OFFICE OF THE
ATTORNEY GENERAL OF TEXAS

Welcome to Sexual Assault Prevention and Crisis Services (SAPCS) Federal Reporting

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General Instructions

- The Performance Report Form is used to report only the activities conducted by SAPCS-Federal grant-funded staff.
- Use the performance report you received from your grant manager to record quarterly activities and submit to the OAG mailbox. Do not copy or make changes to the performance report as this may change formulas and/or formatting in the document.

FY 2014 SAPCS Federal Quarterly Performance Report

- Summary (four sections)
- Agency information
- Confirmation of information on summary tab
- Allocation of resources for approved activities and community change strategies
- Educational seminars
- Training programs for professionals
- Preparation of informational materials
- Program narratives
- Data verification

Federal Performance Report Form Structure

- SAPCS-Federal Performance Report Excel document has six tabs: instructions, summary tab and four tabs for each reporting quarter.
- Each quarterly tab is locked so data can only be entered on the appropriate quarter. For example, the 1st Quarter tab will only allow reporting of 1st Quarter data and narratives. The 2nd, 3rd, and 4th Quarters are locked and will not allow you to enter data.

Summary Tab

- The second tab in the report is the Summary tab, which contains grant information that will not change from quarter to quarter unless the organization makes changes to programming.
- Complete the Summary tab during the 1st Quarter reporting period.
- Once complete, summary information should not change for the remainder of the year unless necessary to describe new or changed programming.
- If changes were made, note the changes in section 2 of the appropriate quarterly tab.

Summary Tab – Section 1: Agency Information

- Section 1: Agency Information
  - This information was pre-filled and protected by the OAG.
  - Reflects information submitted on the grant application
  - Changes and updates to agency information should be directed to grant manager.

Updating Grant Contacts

- Updating authorized official information – the governing body must submit a request on letterhead with original signature
- Changes to the grant contact or primary prevention coordinator – the authorized official must submit a request via email, fax, or grantee letterhead to the grant manager
- Person to contact for corrections – name, email, and phone number can be changed by the grantee directly on the form

Summary Tab – Section 2: Selection of Goals

- This information has been pre-filled by the OAG based on your FY 2014 SAPCS Federal Application, or as amended by contract. This section represents the goals your organization has chosen.
  - Individual level
  - Relationship level
  - Community level
  - Societal level

Summary Tab – Section 3: Strategies/Activities

- The strategies/activities below are your approaches to reduce sexual violence behaviors, as selected for the goals chosen.
  - Coalition building
  - Community mobilization
  - Policy education
  - Social norms change
  - Training programs for professionals
  - Educational seminars

Summary Tab – Section 4: Organization's Primary Prevention Program

- Provide an overall descriptive summary of your primary prevention program funded by the OAG. This section should reflect an overview of your comprehensive primary prevention program(s).
- Be specific and give as many details as you can on what you are working on this year.
  - See instructions for example.

Summary Tab – Section 4: Nine Prevention Principles

- Complete Nine Prevention Principles
- For each principle used, describe how the organization incorporated the principle into the development and/or implementation of educational seminars.
- Tips:
  - Read definitions for each principle in the instructions
  - Be specific
  - Give examples

Quarterly Performance Report Information and Data

Quarterly Performance Report Information and Data

Section 1 and Section 2

- Section 1, Agency Information
  - This information was pre-filled and protected by the OAG.
    - Grant number
    - Grantee name
    - Goals
    - Strategies/activities
- Section 2, Confirmation of Information – Summary tab
  - If your organization made any changes to the summary tab, check the appropriate box (yes or no).

New CDC Reporting Requirements (Slide 1 of 2)

- **Informational Materials**:
  - Number of people who viewed, watched or listened to RPE informational materials
- **Community Mobilization**:
  - Number of activities in which community member or organizations participate in to support the prevention of sexual violence
- **Coalition Building**:
  - Number of stakeholders participating in efforts to exchange information, modify activities and share risks, resources, responsibilities and rewards

New CDC Reporting Requirements (Slide 2 of 2)

- **Policy Education**:
  - Type of policy being targeted for education efforts
  - Approach used to educate public on the evidence associated with potential organizational and public policy solution to prevent sexual violence
  - Which public policy solutions have been adopted?
- **Social Norms**:
  - Type of social norms to be changed
  - Methods used to change social norms
  - Grantee identified indicators of social norms change

Section 3:
Allocation of Resources

Approved Activities and Complementary Strategies

- Enter the percentage of the agency's total SAPCS-Federal budget that was spent on each of the listed activities.
- SAPCS-Federal budget broken down by activity
- Total must equal 100%
- Total column will be displayed in red until total equals 100%
  - ***Example:*** If your organization indicated that 50% of the agency's total SAPCS-Federal budget was spent on educational seminars, there must be data entered under the educational seminars section of the performance report.

Section 4:
Summary of Activities

- For all strategies and activities indicated in section 3, complete corresponding narrative sections 4.1 – 4.17 as appropriate. Narrative sections should not be blank. Place an "N/A" under the activities the organization did not conduct this reporting period.
- Percentage information provided in section 3 should correspond with the narratives and data in this report.
  - For example, if 60% of resources was selected in educational seminars, then the narrative section 4.1 should be completed with a summary of activities completed for the quarter.

Section 5.1- 5.3:
Educational Seminars

- Enter, by month, the **number** of educational seminars conducted. "Total Educational Seminars Participants" will auto-calculate after entering information into 5.2-5.3. Each seminar and each seminar's participants should be counted individually even if part of a series.
  - ***Example:*** *In the 1st quarter, a nine-week educational series is conducted to 40 elementary school students. Four education seminars are conducted in September, four seminars in October and one seminar in November. Each of the nine seminars is conducted to the same 40 elementary school students. Count each seminar as one educational seminar and enter the number of participants that attends each week into the appropriate audience type category.*

Section 5.2: Educational Seminars

- Enter the number of participants by audience type for the following “main” categories:
  - Pre-school students
  - Elementary school students
  - Middle/junior high school students
  - High school students
  - College/university students
  - Youth not in school setting
  - Parents

Section 5.3: Educational Seminars Other Audiences

- Only if the audience does not fit into one of the above listed “main” categories, report the number of education seminars in the appropriate sub-category under “Other Audiences.”
- “Total Educational Participants” will auto-calculate.
- “Other Audiences” will also auto-calculate.
  - ***Example:*** *An educational seminar is provided to the elderly in an assisted living facility. The seminar should be reported under “Other Audience” in the “Elderly” sub-category.”*

Section 5.4: Educational Seminars

- Enter the estimated percentage of education participants by gender:
  - Female
  - Male
- Please note the total percentage will stay red until it equals 100%. (An estimate is acceptable.)

Section 5.5: Educational Session Topic

- To enter data, place an **X** in the appropriate box(es) that represents the topics of educational seminar topics conducted for each month regardless of the number of times each topic is covered.

3.13 Educational Training Topic	1st Quarter			2nd Quarter		
Bullying & Sexual Violence						
Consent		x	x	x		
Drug-facilitated Rape						
Gender Roles						
Healthy Relationships			x			
Masculinity & Sexual Violence						
Media Advocacy						
Oppression						
Policy & Organization Practice						
Primary Prevention of Sexual Violence						
Role of Bystanders						
Sexual Harassment						
Sexual Assault and/or Sexual Violence						
Multi-topic						
Other						

Outcomes: Educational Seminars and Professional Training

- All grantees are required to measure one outcome that has been pre-filled by the OAG.
  - Enter the outcome instrument used (pre-post tests, surveys, etc.).
  - Enter the number of instruments given to participants, number of instruments completed by participants, and number of participants reporting the desired outcome.
  - Performance level percentage auto-calculates and reports the percentage of participants reporting the desired outcome.
  - Complete the “Outcome Narrative,” describe the systems, tool/method, and/or processes that are used to measure the outcome.

Sections 5.7 – 5.9: Educational Seminar Narrative

- Complete educational seminar narrative sections as appropriate.
  - Efforts aimed at changing behaviors or norms
  - Challenges
  - Successes
- Narrative sections should not be blank. Place an “N/A” under the activities the organization did not conduct this reporting period.

Section 6.1. – 6.3: Training Programs for Professionals

- Enter, by month, the **number** of professional trainings conducted during the reporting period.
- Enter, by month, the **number** of professional training participants reached during the reporting period.
- Professional training audience type and training topic
  - Place an **X** in the appropriate box(es) that represents the type of professional audiences trained and the topics of professional training presentations.

Section 6.5 – 6.8: Training for Professionals

- Complete professional training narrative sections as appropriate.
  - Successes
  - Challenges
  - How to ensure trainings are primary-prevention-focused?
  - Rationale for conducting RPE trainings for professionals selected?
- Provide as much detail as possible. Narrative sections should not be blank. Also place an "N/A" under the activities the organization did not conduct this reporting period.

Section 7.1 – 7.4: Preparation of Information Materials

- Enter the number of informational units **distributed** for the reporting period.
  - Place an **X** in the appropriate box(es) that represents the types of informational materials **distributed** for the reporting period.
- Enter the number of informational units **developed** for the reporting period.
  - Place an **X** in the appropriate box(es) that represents the types of informational materials **developed** for the reporting period.

Section 7.5 – 7.7: Informational Materials

- Informational materials **developed** topics
  - Place an **X** in the appropriate box(es) that represents the topics of informational materials developed.
- Provide the number of people who viewed, watched or listened to RPE informational materials.
- Narrative: Describe how the use of informational materials is linked to your broader sexual violence prevention efforts.
  - Be specific and provide examples.

Section 8: Program Highlights & Additional Information

- Provide at least one highlight of your primary prevention program, which occurred during this reporting period. This section should reflect a programmatic highlight for this reporting period.
- Describe any additional information about your organization's primary prevention program that has not been asked or discussed.

Section 9: Program Impact Narratives

- All non-profits must complete this section. Describe how your agency utilized volunteers during this reporting period. The response should reflect any volunteer utilization during this reporting period and is not restricted to the use of volunteers within the organization's primary prevention program.
  - Changes in key personnel
  - Vacant grant-funded positions
  - Non-grant-funded primary prevention activities by agency staff and/or volunteers.

Section 10: Data Verification

- The grant contact or authorized official must review and approve the accuracy of the data in the report before submitting it to the OAG.
  - Verify accuracy of data by initialing and dating performance report form.
- By initialing and dating, the grant contract or authorized official attests that the data and information in the report is true and accurate to the best of their knowledge and understanding.
  - The report will not be accepted as complete without this data verification.

General Instructions

- General Instructions
  - Performance reports are due on or before:
    - 1st Quarter – February 28, 2014
    - 2nd Quarter – May 30, 2014
    - 3rd Quarter – August 30, 2014
    - 4th Quarter – November 30, 2014

Submitting Information

- In order to be logged in as received, email all performance reports to:
  - OAG-Grants@texasattorneygeneral.gov
- The following must appear in the subject line of the email: grant type, grant number and the reporting period (example subject line: SAPCS-Federal 1441234, 2nd Quarter Performance Report).
- Questions regarding the contract and/or the performance report should be directed to your grant manager.

Thank you!

If you need any further information, contact your Grant Manager:

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