

STOP Subgrantee Reporting Form: Helpful Hints for STOP Administrators

This document highlights some common mistakes (i.e., “red flag”) found during the review of data submitted by a similar grant program. Once data from STOP subgrantees is received and reviewed, an updated document will be created that is specific to STOP data. A “red flag” does not always indicate an error. STOP subgrantees are diverse and the procedures within their programs and jurisdictions should be considered. Not all items from the annual progress report will be found in this document. Additionally, not all red flags have been identified in this document. The most common red flags have been highlighted. Questions and comments from STOP Administrators are welcome via the Technical Assistance on Progress Reporting Forms hotline 1-800-922-VAWA (8292) or email vawamei@usm.maine.edu.

Throughout the entire reporting form, subgrantees should report on grant-funded activities as well as activities supported with their required match.

Other: The “Other” category should be used as a last option when no other category is appropriate. Check to see if their response can fit into an existing category. The category does not have to be a perfect fit to their response. Only when their response is completely different from the existing categories, should they use the “Other” category. The vast majority of responses will fit in an existing category. If the “Other” category is used, the response should be very specific. Acronyms should not be used to describe responses in the “Other” category.

Protection Orders: In any section, the number of protection orders “requested” should reflect the number of requests filed with the agency having the authority to file protection orders, usually the courts. The number “granted” should be the number of protection orders granted by the court. Ideally, the number of protection orders granted should not exceed the number requested and data for both requested and granted should be reported.

General Information – Section A1

Item 7 (Indian Populations): If the subgrantee indicated “yes,” specific tribal population(s) for which their program has specifically focused services or programming should be listed. Answers such as “all tribes in our area” or the use of “etcetera” are not valid responses. They should not include tribal populations who just happen to live in their service area or if American Indians just happen to come in for services. For example, a program in New Mexico should not indicate that they are serving Cherokee just because there are Cherokee living in their service area.

Staff Information– Section A2

Item 8 (Staff): Determine if the numbers reported seem reasonable in relation to the size of the subgrant and the subgrantee’s goals and objectives. FTEs should be reported if grant funds, or the required match, support staff even if funds do not support a specific individual but support overtime for a unit, contracted services, etc.

FTEs should be pro-rated when someone is not employed or utilized for the entire 12-month reporting period. If funds are used to pay for overtime, subgrantees should convert this time into FTEs. Subgrantees are not required to report FTEs less than .10 (4 hours per week or 208 hours per twelve months). Calculations do not have to be exact, but they should be as accurate as possible.

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Responses in the “Other” category should be very specific. Answers such as graduate assistant, contractors, consultants are not valid. FTEs should reflect the job functions performed by these people. The FTEs reported should always be based on job functions, not job titles.

Reference for determining FTEs

Calculations should be based on 52 weeks or 2080 working hours in a twelve-month reporting period.

1.0 = (40 hours per week, full time/2080 [40 hours X 52 weeks] hours per twelve months)

.50 = (20 hours per week, half time/1040 hours per twelve months)

.40 = (16 hours per week/832 hours per twelve months)

.25 = (10 hr per week/520 hours per twelve months)

.10 = (4 hrs pr week/208 hours per twelve months)

Example 1: A program uses grant funds for a full-time law enforcement officer. The officer spends approximately 50% of her/his time performing law enforcement activities and the other half developing training curricula and providing training to other officers. The subgrantee should report .50 in the “Law enforcement officer” category and .50 in the “Trainer” category.

Example 2: A subgrantee uses their required match to support 20 hours a week of a law enforcement officer dedicated to sexual assault, domestic violence, and stalking cases. The subgrantee should report .50 in the “Law enforcement officer” category.

Example 3: A program uses grant funds to contract out victim services to a local DV program. The DV program receives \$15,000 over the course of a 12-month period to provide these services. FTEs should be indicated under the appropriate existing category; i.e., “Victim advocate,” “Counselor,” etc. To determine FTEs, find out the average salary of a full-time person providing grant-funded services and compare to the amount contracted. In this case, if the average annual salary of an advocate is \$27,000, you would divide 15,000 by 27,000 ($15,000/27,000$) to determine the FTEs. This equates to .56 FTEs. FTEs can also be based on the number of hours that services were provided over the reporting period. To calculate FTEs, determine the average number of hours per week and divide by 40 (hours per week) or, add all hours worked during the 12-month reporting period and divide by 2080 (hours for one FTE for 12 months).

Example 4: A program uses grant funds to pay for law enforcement overtime. Over the 12-month reporting period, this came out to approximately 15 hours per week. To calculate FTEs, you would divide 15 by 40 (15 hours/40 hours). The subgrantee should report .38 FTE in the “Law enforcement officer” category.

Example 5: On November 7, a program hires a full-time victim advocate with grant funds. The FTEs should be pro-rated since the advocate only worked approximately two months during the twelve-month reporting period. The subgrantee should report .17 FTE ($2 \text{ months}/12 \text{ months} = .17$) in the “Victim advocate” category.

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Training – Section C1

Training is for professionals or volunteers acting in the role of a professional, to improve their response to victims/survivors. Subgrantees should only report training activities in this section; they should not report education activities. We consider education to be general information that may increase awareness of sexual assault, domestic violence, and/or stalking. Some examples of education (that are not reported in this section) include presentations to the general public, students (unless they are pre-professional students), victim/survivors, parents, or education via the media (TV, newspaper, or radio).

Subgrantees should not complete this section unless grant funds, or their required match, directly supported the training of non-grant funded people. They should not count outreach or community education in this section. Subgrantees should not count staff development activities in this section. Staff development includes training to improve professional skills attended by grant-funded staff or staff used to fulfill match requirements.

If grant-funded staff, or staff used to fulfill match requirements, spent more than 208 hours during the 12-month reporting period providing training, coordinating training, developing curriculum, etc., this should be reflected in item 8 (Staff, Section A2).

Item 11 (Training Events): A training event can be a three-day conference or it can be 10 minutes during roll call once a week. Determine if the number of training events seems reasonable in relation to the size of the subgrant and the subgrantee's goals and objectives.

Item 12 (People trained): Determine if the numbers reported seem reasonable in relation to the size of the subgrant and the subgrantee's goals and objectives. The numbers under "Community advocacy organization staff" should typically be low. Community advocacy organizations are those that advocate for specific populations such as the Gray Panthers, NAACP, Human Rights Campaign, and National Organization for Women. For the purposes of this reporting form, community advocacy organizations are not sexual assault, domestic violence, or stalking programs.

If the "Other" category is used, the response should be very specific. Students, general public, victims/survivors, or parents probably do not belong in the training section. Some acceptable "Other" category entries include public school staff, interns, and corrections students. Subgrantees may list professionals that should be placed in the "Government agency staff" category, such as animal control, coroner, and child welfare. In addition, check if the group listed should be placed under the "Volunteer" category. If the individual or group listed is not typically thought of as a professional working with victims/survivors, this would be a red flag.

If they have numbers in the thousands, then they probably are including some TV or other media broadcast which should **not** be reported in the training section.

Item 13 (Training content): In the "Other" category, subgrantees should list specific topics and not the title of the training or the conference name.

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Products (Section C4)

Item 16 (Products developed, substantially revised, or distributed): Subgrantees should only report products that have been completed. They should not report products that are still under development or revision. Only those products supported with subgrant funds, or the required match, should be reported in this section.

Number developed or revised: The number reported as developed or revised should not be more than the number of products listed in the “Title/topic” column. The number developed or revised refers to the number of products created from scratch or revised. High numbers in this column indicate that the subgrantee probably reported the number printed. There is **not** a place on the form to report the number printed.

Number distributed: This must be a number. Responses such as “distributed widely” or “distributed at all training events” are not valid.

Languages: Responses should not include “English.”

Specialized Units (Section C6)

Item 19 (Specialized Units): Specialized units refer to units in the criminal justice system only. The “Other” category should be used only when funds are used for an activity other than the activities listed; i.e., develop, support, expand, coordinate, or train. This category should **not** be used to describe a specialized unit. If the “Other” category is used, the response should be very specific.

To date, there has not been a valid activity listed in the “Other” category.

Victim Services (Section D)

Item 21 (Victims served, partially served, and not served): For the purposes of this question, victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed. Children of the primary victim and/or any other secondary victim should not be reported in this question.

A subgrantee should not count a victim/survivor in this section unless that victim/survivor sought out services. In this section, they would not automatically count victims/survivors contacted through outreach activities. If a victim/survivor declines services offered through outreach efforts or does not respond to outreach efforts, such as letters or phone calls, they should not be counted in this section. If, because of outreach activities, they request or accept a grant-funded service, the subgrantee would then count them in this section. Subgrantees can report outreach efforts in item 45 in the Narrative (Section F) if they think it plays a role in the effectiveness of their program.

A victim/survivor should be counted as **served** if they requested grant-funded services, or services provided through the required match, and the program was able to provide all of those services.

A victim/survivor should be counted as **partially served** if they request grant-funded services, or services provided through the required match, but for some reason the program could not provide all of those services.

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A victim/survivor should be counted as **not served** if the program could not provide any of the grant-funded services, or services provided through the required match, that the victim requested.

In this section, subgrantees should not count a victim who only asks for services that are not grant funded, or provided through the required match. If their program provides a victim/survivor with a mix of grant-funded, or services provided through the required match, and non grant-funded services, they should not factor in their program's ability to provide the non grant-funded services when trying to determine if the victim/survivor is served, partially served, or not served.

Item 22 (Reasons Partially Served or Not Served): To date, every reason grantees have listed in the "Other" category could be re-classified under an existing category or did not qualify as a valid reason. If the "Other" category is used, the response should be very specific. Some examples of red flag responses in the "Other" category are "client refused services," "could not locate client," "service not provided by program," "or client withdrew."

- If a victim refuses all services, then the victim should not be counted at all.
- If a victim requested services and then could not be located and no services were provided, then the victim should not be counted at all, unless the person was on a waiting list.
- If a victim cannot be located after some services were provided, then the victim should be counted as served, unless the person was on a waiting list.
- A victim who was on a waiting list and cannot be located when services become available should be counted as partially served or not served, depending on whether or not they received some of the grant-funded services they requested.
- If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim should be counted as served even if the service was not completed.

Items 21 and 22 have to do with a program's ability to provide the grant-funded services requested not whether or not a victim/survivor wanted the program's services.

Item 23 (Demographics): If the "Unknown" categories have high numbers (15% or more), the subgrantee may be counting outreach activities such as letters. If there is a high number in the "0-17" category under age, this is an indication the subgrantee may be serving children of sexual assault, domestic violence, or stalking victims. This section is only for primary victims of domestic violence, sexual assault, or stalking. The total number in the "Race/ethnicity" category can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. The total number for age and gender should equal the total number of victims/survivors served and partially served.

Item 24 (Relationship to offender): The total number reported here can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. There should not be a high number of unknowns (15% or more). If the "Other" category is used, check to see if their response can be placed in an existing category. Anytime the "Other" category is used, the response should be very specific. The "Acquaintance" and "Stranger" categories should not be indicated as a relationship for domestic violence victims.

Item 25 (Victim services): No individual service category should have a number greater than the total number of victims served and partially served (21A and 21B). The cumulative total of all services can be higher than 21A and 21B. Subgrantees should only report how many victims received a service not

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how many times a service was provided. For example, if a victim attends a 12-week support group during the 12-month reporting period the subgrantee should only count this service once for that victim.

If the number reported in the “Victim witness notification” category equals the sum of 21A and 21B, this is an indication that letters are being counted as a service.

If the “Other” category is used, the response should be very specific. In the “Other” category some subgrantees may list information, referrals, and/or safety planning. We assume every victim receives these services and are not collecting information on these types of services. Some acceptable “Other” responses include: emergency cash, food, clothing, and transportation.

Item 26 (Shelter services): The number of victims/survivors reported in each individual category (“Emergency shelter” or “Transitional housing”) should not exceed the total number of victims served and partially served (21A and 21B). Under the “Number of victim/survivors” and “Number of family members,” subgrantees should provide an unduplicated count of the number of victims and family members who received shelter services. For example, if a victim is provided emergency shelter on three separate occasions and transitional housing on one occasion during the reporting period, the subgrantee should count this victim once in each category, although all bed days are counted.

Item 27 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded staff actually assisted a victim in obtaining the protection order. If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, this will be an issue to clarify with the subgrantee. If this item is completed, the number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Law enforcement (Section E1)

In this section, subgrantees should report only on the activities of law enforcement officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match.

Item 28 (Activities): Only those cases or incidents related to sexual assault, domestic violence, and stalking should be reported.

For the purposes of the reporting form, an incident report refers to any time an officer responds to a sexual assault, domestic violence, or stalking related call. There does not need to be a formal form that is completed. An investigation occurs when evidence is collected and witnesses interviewed.

If the subgrantee reports data on “arrests,” you should also expect to see data reported on “referrals of cases to prosecutor.”

Reporting the same number of “Protection/ex parte/temporary restraining orders served” and “Protection orders issued” is a red flag. Only the jurisdictions in which law enforcement has the power to issue a protection order should report in the “Protection orders issued” category. If the court issues a protection order and law enforcement is tasked with serving the offender with the protection order,

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this would be reported in the "Protection/ex parte/temporary restraining orders served" category. To determine the appropriate category ask, "Who issued the order?"

Item 29 (Domestic violence protection orders): The number of protection orders reported should reflect the number in which grant-funded or match-supported law enforcement officers actually assisted a victim in obtaining the protection order. In this section, you will usually see low numbers or nothing reported. The exception is when law enforcement can actually issue protection orders. To check, look to see if the subgrantee reported under the "Protection orders issued" category in item 28. If this item is completed, the number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Prosecution (Section E2)

In this section, subgrantees should report only the activities of prosecutors that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those charges and cases related to sexual assault, domestic violence, and stalking should be reported.

Item 30 (Number of sexual assault, domestic violence, and stalking cases received, charged, not charged, or transferred)

30a – Number of referrals received (received)

30b – Number of cases in which charges were filed (filed)

30c – Number of cases in which an affirmative decision was made not to file charges (not filed)

30d – Number of cases transferred to a higher or lower court (transferred)

All subgrantees completing this section should complete items 30a (received) and 30b (filed).

Item 31 (Number of pending charges and number of new offenses charged): The total number of new charges filed during the reporting period should not be less than the number reported in item 30b (filed). Subgrantees should complete both the "pending charges" column and the "new charges" column. If a subgrantee has not previously filed an annual progress report, they should include all charges pending at the time grant funds began to support prosecution activities. Pending charges are those charges pending at the beginning of the reporting period regardless of the reporting period in which the charge originated.

Item 32 (Disposition of charges): Under each offense category the total number of dispositions should not total more than the number reported in item 31 under the same offense. For example, in item 31 a subgrantee reports five pending domestic violence ordinance charges and ten new domestic violence ordinance charges. In item 32, there should be no more than 15 dispositions for domestic violence ordinance charges.

Subgrantees should only report the disposition of the original charges. For example, an offender is charged with felony domestic violence and because of a plea bargain, the felony is dropped in an exchange for a guilty plea to a misdemeanor domestic violence charge. The subgrantee should only report on the initial felony domestic violence charge by indicating "Plead lesser." The misdemeanor charge that came out of the plea bargain would not be reported.

Item 33 (Tribal subgrantees): Only tribal subgrantees should complete this question.

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Item 34 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded prosecution staff assisted a victim in obtaining the protection order. If this item is completed, the number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Courts (Section E3)

In this section, subgrantees should report only the activities of court personnel that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those charges and cases related to sexual assault, domestic violence, and stalking should be reported.

Item 35 (Number of criminal charges): Subgrantees should report in both the “pending charges” column and the “new charges filed” column. If a subgrantee has not previously filed an annual progress report, they should include all charges pending at the time grant funds began to support court activities. Pending charges are those charges pending at the beginning of the reporting period regardless of the reporting period in which the charge originated.

Item 36 (Disposition of criminal charges): Under each offense category the total number of dispositions should not total more than the number reported in item 35 under the same offense. For example, in item 35 a subgrantee reports five pending sexual assault felony charges and ten new sexual assault felony charges. In item 36, there should be no more than 15 sexual assault felony charges in which dispositions occurred.

Item 37 (Judicial monitoring): The number of review hearings conducted should be greater than the number of offenders reviewed. Each individual hearing that is conducted should be counted. For example, a subgrantee holds review hearings on the second Tuesday of the month. Over the 12-month reporting period, the same 50 offenders are reviewed each month. The subgrantee would report 50 offenders reviewed and 600 (50 offenders X 12 months) review hearings conducted.

Item 39 (Civil protection orders): The number of protection orders reported should reflect the number of civil protection orders granted by the court to victims/survivors of sexual assault, domestic violence, and stalking. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Probation (Section E4)

In this section, subgrantees should report only the activities of probation officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those cases related to sexual assault, domestic violence, and stalking should be reported.

Item 40 (Number of cases): If a subgrantee has not previously filed an annual progress report, they should include all continuing cases at the time grant funds began to support probation and parole activities. The number completing probation should not be higher than the number of pending and new cases.

Item 41 (Monitoring activities): Subgrantees should complete both the number of offenders/victims and the number of contacts.