

SOP Number 16-2PDF
SOP Title Position Description Form

	NAME	TITLE	SIGNATURE	DATE
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Effective Date:	12/1/2016
Review Date:	

READ BY			
NAME	TITLE	SIGNATURE	DATE

1. PURPOSE

The purpose of the Position Description Form (PDF) is twofold:

- The left side of the PDF is designed to describe how each position listed on the Office of Victim Services (OVS) grant contract's approved budget spends their work day.
- The right side of the PDF documents the percent of effort each position listed on the OVS grant contract's approved budget devotes to the OVS grant contract and also calculates the number of Full Time Equivalents (FTEs) supported by OVS funds and funds used for match.

2. INTRODUCTION

OVS contracts, supported through a combination of state and federal Victim of Crime Act (VOCA) funds, are designed to provide direct services to crime victims. Therefore, OVS contracts primarily fund positions that provide direct services to crime victims at Victim Assistance Programs (VAPs). As the administrator of these contracts and the entity with fiduciary responsibility for VOCA funds, OVS must account for the spending of these dollars and ensure that contract dollars are spent in accordance with the executed contract, state regulations and VOCA regulations. While not part of the executed contract, the PDF is a critical management document for it clearly documents the percentage of time each position on the grant devotes to each VOCA-allowable service and to non-VOCA allowable services. It also documents the percentage of effort each position on the grant devotes to the OVS grant contract and the total number of FTEs supported with both OVS and funds used as match. The PDF is a critical resource for OVS staff when conducting site visits at VAPs.

3. SCOPE

The PDF is part of the original contract package. The PDF is an important document used to aid in the review of fiscal cost reports, functional time records, and budget amendments.

4. DEFINITIONS

Direct Service: Compensation Claims Assistance, Open New Case, Counselling, Telephone Counselling, Follow-up, Therapy, Support Groups, 24-hour Hotline, Shelter/Safehouse, Information and Referral, Criminal Justice Support and Advocacy, Emergency Assistance, Personal Advocacy, Home/Hospital/Off-Site Visits, Accompaniment to Forensic Rape Exams, Making and Receiving Client-Related Telephone Calls, Transportation Time To and From Client Appointments, Writing Case Notes/Recording Services on Summary Log, and Case Conferencing for Specific Clients.

OVS Administrative: Completing quarterly performance management tool reports, entering data into the federal Performance Management Tool, completing fiscal cost reports. Only staff specifically responsible for completing the reports should reflect

time in this category. This category is capped at 5% of one FTE per program for VOCA performance reports and 5% of one FTE per program for fiscal cost reporting.

Direct Service Skills Supervision Received: Receiving supervision on direct service skills such as receiving information on victim compensation benefits and assisting victims in preparing the application for submission, providing counselling, developing safety plans, writing case notes or supervision on any activity included in the quarterly objectives (PMT).

Direct Service Skills Supervision Provided: Supervision of Direct Services Staff Skills such as information on victim compensation benefits and assisting victims in preparing the application for submission, providing counselling, developing safety plans, writing case notes or supervision on any activity included in the quarterly objectives (PMT). Training of staff on direct services. This category should not exceed 10% of one FTE for the entire program.

VOCA Allowable Training: Training received to improve direct service skills, attendance at regional crime victim service provider coalition meetings.

Volunteer Coordination: Recruit, train, supervise, and schedule volunteers providing direct victim services.

Other – Non-VOCA Allowable Activities: All other activities including other administrative activities, training provided to professionals and community groups, general agency supervisory tasks, meetings, general agency staff meetings, etc. general employee/agency supervision not related to direct service skills or any other, general non-VOCA allowable training.

5. RESPONSIBILITIES

OVS staff are responsible for:

- Reviewing the completed PDF to ensure that it is consistent with the budget included in the approved contract;
- Confirming that all of the calculations on the PDF are accurate;
- Comparing the PDF to functional time records during site visits to confirm that they are consistent with one another; and
- Ensuring that any changes on a PDF that require OVS approval have been approved via a Budget Amendment Request (BAR).

VAP staff are responsible for:

- Ensuring that all of the positions listed on the PDF are also on the most current approved budget (i.e. reflective of any changes to personnel services made via a BAR), regardless of funding source (OVS-funded or used for match), and that the percentage of effort is also the same;
- Documenting 100% of the workday of each position listed on the PDF, including OVS-funded positions and positions used for match;
- Understanding each of the categories of allowable VOCA activities and documenting the percentage of time each position devotes to those activities,

as well as the percentage of time devoted to other non-VOCA allowable activities (in other words, that 100% of the work day is accounted for);

- Accurately recording the # of months each position is funded for the number of hours worked per week and the percent of effort funded by OVS dollars; and
- Documenting the percentage of effort of each position that is used for match.

6. SPECIFIC PROCEDURE

VAP Staff must fill out the PDF in accordance with the approved OVS contract budget. The budget and the PDF must always essentially tell the same story.

To complete the form, on the left side of the form, enter:

- Each position title included in the approved contract budget, regardless of funding source (OVS-funded and those used for match), as well as any individually identifiable volunteer position. If lump sums for volunteers are included in the PDF, they cannot be included in the FTE calculation.
- Enter the percent of time this position title will devote to:
 - Direct Service
 - OVS Administrative
 - Direct Service Skills Supervision Received
 - Direct Services Skills Supervision Provided
 - Training
 - Volunteer Coordination
 - Other Non-VOCA Allowable Activities
- Verify that the total column in each row equals 100%. (You must account for the position's entire day, regardless of the percentage of time the position works on the OVS grant or the % funded by OVS or used for match. Any activities outside of the VOCA-allowable activities must be accounted for in the "Other Non VOCA allowable Activities" column, so that the total column adds up to 100%.)
- The total percentage of time for all the positions on the grant contract devoted to "OVS Administrative" and "Direct Service Skills Supervision Provided" is auto-calculated for each activity and recorded in the bottom "Total" row of the PDF for that column. While the actual percentages must be recorded, it should be noted that only 10% of each of these category's costs can be paid with OVS funds or used for match, with the exception of fiscal positions and positions used for program reporting, which are limited to 5%.
- The total column auto-calculates. **Do not make data entries in these cells.**

On the right side of the form:

- Next to the field “Standard Work Week Hours” enter the number of hours in a full time work week. For example for NY State, 37.5 hours would be entered here. This number must match the “Standard Work Week (Hours)” entry for this position on the most recently approved contract budget. If there are different standard work week schedules, complete a form for each of the standard work week schedules.

For each position title enter:

- The number of months the position is funded. This number must match the “Number of Months Funded” entry for this position on the most recently approved contract budget, Personal Services Detail page.
- The number of hours the position works per week.
- The percentage of effort funded by OVS. (This number must match the “Percent of Effort Funded” entry for this position on the most recently approved contract budget, Personal Services Detail page.) The OVS Only FTE column is then auto-calculated.
- The OVS Only FTE column auto-calculates. **Do not make data entries in these cells.**
- The percentage of effort used for match would be entered into the “% of Effort used for Match” column and, again, must match the budget in the approved contract. After filling this in, the OVS and Match FTE total would be calculated in the 6th column on the right hand side of the form and the number of FTEs used for match only would be calculated for the last column (labelled Match FTE).
- Examples:
 - a New York State Police Advocate that is funded 50% with OVS funds and the remaining 50% is used for match, the row would read: 12, 37.5 and 50%, the resulting OVS Only FTE would calculate to .5 FTEs. The % of Effort used for Match would read .50 and the OVS and Match FTE would equal 1 and the match FTE would equal .5.

OVS staff must:

- Carefully review the PDF when evaluating BARs and workplans (PMT) to be sure they tell the same story;
- Ensure that any proposed changes to personal service on the contract budget must be made via a BAR and reflected on the PDF, such as: title changes, percent funded by OVS dollar and/or percent used for match.
- Confirm that any position and its percent of effort included on the approved contract budget must be reflected on the PDF, even instances of overmatching;
- Bring the PDF on the site visit so that it can be compared to the VAP’s functional time records to ensure that positions are being used in accordance with contract budget and PDF.

7. FORMS/TEMPLATES TO BE USED

Position Description Form available online at:

<https://ovs.ny.gov/victim-assistance-program>

8. INTERNAL AND EXTERNAL REFERENCES

Internal References

Advisory Bulletins and Broadcast Emails:

<https://ovs.ny.gov/victim-assistance-program>

External References

Federal Register: Victims of Crime Act Victim Assistance Program:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

9. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.