personal identifying information about any victim you serve in your program.
  - LOA requirement to report breaches of Personally Identifying Information (PII)
- However, you may still need to consider developing your program's own internal tracking mechanism. This is in case there is ever a question regarding the number of victims you served. These questions can come from the Federal Office of the Inspector General (OIG).
- What can an internal tracking mechanism look like? OVC has provided a sample document. However, it may be linked to a victim's personal identifying information, so there are some considerations before implementing/utilizing this document or any other document you choose to develop internally.

# I. Population Demographics

Victim Assistance Data Tracking QUARTER 1	I. Population Demographics		
	Complete each reporting period.		
Individual ID	<b>New Individual?</b> If NEW INDIVIDUAL, enter a value of 1 below. Do not include anonymous contacts here.	<b>Anonymous Contact?</b> If ANONYMOUS, enter a value of 1 below.	<b>Continuing Individual?</b> If CONTINUING, enter a value of 1 below. If your organization cannot track new individuals, please indicate the individual as a "continuing individual."
<b>Add New Row</b>			
<b>SUM</b> (auto-calculated)	0	0	0

# I. Population Demographics – Victim IDs and Confidentiality

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How can you keep track of victims without using their name(s), birthdates, or social security numbers?

- You can assign a number, words, or succession of letters to identify the individual victim i.e. 1111A, Tribal25, Sunflower, or something in your language
- Be sure to keep a key code or documentation of victims' names SEPARATE from the internal reporting document
- This will need to be on a password protected computer, in a locked cabinet, and not “online,” rather in a folder located on a computer with limited access by 1-2 employees

# I. Population Demographics

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- A NEW INDIVIDUAL is someone who received services through your agency for the first time.
  - For the first report, all victims are considered NEW INDIVIDUAL's even if they had previously received services through your agency.
- An ANONYMOUS INDIVIDUAL is when individuality of the contact cannot be established. (Example: through a hotline or online chat)
- A CONTINUING INDIVIDUAL is someone who has received tracked services through your agency in a previous reporting period of the grant.

# I. Population Demographics

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**Question 1: TOTAL** number of individuals who received services during the reporting period.

- DO NOT COUNT ANONYMOUS CONTACTS HERE
- It is important to note that this question is asking you for the unduplicated **total** number of victims served, regardless of the crime type or services.
  - Example: Rose was sexually assaulted as she was leaving the casino, and stopped for gas, she believes she may have been followed, her purse was stolen during the assault, and the sexual assault triggered her child sexual abuse and was unable to sleep at night (Please refer to sample template)
    - Only count Rose once.

# I. Population Demographics

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**Question 2: TOTAL** number of anonymous contacts received during the reporting period.

- Anonymous contacts might be from a hotline, online chat, or other mechanism where the individual does not provide any identifying information.
- If your program does not have anonymous contacts, enter 0.

# I. Population Demographics

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**Question 3:** Is your organization able to track new individuals for this reporting period? (Yes or No)

- If you answer Yes, you will also answer questions 4 and 5.
  - In the first reporting period, you must answer Yes as all individuals are new to the grant program.
- If you answer No, questions 4 and 5 will not be visible and you will not have to answer them.
- Remember this has everything to do with Confidentiality as we covered earlier, when your program sets up an internal process that connects personal identifying information with a victim.

# I. Population Demographics

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**Question 4:** Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency for the first time during the reporting period?

- Report only the number of individuals who received services for the first time during this reporting period (NEW individuals), this number is unduplicated during this reporting period.
  - If you are serving Rose again in a second reporting period, Rose will be counted as a continuing individual.



# I. Population Demographics

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## Question 5: Demographic Information – do you track:

- Race/Ethnicity
  - Gender
  - Age
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- If you do not track this demographic data, answer “No”.
  - *Complete Question 5 based on those individuals identified in Question 4 (NEW INDIVIDUALS during this reporting period).*

# Remaining Data to Collect on ALL individuals

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## I. POPULATION DEMOGRAPHICS

### ■ **Q. 6 Types of Victimization**

- An individual MAY be counted in more than one victimization type. An individual MAY NOT be counted more than once within the same victimization type.

### ■ **Q. 6(c) Special Classification of Individuals**

- An individual MAY be counted in more than one classification.

## II. DIRECT SERVICES

### ■ **Q. 9 Total Number of Individuals who received services by service type AND number of times each service was provided during reporting period**

- Information and Referral
- Personal Advocacy/Accompaniment
- Emotional Support or Safety Services
- Shelter/Housing Services
- Criminal/Civil Justice System Assistance

# Types of Victimization – ALL individuals

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- Adult Physical Assault (includes aggravated and Simple Assault)
- Adult Sexual Assault
- Adults Sexually Assaulted/Assaulted as Children
- Arson
- Bullying (verbal, cyber, or physical)
- Burglary
- Child Physical Abuse or Neglect
- Child Pornography
- Child Sexual Abuse/Assault
- Domestic and/or Family Violence
- DUI/DWI Incidents
- Elder Abuse or Neglect
- Hate Crime (Racial, Religious, Gender, Sexual Orientation, Other)
  - Hate Crime Explanation
- Human Trafficking (Labor)
- Human Trafficking (Sex)
- Identity Theft/Fraud/Financial Crime
- Kidnapping (non-custodial)
- Mass Violence (Domestic/International)
- Other Vehicular Victimization (Hit and run)
- Robbery
- Stalking/Harassment
- Survivors of Homicide Victims
- Teen Dating Victimization
- Terrorism (Domestic/International)
- Other
  - If other, please explain

**NOTE:**

There is a separate box to include the total number of individuals who presented with multiple victimization types.

If the type of victimization is unknown, please include in “Other”.

# Special Classification of Individuals

## - ALL individuals

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- Deaf/Hard of Hearing
- Homeless
- Immigrants/Refugees/asylum Seekers
- LGBTQ
- Veterans
- Victims with Disabilities (Cognitive, Physical, Mental)
- Victims with Limited English Proficiency
- Other
  - Please explain

# II. Direct Services

Victim Assistance Data Tracking QUARTER 1	II. Direct Services 7. Was the individual assisted with a Victim Compensation application during the reporting period?
Individual ID	<p>If yes, enter a value of 1. An individual may be counted even if he or she did not submit the application. Simply providing an individual with an application does NOT qualify as assistance.</p>
Add New Row	
SUM (auto-calculated)	0

## II. Direct Services – ALL individuals

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- Was the individual assisted with a Victim Compensation application during the reporting period?
- Select the type(s) of services provided by your organization during the reporting period
  - A. Information & Referral
  - B. Personal Advocacy/Accompaniment
  - C. Emotional Support or Safety Services
  - D. Shelter/Housing Services
  - E. Criminal/Civil Justice System Assistance

# Total number of individuals who received services by service type – ALL Individuals

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## Information and Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notification, etc.
- Referral to other victim services programs
- Referral to other services, supports, and resources (includes legal, medical, faith based, address confidentiality, etc.)

**NOTE: This will also require the number of times each service was provided during the reporting period.**

# Total number of individuals who received services by service type – ALL Individuals

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## **Personal Advocacy/Accompaniment**

- Accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (assistance in applying for public benefits, return of personal property or effects)
- Performance of medical forensic exam or interview, or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services

**NOTE: This will also require the number of times each service was provided during the reporting period.**



# Total number of individuals who received services by service type – ALL Individuals

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## **Emotional support or safety services**

- Crisis Intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)
- Individual Counseling
- Support groups (facilitated or peer)
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
- Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

**NOTE: This will also require the number of times each service was provided during the reporting period.**

# Total number of individuals who received services by service type – ALL Individuals

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## **Shelter/Housing services**

- Emergency shelter or safe house
- Transitional housing
- Relocation assistance (includes assistance with obtaining housing)

**NOTE: Please count the number of bed nights rather than the individual receiving the service, for Example: Rose only spent one night in Emergency Shelter (please refer to Sample Template Examples)**

# Total number of individuals who received services by service type – ALL Individuals

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## **Criminal/Civil Justice System Assistance**

- Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g., custody, visitation, or support)
- Other emergency justice-related assistance
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel

NOTE: Child Forensic Exams Should be reported under this category under Prosecution interview and Law Enforcement interview advocacy/accompaniment, and Criminal Advocacy/Accompaniment

# III. Annual Reported Outcomes

<b>Victim Assistance Data Tracking QUARTER 1</b>	<b>III. Subgrantee Annually Reported Outcomes</b>		
<i>Although these outcomes are reported only in the final reporting period, gather the following data throughout the fiscal year:</i>			
<b>Individual ID</b>	<b>Was the client's request for services unmet because of organizational capacity issues? If yes, enter a value of 1 below.</b>	<b>Did the client receive a survey? (Includes, but not limited to, those distributed by hand, mail, or electronic methods) If yes, enter a value of 1 below.</b>	<b>Did the client complete a survey? If yes, enter a value of 1 below.</b>

# Narrative Questions – Specific to NCAI Fund Micro-grant Program

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- Please describe ongoing successes in your program.
- Are there challenges or barriers your victim service program has faced, internal or external, that you did not anticipate? Please describe.
- Training and Technical Assistance:
  - Please describe additional topics for training or technical assistance you would like to receive. What types of information, resources, tools (such as templates, or assistance) would your program benefit from?
  - What is your preferred method of T/TA delivery (*i.e.*, webinars, in-person training, regional trainings, peer-to-peer, etc.)?
- Are you on track to fiscally and programmatically complete your program as outlined in your grant application? Please answer YES or NO and if no, please explain.
- What are specific challenges or barriers facing victims of crime during this time of COVID-19, or natural disasters? [optional]
- Are there issues that are out of scope of the current funding stream that are an ongoing need in your community? [optional]

# III. Annual Reported Outcomes

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These outcomes are reported only in the final reporting period of each federal fiscal year (October 1-September 30), gather the following data throughout the fiscal year:

- Number of requests for services unmet because of organizational capacity issues as well as an explanation?
- Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?
- Does your organization formally survey clients for feedback on services received? (Yes or No) – If Yes, you will be required to complete the following two questions
  - Number of surveys distributed (includes, but is not limited to, those distributed by hand, mail, or other methods).
  - Number of surveys completed.
- Please discuss some of the challenges your victim assistance program faced during the course of the Federal fiscal year (October 1-September 30).

# Annual Reported Outcomes (cont.)

- Please use this space to describe your project
- Please use this space to describe the changes you have seen in your community since you began your project.

# Program Reporting Period

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## **Award Period: October 1, 2020 to June 30, 2022**

- First Program Report due: January 8, 2021
- Program Report due: April 9, 2021
- Program Report due: July 9, 2021
- Program Report due: October 8, 2021
- Program Report due: January 7, 2022
- Program Report due: April 8, 2022
- Final Program Report due: July 8, 2022



# Training and Technical Assistance Webinars 2020

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## Upcoming Webinars

- **November 17, 2020:** Community Needs Assessment and Privacy Certificates (Part 1) Webinar at 10:00am PT/11:00am MT/12:00pm CT/1:00pm ET
  - Only for subgrantees who will be completing a Needs Assessment
- **December 1, 2020:** Tribal Codes for Victim Services Webinar at 10:00am PT/11:00am MT/12:00pm CT/1:00pm ET
- **December 3, 2020:** Community Needs Assessment and Privacy Certificates (Part 2) Webinar at 10:00am PT/11:00am MT/12:00pm CT/1:00pm ET
- **December 8, 2020:** Financial Online Reporting Webinar (repeat) at 10:00am PT/11:00am MT/12:00pm CT/1:00pm ET
- **December 15, 2020:** Strategic Planning Webinar at 10:00am PT/11:00am MT/12:00pm CT/1:00pm ET
  - Only for subgrantees who will be completing Strategic Planning

# Questions?

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1. Use the questions box on your control panel to submit questions and responses.
2. 'Raise' your hand by clicking the hand icon to signal to be unmuted.

# Contact Info

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General questions:

- [microgrants@ncai.org](mailto:microgrants@ncai.org)

TA Questions:

- Lonna Hunter, Tribal Law & Policy Institute, [lonna@tlpi.org](mailto:lonna@tlpi.org)
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