

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

Dear Colleague:

Performance measurement data entry for grant activity that occurred from **April 1 – June 30, 2017** may now be entered in the Office for Victims of Crime’s (OVC) Performance Measurement Tool (PMT) at <https://www.ovcpmt.org>. This data entry must be completed by **July 20, 2017**. This includes completing and making any necessary changes to past performance data reports.

Please note that OVC has made the following changes to the first four questions on the PMT Report that are effective for the period April 1–June 30, 2017:

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

Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. **DO NOT count anonymous contacts here.** They should be reported in question 2. If your organization only had anonymous contacts, enter zero (0) in question #1.

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

Count all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).

- **Questions #3** - 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 the number of **NEW** individuals served with the use of VOCA plus match funds **for the first time** during the reporting period. This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. For the first reporting period of your subaward, ALL individuals should be counted as new. For most OVS contracts, the starting period of the subaward is 10/1.

- **Questions #4** - If your organization **cannot track new individuals**, the box must be checked to indicate it.

In addition, OVS has received further clarification on prorating individuals and services. The **total** for **each category** is prorated. For example:

- An advocate who is 35% funded (OVS funds or Funds/Match) sees a total of 100 individuals and provides 150 services in total during a quarter. If out of the 100 individuals served, 70 were female and 30 were male, then the subgrantee would prorate each amount (and round if the amount is a decimal). So: 0.35×70 females = 25 females, and 0.35×30 males = 11 males.

All individuals and all services would then be counted at the prorated amount on the PMT, and the Additional Comments section could then be used to indicate that the numbers were prorated (35% in this example).

- If an advocate is 90% funded (OVS only or OVS/Match) and provides 90% direct service based on the position description form (meaning that their day consists of 10% non-VOCA allowable activities), then there should be no prorating applied. **All individuals and all services would be counted at 100%.**

If you have questions specific to your grant or reporting requirements outlined in your award's special conditions, please contact your OVS Program Monitor.

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,

Emma Graham

Supervisor, Contract Administration

New York State Office of Victim Services

Alfred E. Smith Building

80 South Swan Street, 2nd Floor

Albany, NY 12210

Phone: (518) 485-0943 | Fax: (518) 485-9294 | emma.graham@ovs.ny.gov

www.ovs.ny.gov