
 THE FOLLOWING IS A BROADCAST EMAIL TO ALL OVS FUNDED VICTIM ASSISTANCE PROGRAMS

Dear Colleague:

The Office of Victims of Crime (OVC) has reviewed New York's Performance Measurement Tool (PMT) Reports and found a number of data inconsistencies and errors. As a result, all three of your PMT Reports have been unlocked by in order for you to review them for accuracy and make changes where appropriate to measurement data for the period **October 1, 2015 – June 30, 2016**.

Below is a list of common data inconsistencies and errors made by Victim Assistance Programs (subgrantees), along with comments from OVC regarding expected data values. Please use the comments below to review your data and confirm the accuracy of the data or provide corrections. If you determine that the data contains errors, please correct it in the PMT system at <https://www.ovcpmt.org>. **This data entry must be completed by COB September 21, 2016.** If you have any questions, please contact your assigned OVS contact.

Section/Question	OVC Comments
Population Demographics Question 1	Some subgrantees have changed their response to the checkbox between quarters. As this question gauges whether subgrantees are able to provide a unique and unduplicated count of individuals served during the reporting period, this response should not change over time unless there is a significant change in the subgrantees data collection process.
Population Demographics Question 2	Several subgrantees have changed their response to question 2 between quarters. A subgrantees response to this question should not change unless the subgrantee has implemented new methods for tracking individuals throughout the Federal fiscal year.
Population Demographics Question 3	Some subgrantees have changed their response to question 3 between quarters. A subgrantees response to this question should not change unless the subgrantee has implemented new methods for tracking new individuals from quarter to quarter. Some subgrantees select "C. No, Other Reason" in response to question 3 and then explain in the corresponding textbox that they are in the process of updating their data collection process and that efforts are underway to track the data as requested. If subgrantees are unable to track due to the need to update their data collection process, the correct response to question 3 is "B. No, Not Tracked".

	For question 3, some subgrantees selected response B or C (indicating that they are unable to track new individuals across quarters) yet reported a number of new individuals in questions 4 and 5. These subgrantees need to delete their responses to question 4 and 5. A validation has been added to the PMT to automatically skip questions 4 and 5 if a subgrantee indicates that they are unable to track new individuals in question 3.
Population Demographics Question 4	In Quarter 1, many subgrantees reported a greater number of individuals in question 1 than in question 4. For the first reporting period of each fiscal year (October – December), ALL clients should be counted as new to establish a baseline for the year; therefor question 4 should equal question 1 in Quarter 1.
Population Demographics Question 5	Some subgrantees reported nearly all individuals under “race/gender/age not reported” in one quarter, but then reported almost all individuals as “race/gender/age not tracked” in another quarter. If the subgrantee was not collecting demographic information during the reporting period, then those individuals should be reported under the “not tracked” category. If the subgrantee is currently unable to track demographics due to the need to update their data collection system, then individuals should be reported in the “not tracked” category.
	Some subgrantees reported all individuals under “race/gender/age not tracked” in one quarter, but were then able to report on the race/gender/age of almost all individuals in another quarter. This information should be the same unless there was a change in the subgrantees’ data collection process.
	Some subgrantees reported a number of individuals in the “other gender” category but did not provide an explanation in the provided textbox. Subgrantees are required to provide a response explaining what their organization means by “other gender”.
Population Demographics Question 6	Some subgrantees have reported a larger number of individuals in a victimization category than total individuals reported in question 1. Individuals may be counted in more than one victimization type, but they cannot be reported more than once within the same victimization. The total number of individuals reported under each victimization category should not be greater than the total number of individuals served.
Direct Services Question 9	Some subgrantees reported a higher number of individuals in question 9 (A, B, C, D, E) than reported in question 1. Individuals may be counted in more than one subcategory but they cannot be reported more than once within the primary service area (A, B, C, D, and E).
	Some subgrantees reported that they served individuals within a service category (A, B, C, D, E), but did not report on the number of times services were provided in the subcategories (A1, A2, A3, etc.). Subgrantees should be able to report on the number of times services were provided in the service subcategories.

On behalf of the New York State Office of Victim Services, thank you for your commitment to providing the highest quality services to innocent victims of crime in New York State.

Sincerely,

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