

FY 2018 SAPCS-State Performance Report FAQ'S

This FAQ will provide answers to anticipated questions for the FY 2018 SAPCS-State performance report. For guidance on how to complete the report, refer to the instructions (PDF) included with the report.

Q. Do we use the same report sent to us at the beginning of the grant year for each reporting period?

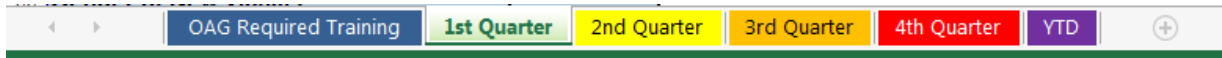
A. Yes, unless you receive an updated report at any time during the grant year. In that case, the original report sent to you should be deleted and the updated report should be used for the remainder of the grant year.

For example: The performance report sent to a grantee at the beginning of the grant year includes targets entered on Tab B of the SAPCS-State grant application. Commonly, targets are adjusted after the first quarter and new reports will be sent out which contain the updated targets.

Additional reasons for updated reports being sent out is a subsequent target adjustment during the year or an error on the performance report. If a grantee continues to use the original performance report after an update report was sent to them, they could be working with incorrect targets or a bad form.

Q. How many tabs does the performance report have?

A. The report has SIX tabs.



The OAG Required Training Tab is Blue and is for the reporting of OAG Required Training as required by the FY 2018-2019 SAPCS-State Application Kit Instructions.

The Quarterly Tabs only contain 3 months of data (1 quarter).

- Green Tab: all 1st quarter data (September, October, November) should be entered here.
- Yellow Tab: all 2nd quarter data (December, January, February) should be entered here.
- Orange Tab: all 3rd quarter data (March, April, May) should be entered here.
- Red Tab: all 4th quarter data (June, July, August) should be entered here.

The YTD (Year-to-Date) Tab is purple and is for OAG-Grants internal use only as a means for tracking Year-to-Date totals and percentage of targets completed. DO NOT enter/change any information on this tab.

Q. What is the reporting methodology?

A. With the exception of Subsection 6.1 Volunteer Involvement, Grantees should only report activities which occurred during SAPCS-State funded hours.

Grantees should report all Victims served during grant funded hours and all Training, Outreach, or Prevention that occurred during grant funded hours.

Subsection 3.3 Victim Services Provided, should be reported as all instances of services provided to victims during grant funded hours regardless of if that victim has received the service before.

For example: In the month of September, an SAPCS-State funded grant staff member provided Crisis Intervention 15 times to the 10 victims served during grant funded hours for the month. Crisis Intervention would be reported as 15 for the month of September.

In regards to Subsection 6.1 Volunteer Involvement, Grantees who are non-profits should report volunteer involvement for the agency as a whole.

Note to Grantees who had a SAPCS-State grant during the FY 2017 grant year: this reporting methodology is different from the Direct Victim Service reporting requirements of FY 2017.

Q. Which Outcomes should we report?

A. Grantees should report Outcomes based on the corresponding activities conducted during the reporting period.

All grantees must report outcomes for Direct Victim Services, unless granted an exception for Direct Victim Services by the OAG as a result of an exception request on the FY 2018-2019 SAPCS-State grant application.

Should a grantee use grant funds to provide Direct Victim Services, Outreach, Training, and Prevention during a reporting period, they must also provide outcomes for Direct Victim Services, Outreach, Training, and Prevention.