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

Dear Colleague:

The New York State Office of Victim Services (OVS) sent a broadcast email on September 12, 2016 to all Victim Assistance Programs (VAPs) regarding PMT reporting. The email has generated numerous calls to OVS for guidance in completing OVC PMT reporting. OVS is providing some additional clarification to VAPs so that reports can be submitted to OVC PMT. The deadline for submitting the reports has now been extended until close of business on **September 29, 2016** to allow VAPs to use this additional guidance when completing reports. VAPs should always direct data, direct service and required reporting questions to their appropriate OVS contract manager. The OVC PMT Helpdesk is your primary resource if you have technical issues in submitting your reports.

OVS created the new report form to calculate for you the quarterly statistics which you were then required to data enter on OVC PMT. As we have learned more from the OVC PMT staff review of New York's data, we have revised and plan to further revise the report form to provide additional instructions and tips to assist you in reporting the correct statistics. An example form is attached to this email to assist you in understanding some of the most common errors identified by OVC PMT.

1. New Cases and Number of Individuals Served

In Quarter 1, October – December of each year, all victims are considered new to establish a baseline for that year. The OVS report form should have included some qualifying information after Question 1 and Question 4. The new report form now includes qualifying parameters for you to follow when reporting statistics. As an example:

In October, 4 individuals came into your program for services (Paul, John, George and Ringo). So in October, 4 individuals were served and reported in Question 1. Question 4 asks for the number of new cases and since all are new beginning in October the answer is 4.

In November, 6 individuals came into your program for services (Paul, John, George, Ringo, Sonny and Cher). Question 1 now asks for the number of individuals served that were not reported in October which would be 2 (Sonny and Cher only) because the other 4 were reported in October. Question 4 asks which were new cases not reported in October and the answer is 2 (Sonny and Cher).

In December, 7 individuals came in to the program for services (Paul, George, Ringo, Sonny, Cher, Jan and Dean). Question 1 now asks for the number of individuals served that were not reported in October or November and the correct answer is 2 (Jan and

Dean). Question 4 asks for the number of new cases not reported in October or November and the answer is 2 (Jan and Dean).

	October	November	December	Quarterly Total
Question 1	4	2	2	8
Question 4	4	2	2	8

As stated in the PMT document Question 1 and Question 4 are equal in the first Quarter (October-December) only.

Going forward to Quarter 2, January – March, the same instructions will guide you on what to report. For example, Question 1 will ask for the number of individuals served during the reporting period. So if Jan and Dean who were served in Quarter 1 come back in January, they would be included in the total number of victims served in addition to any new individuals. Question 4, however, will ask for new victims not reported in Quarter 1, so Jan and Dean would not be counted in question 4 in Quarter 2. Therefore, Questions 1 and 4 will not match in Q2, Q3 or Q4. Carrying the concepts forward in February, the total number of individuals served should not count any individuals that were served in January, so if Dean comes back for services in February, he would not be counted in February for either question 1 or 4.

2. Population Demographics

Some VAPs have reported a larger number of victims in a victimization category than the total number of victims reported in Question 1. For example, the total in Question 1 for the first Quarter in the example above is 8. Under the population demographics, no single category can exceed 8 because it is the maximum number of victims served during the reporting period.

3. Direct Services Section

Question 9 begins the services section. In each section A-E, the first question asks for the number of victims receiving services in the category. This question cannot have an answer higher than the answer in Question 1 which identifies the total number of individuals who received services in the reporting period. You may, however, have many more services in the subcategories below. Using the example above, A could not exceed 8. A1 however could be 12 because that is the number times the service was provided to the 8 victims.

There were a few other issues with OVC PMT reporting outlined in the Broadcast Email of September 12 which are more self-explanatory and do not need to be reviewed here. If you continue to have questions about these issues or any guidance provided in this email, please contact your OVS Contract Contact. If you are unsure who is assigned to your program, please call the Grants Unit at 518.485.2763 and your call will be directed to the appropriate staff member.

Thank you for your time and patience with this new reporting system. We understand that it is both complicated and nuanced and, consequently, time-consuming to complete. We appreciate your perseverance and are confident that in time these reporting requirements will become second nature to all of us. Until then, OVS is prepared to assist you in any way it can to meet these requirements.

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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