

VOCA Victim Assistance FFY2016
Quarterly Statistical Performance Measure Reporting

The Office for Victims of Crime (OVC) has enhanced the performance measure reporting for the VOCA Victim Assistance Subgrantees. As a result, the quarterly statistical reporting form has changed. The quarterly report is due by the 5th of the month following the quarter and must be emailed to CVRC.Grants@state.nm.us.

IMPORTANT NOTE: Some of the data elements requested programs may not be collecting at this time. As these measures are new, programs will be afforded the opportunity to make necessary changes within their programs to begin tracking this information moving forward.

IMPORTANT NOTE: SAMPLE tracking spreadsheet: OVC prepared a sample excel spreadsheet to help programs gather the performance measure data. This is an OPTIONAL tool available, which you can alter to meet your needs. This can be found on the CVRC webpage under documents to download.

IMPORTANT NOTE: You must submit a detailed spreadsheet for any questions that you reply OTHER.

HELPFUL HINTS:

- Question #1 refers to ALL victims who received services during the reporting quarter, both NEW and CONTINUATION.
- Question #2-3 applies to your specific program abilities.
- Question #4 is the UNDUPLICATED count of NEW victims who received services during the reporting quarter. This number should be smaller than Question #1.
- Questions #5 demographics should be of the UNDUPLICATED/NEW number provided in questions #4.
- Questions #6 should reflect the value listed in question #1 ALL victims who received services during the reporting quarter, both NEW and CONTINUATION.
- Questions #7 educated, refers to informing victims of compensation, assisted refers to assisting with filling out the application and submitted refers to your program submitting the application on behalf of the victim.
- Question #8 lists five categories of types of services, A-E. Your program should **only report on the types of services the specifically apply to your funded and match program**.
 - Example: DO NOT report on Shelter/Housing if that is not what VOCA VA supports within your agency.
- Question #9
 - The first question of each subsection (A, B, C, D, E) refers to the UNDUPLICATED count of NEW victims **who received services** during the reporting quarter.
 - Each section should not exceed the value within Question #4.
 - The sub-questions (A1, A2, B1, B2, etc.) refers to **how many times** the service was provided within the reporting quarter.
 - This allows for you to account for how many times you provide crisis intervention, how many shelter nights, etc.
- Questions #10- 15: narrative responses to OVC performance measures.
- Question #16: Reporting on your project's Primary Project Components.
- Question #17 Client story for quarter. Please do not include any personally identifying information.
- Question #18 Client list for quarter. Please do not include any personally identifying information.