



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

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Integrated Tracking System (ITS)

- ▶ Partnership with HHSC
- ▶ Information provided through ITS is used to study:
 - Prevalence of sexual assault in Texas
 - Demographic information for victims and offenders
 - Type of sexual assault and trends over time
- ▶ Important to continue using the ITS in addition to SAPCS-State Performance Report
 - ITS provides detailed information the OAG uses to respond to requests for information.
 - ITS collects data on the agency as a whole, not just grant-funded staff.



Integrated Tracking System

- ▶ Integrated Tracking System can be downloaded from:
 - www.hhsc.state.tx.us/refugee/its
 - New users should contact [Abel Ephraim](#) for training
 - (512) 206-4612



Legislative Budget Board Performance Measures

- ▶ Number of sexual assault training participants
- ▶ Number of sexual assault outreach participants
- ▶ Continue to use the Integrated Tracking System for your agency.
- ▶ Reminder: Education conducted with SAPCS-Federal funds are not entered into ITS.



SAPCS State Reporting – Purpose

- ▶ Standardize grant performance data
- ▶ Assess technical assistance needs
- ▶ Provide ongoing feedback
- ▶ Identify "best practices"
- ▶ Reflect grantee progress
- ▶ Justification for funds



OAG Staff Review

- ▶ What are we looking for?
 - Timeliness of report
 - Completeness and accuracy
 - Achievement of outcomes
 - Statistical anomalies
 - Program issues detailed in narrative
 - Program highlights



Quality Performance Report Information and Data

Quality Performance Report Information and Data



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 the grant manager.

Section 1 - Agency Information		OMB Grant Period Purpose Areas (check all that apply)	
Grant Number:		<input type="checkbox"/> Law Enforcement	
Grant Name:		<input type="checkbox"/> Juvenile Justice	
Period to Contact for Corrections:		<input type="checkbox"/> Child Intervention	
County Phone Number for Corrections:		<input type="checkbox"/> Public Education	
County's Email Address for Corrections:		<input type="checkbox"/> Juvenile and Accountability	
Grant Period:		<input type="checkbox"/> Child Intervention/Youth Training	
Subrecipient Office:		<input type="checkbox"/> Other Support Services	
		<input type="checkbox"/> Other (Please Specify)	



Changes to Agency Information

- ▶ Updating authorized official information – the governing body must submit a request on letterhead with original signature
- ▶ Changes to the grant contact – 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



Section 2: Direct Victims Served (Slide 1 of 8)

- ▶ Targets
 - The target number and monthly numbers should represent the number of **victims** that receive a particular service, not the number of times a particular service is provided.



Section 2: Direct Victims Served (Slide 2 of 8)

- ▶ New victims served
 - Received no prior services from a funded staff person during Fiscal Year 2014 (September 2014-August 2015)
- ▶ Continuing victims
 - Received at least one funded service from a funded staff person for the month and who have also received at least one funded service from a funded staff person in any previous month of FY14



Section 2: Direct Victims Served (Slide 3 of 8)

- ▶ Victims may only be counted once per month, even if they have multiple visits in a month or if they receive services from more than one grant-funded staff.
- ▶ **All** victims served by an SAPCS-State-funded staff person should be counted as "New" the first time they receive services in the Fiscal Year (September 1, 2013 to August 31, 2014).
 - Includes victims both directly and indirectly affected by the sexual assault (primary and secondary victims)
 - A person may only be counted once in this category per fiscal year, even if they are a victim of multiple unrelated sexual assaults.



Section 2: Direct Victims Served (Slide 4 of 8)

- ▶ New victims served – one staff funded
 - Calculate the number of new victims served for this report by multiplying the total number of new victims that the (one) funded staff member served by the percentage of salary funded for that position.
- ▶ Example: An advocate funded by SAPCS at 25% serves 30 new sexual assault victims in one month. To calculate: $30 \times 25\% = 8$ new victims served for the performance report that month.



Section 2: Direct Victims Served (Slide 5 of 8)

- ▶ New victims served – multiple staff funded
 - Calculate the number of new victims served for each staff and add these together (report sum).
- ▶ If more than one grant-funded staff person has served a victim in a month, make sure that victim is not counted more than once.
- ▶ If more than one grant-funded staff provided services to a victim in a month, the victim may only be counted once.
- ▶ The method used to determine which staff member counts the victim is up to your agency – just be consistent. This method should remain consistent throughout the life of the grant.



Section 2: Direct Victims Served (Slide 6 of 8)

- ▶ Example: Multi-staff funded
 - An advocate funded by SAPCS at 25% served 35 new sexual assault victims. A counselor funded by SAPCS at 30% served 45 new sexual assault victims in one month
 - To calculate:
 - $35 \text{ new victims} \times 25\% \text{ Advocate} = 8.75$ (round up to 9)
 - +
 - $45 \text{ new victims} \times 30\% \text{ Counselor} = 13.5$ (round up to 14)
 - 23 new victims served for that month



Section 2: Direct Victims Served (Slide 7 of 8)

- ▶ Continuing victims served – one staff funded
 - Calculate the number of continuing victims served for this report by multiplying the total number of continuing victims served that the one funded staff member served by the percentage of salary funded for that position.
- ▶ Example:
 - An advocate funded by SAPCS at 25% serves 60 continuing sexual assault victims in one month.
 - To calculate: $60 \times 25\% = 15$ continuing victims served for the performance report that month



Section 2: Direct Victims Served (Slide 8 of 8)

- ▶ Continuing victims served – multiple staff funded:
 - If multiple staff are funded, calculate the number of continuing victims served for each staff and add these together. If more than one staff person has served a victim in a month, make sure victim is not counted more than once.
- ▶ Example:
 - An advocate funded by SAPCS at 25% served 45 continuing sexual assault victims in one month and counselor funded by SAPCS at 30% served 50 continuing sexual assault victims in one month. To calculate:
 - $45 \text{ new victims} \times 25\% \text{ advocate} = 11.25$ (round up to 12)
 - +
 - $50 \text{ new victims} \times 30\% \text{ counselor} = 15$
 - 27 continuing victims served for that month



Victims Served and Types of Services Provided

- ▶ Victims served and types of services provided are reported on a monthly basis. A victim may receive a particular type of service more than one time throughout the grant year.
- ▶ Example:
 - During the month of September a victim receives:
 - Information and referral = 5 times
 - Crisis intervention = 2 times
 - Victim advocacy = 1 time
- ▶ All three types of service would be reported, only once under each type of service for the month of September. If that victim received the exact same services the next month of October, services would be reported the exact same way.



Direct Victims Served

- ▶ Enter data for the following:
 - Total victims served by face-to-face sexual assault services
 - Victim advocacy (face to face or by telephone)
 - Total telephone sexual assault services
 - SAPCS training and outreach presentations and participants



Training and Outreach Presentations and Participants

- ▶ For volunteer education trainings:
 - Count the number of trainings once, regardless of how many sessions, sections, topics, or days make up the training.
- ▶ Example:
 - Volunteer education training consists of a one-week, 40-hour training including sessions on dynamics of sexual assault, system response, working with survivors, etc. This would be counted as one training.



Section 5: Volunteer Involvement

- ▶ All non-profits must complete this section.
- ▶ Volunteers must be used in some capacity to support the mission of the organization.
- ▶ Report numbers for the agency as a whole, not just for the project funded by SAPCS-State.



Section 6: Outcomes

- ▶ Outcomes were provided to grantees in the application kit.
- ▶ All grantees are required to measure two outcomes. One outcome must be a direct service outcome.



Sections 7-15: Narratives

- ▶ Grant-related activities for the reporting period
- ▶ Successes during the reporting period
- ▶ Challenges encountered during the reporting period
- ▶ Program impact narratives
- ▶ Description of training and outreach during the reporting period
- ▶ Changes in key personnel that may have an impact on grant performance
- ▶ Grant-funded positions left vacant for more than three months



Section 16: 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.



SAPCS State Performance Report

- ▶ General instructions
 - Performance reports are due on or before:
 - 1st Quarter – December 30, 2013
 - 2nd Quarter – March 30, 2014
 - 3rd Quarter – June 30, 2014
 - 4th Quarter – September 30, 2014



SAPCS State Performance Reports

- ▶ The performance report must be emailed 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-State 1012345, 1st 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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