



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

SAPCS-Federal Performance Reporting FY2012

Grants Administration Division



Performance 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 established targets
 - Achievement of outcomes
 - Statistical anomalies
 - Program issues detailed in narrative
 - Program highlights
 - Justification for missing or incomplete data
 - Information involving changes to key personnel



Reporting Due Dates

- ▶ 1st Quarter: February 29, 2012
- ▶ 2nd Quarter: May 30, 2012
- ▶ 3rd Quarter: August 30, 2012
- ▶ 4th Quarter: November 30, 2012



Instructions for submission:

- ▶ The following must appear in the subject line of the email:
 - Grant type
 - Grant number and
 - Reporting period (example subject line: “SAPCS-Federal #1200000, 1st Quarter Performance Report”).

- ▶ Email the report to: OAG-Grants@oag.state.tx.us

- ▶ Questions regarding the contract and/or the performance report should be directed to your Grant Manager.



What to Report?

- ▶ The performance report should reflect data for SAPCS-Federal funded activities only.
- ▶ **Do report:** Primary prevention activities being provided by SAPCS-Federal funded staff during their time worked on the grant, regardless of whether you have provided a target for that activity.
- ▶ **Do not report:** Victim services and education, risk reduction and awareness activities and family violence (including dating violence) activities, etc. (Activities not allowable with these funds.)

Note: Only report the activities provided by grant funded staff.



NEW Performance Report Format Change

The FY2012 SAPCS-Federal Performance Report Excel document has four tabs, one tab for each reporting quarter.

Entering data for each quarter

To enter quarterly data, click on the appropriate tab located on the bottom left of the Microsoft Excel spreadsheet.

Example: The 1st Quarter Tab should include only first quarter data and narratives. The 2nd Quarter Tab should only include second quarter data and narratives.



NEW Performance Report Format Change

Microsoft Excel - FY 2012 SAPCS-Federal Performance Report [Read-Only]

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Section 1. Agency Information																							
2	Grant Number															Primary Prevention Coordinator (PPC)							
3	Grant Name															PPC Name:							
4	Person to Contact for Corrections															PPC Email Address:							
5	Contact's Phone Number for Corrections															PPC Phone Number:							
6	Contact's Email Address for Corrections																						
7	Grant Contact																						
8	Authorized Official																						
Section 2. Selection of Goals																							
Individual Level Goals																							
11																Goal 1: To reduce attitudes, beliefs, and behaviors supportive of sexual violence. Individuals will exhibit fewer attitudes, beliefs, and behaviors supportive of sexual violence including but not limited to entitlement and hostility toward women.							
12																Goal 2: To increase social competencies among youth. Youth within target age group would exhibit an increase in socially competent behaviors such as planning and decision making, interpersonal competence, cultural competence, resistance skills, and peaceful conflict resolution.							
13																Goal 3: Decrease bullying and/or sexual harassment behavior in youth 5-18.							
Relationship Level Goals																							
15																Goal 4: Increase adult modeling of social competencies, positive values, and positive identity (as defined by the 40 Developmental Assets®). Social competencies include planning and decision making, interpersonal competence, cultural competence, resistance skills, and peaceful conflict resolution. These competencies will serve as protective factors for children who have been exposed to interpersonal violence.							
16																Goal 5: Increase positive peer influences among males ages 10-24.							
17																Goal 6: Increase interventions to change attitudes, beliefs, and behaviors supportive of sexual violence.							
Community Level Goals																							
19																Goal 7: Reduce the tolerance of sexual violence and other forms of violence in the community, such as objectification of women and gender inequality. Organizations and neighborhood associations and other community entities will mobilize to end sexual violence.							
Societal Level Goals																							
21																Goal 8: Reduce the norms that support sexual violence, such as male superiority, sexual entitlement and objectification of women.							
22																Goal 9: Reduce disparity based on gender, race, class, ethnicity, and sexual orientation.							
23																Goal 10: Increase positive, healthy, realistic images and representations of women.							
24																Goal 11: Increase mutability of gender roles without fear of marginalization or violence.							
Section 3. Rape/Sexual Violence Prevention & Education Activities																							
Percent of Resources Spent on RPE Activities																	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD		
																	Total	Total	Total	Total			
27	Educational Seminars																					0%	
28	Training programs for professionals																					0%	
29	Preparation of informational materials																					0%	
30	Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities																					0%	
31	Education to increase awareness about drugs used to facilitate rapes or sexual assaults																					0%	
32	Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities (as defined in section 3 of the Americans with																					0%	
33	Strategic Planning																					0%	
34	Coalition Building																					0%	
35	Community Mobilization																					0%	
36	Policy Change																					0%	
37	Norms Change																					0%	
38	Total Must Equal 100%																	0%	0%	0%	0%	0%	
3.1 Describe your organization's strategic planning efforts if you indicated resources spent on strategic planning in section 2 above.																							

Ready NUM



Section 1

Agency Information



Section 1: Agency Information

- ▶ This information is 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

Section 1. Agency Information

Grant Number		Primary Prevention Coordinator (PPC)	
Grant Name		PPC Name:	
Person to Contact for Corrections		PPC Email Address:	
Contact's Phone Number for Corrections		PPC Phone Number:	
Contact's Email Address for Corrections			
Grant Contact			
Authorized Official			



Section 1: Changes to Agency Information

If you require a change to Agency Information, contact your Grant Manager. Additionally, grantees are required to notify the OAG of key personnel changes in the organization within ten (10) business days.

Submit the following to your Grant Manager:

- ▶ Name of new key personnel
- ▶ Title
- ▶ Contact address
- ▶ Phone and fax numbers
- ▶ Email address



Section 1: Changes to Agency Information

- ▶ **Authorized Official:** Submit the request in writing. The letter must be signed by the governing body, on grantee's letterhead, indicating the name of personnel change, title, contact address, phone and fax number and email address.
- ▶ **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
- ▶ **Primary Prevention Coordinator:** The Authorized Official must submit a request via email, fax or grantee letterhead to the Grant Manager



Section 2

Selection of Goals



Section 2: Selection of Goals

This information has been pre-filled by the OAG based on your SAPCS-Federal grant application. This section represents the goals your organization has chosen.

- ▶ Individual Level Goals
- ▶ Relationship Level Goals
- ▶ Community Level Goals
- ▶ Societal Level Goals



Section 3

Rape/Sexual Violence Prevention and Education Activities



Section 3: Rape/Sexual Violence Prevention and Education Activities

Enter the percentage (estimated) of the agency's total SAPCS - Federal budget that was spent on each of the listed activities. Percentages must total 100%.

- ▶ SAPCS-Federal Budget broken down by activity
- ▶ Total must equal 100%
- ▶ Total column will be displayed in red until total equals 100%
- ▶ If the organization did not conduct an activity during the reporting period enter 0
- ▶ **Narrative:** In Sections 3.1 and 3.2, describe your organization's strategic planning efforts and provide an overall summary of the primary prevention funded by the OAG.



Section 3: Rape/Sexual Violence Prevention and Education Activities

Information provided in the percentage section should match narratives and data in this report.

▶ Example

- If 25% of resources are allocated to professional training in this section, then there should be data entered under Section 6: Approved Activities.



Section 3: Rape/Sexual Violence Prevention and Education Activities

Grantees are not required to conduct all activities. However, report on only those activities conducted by staff paid by SAPCS-Federal fund.

When reporting, each “Approved Activity” reported should fit into one of the three categories below:

- ▶ Professional Training
- ▶ Educational Sessions
- ▶ Informational Materials



Section 3: Report

Section 3. Rape/Sexual Violence Prevention & Education Activities

Percent of Resources Spent on RPE Activities	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	YTD
Educational Seminars					0%
Training programs for professionals					0%
Preparation of informational materials					0%
Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities					0%
Education to increase awareness about drugs used to facilitate rapes or sexual assaults					0%
Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities (as defined in section 3 of the Americans with					0%
Strategic Planning					0%
Coalition Building					0%
Community Mobilization					0%
Policy Change					0%
Norms Change					0%
Total Must Equal 100%	0%	0%	0%	0%	0%



Section 3: Quarterly Activities

- ▶ Summarizing Quarterly Activities
 - Provide an overall summary of your primary prevention program activities funded by the OAG.
 - Please be clear and concise.



Section 4

RPE Faith-Based Activities



Section 4: RPE Faith-Based Activities

Faith-based activities: Occur in settings of or in partnership with organizations having religion or spirituality as a major tenet of their existence.

- ▶ Complete this section by detailing RPE activities involving faith-based organizations.
- ▶ Information is used by the CDC to increase their understanding and knowledge of faith based projects and will not be used for monitoring and/or evaluation purposes.



Section 4: RPE Faith-Based Activities

Examples

- ▶ Name the Organization: “Saint James Lutheran” or “Temple Beth Shalom,” etc.
- ▶ Description of RPE Activity: Members of Saint James Lutheran church are meeting with primary prevention staff to explore prevention strategies that may be appropriate to implement within the church community.



Section 5

Strategies/Activities



Section 5: Strategies/Activities

Identification of Strategy/Activity: This section has been pre-filled by the OAG from your organization's approved SAPCS-Federal grant application.

- ▶ Coalition building
- ▶ Community mobilization
- ▶ Policy change
- ▶ Norms change
- ▶ Training programs for professionals
- ▶ Educational seminars

Complete applicable narrative sections 5.2 – 5.7 for each reporting period describing strategies/activities.



Section 6

**Approved Activities: Professional
Training, Educational Seminars,
Informational Materials**



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

- ▶ Approved Activities:
 - Educational seminars
 - Training programs for professionals
 - Preparation of informational materials
 - Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities
 - Education to increase awareness about drugs used to facilitate rapes or sexual assaults
 - Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

- ▶ Complimentary strategies
 - Coalition building
 - Community mobilization
 - Policy change
 - Norms change



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Professional Training: Enter by month, the number of professional trainings conducted and the number of participants reached.

6.1 Professional Training		<u>1st Quarter</u>			<u>2nd Quarter</u>			<u>3rd Quarter</u>			<u>4th Quarter</u>			<u>YTD</u>				
Total Professional Trainings Conducted								0	0%				0	0%			0	0%
Total Professional Training Participants								0	0%				0	0%			0	0%



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Section 6.2: Professional Training

- ▶ The groups selected here should appear in the narratives. Likewise, groups identified in the narratives should have matching data entered in this section.
- ▶ Make sure to enter an “X” for audience type and training topics

Complete narrative sections 6.5 – 6.8 for each reporting period describing professional training activities.



Section 6: Narratives for Professional Trainings

- ▶ Describe successes associated with implementing professional training.
- ▶ Describe challenges associated with implementing professional training.
- ▶ Describe the efforts aimed at changing organizational capacity, practices and policies to prevent sexual violence.
- ▶ What is the rationale for conducting RPE trainings for professionals with the audience(s) selected?

Just a reminder: All narratives should reflect the data that's being entered in other sections of the report.



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Educational Seminars: Enter by month, the number of educational training seminars conducted and the number of participants reached.



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Educational participants by audience: Enter the total number of educational seminars conducted by month, and the number of participants by audience type for the following categories:

- ▶ Preschool students
- ▶ Elementary school students
- ▶ Middle/Junior high school students
- ▶ High school students
- ▶ College/University students
- ▶ Youth not in school
- ▶ Parents

Other Audiences: If the audience does not fit into one of the major categories (i.e. Preschool students, Elementary school students, etc.), report the sessions under “Other Audiences”.



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Educational participants by audience: An educational seminar is conducted at a school to high school students who are predominately African American. The educational session should be recorded in the “High School Students” category.



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Educational participants by Other Audiences: *An educational session is provided to the elderly in an assisted living facility. The session should be reported under “Other Audience” in the “Elderly” sub-category.”*



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

NEW!

Section 6.11

- ▶ Enter the percentage of participants attending educational seminars by gender, either female or male.
- ▶ An estimate is acceptable



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

- ▶ Place an “X” in the appropriate box(s) that represents the topics of educational seminars conducted for each month regardless of the number of times each topic is covered.

6.11 Educational Training Topic	1st Quarter			2nd Quarter		
Attitudes, Beliefs and Behaviors supportive of SV			x	x		
Bullying & Sexual Violence						x
Drug-facilitated Sexual Violence	x				x	
Gender Roles			x			
Healthy Relationships						
Masculinity & Sexual Violence				x		
Media Literacy						
Oppression					x	
Policy & Organization Practice						
Primary Prevention of Sexual Violence						



Section 6: Professional Training and Educational Seminars Outcomes

All Grantees are required to measure one outcome which has been pre-filled by the OAG.

- ▶ Enter the outcome instrument used (pre- and 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.



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

6.14 Sufficient Dosage Data: If Educational Seminars are conducted, check the appropriate box below to indicate how many sessions are included in each education series conducted by your organization.

Note: Multiple entries can be selected if your organization conducts more than one education series and each series has a different number of sessions.

Single Session	
Multiple Sessions with the Same Audience	
2-3 Sessions	
4-6 Sessions	
7-9 Sessions	
10 or more Sessions	



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Section 6.15 Curriculum Used for Educational Seminars:

Enter in the Name(s) of curriculum used for each educational seminar.

- ▶ **For example:** if you have a seminar for pre school students and another for high school students make sure to list the names of both curriculum used.



Section 6: Approved Activities - Professional Training, Educational Seminars, Informational Materials

Section 6.16: Nine Prevention Principles:

For each principle used, describe how your organization incorporated the principle into educational seminars conducted. Be specific and give examples.

Comprehensive	The <i>ABC</i> program is comprehensive as it is presented to junior high school students (12-13 year olds), with a complimentary component for teachers, and parents.
Include varied teaching methods	The <i>ABC</i> program includes varied teaching methods including role plays, videos, vignettes, and small group work which allows time for students and parents to practice skills learned through instruction.
Provide sufficient dosage	Each <i>ABC</i> program (one for students and one for parents) consists of a series of 4 educational sessions. This principle suggests sufficient dosage is 7-9 times however, we have not been able to schedule that many sessions with students. By training the parents and teachers of these students, the message is reinforced at home and in the classroom which helps to reach the sufficient dosage recommendations.



Section 6: Educational Narratives

- ▶ Describe efforts aimed at changing behaviors or norms.
- ▶ What is the rationale for conducting RPE educational seminars with the audience(s) selected?
- ▶ Describe challenges associated with implementing educational seminars.
- ▶ Describe successes associated with implementing educational seminars.

Just a Reminder: All narratives should reflect the data that's being entered in other sections of the report.



Section 6: Informational Materials – NEW!

- ▶ Enter the total number of informational materials distributed and developed each month.
- ▶ Place an “X” for each type of informational materials distributed and developed each month.

6.20 Informational Materials		1st Quarter			
Total Number of Informational Units <u>Distributed</u>					0
Total Number of Informational Units <u>Developed</u>					0
6.21 Types of informational materials <i>distributed</i>. (X all that apply).					
Brochures					
Educational exercises					
Educational fact sheets or handouts					
Posters or other visual messaging					
6.22 Types of informational materials <i>developed</i>. (X all that apply)					
Brochures					
Educational exercises					
Educational fact sheets or handouts					
Posters or other visual messaging					
Curriculum/Presentations (developed or modified if purchased)					



Section 6: Informational Materials

- ▶ Place an “X” for each type of informational materials developed each month.

6.23 Informational Materials <i>Developed</i> Topics	1st Quarter		
Attitudes, Beliefs and Behaviors Supportive of SV	x		
Bullying & Sexual Violence			
Drug-facilitated Sexual Violence		x	
Gender Roles			
Healthy Relationships			
Masculinity & Sexual Violence		x	x
Media Literacy			
Oppression			
Policy & Organization Practice			
Primary Prevention of Sexual Violence	x		x
Bystanders Intervention			
Sexual Harassment			
Sexual Assault and/or Sexual Violence		x	
Planning and Decision Making			
Interpersonal Competence			
Cultural Competence			
Resistance Skills			
Peaceful Conflict Resolution			



Section 7

Program Highlights and Additional Information



Section 7: Program Highlights and Additional Information

- ▶ Provide at least one highlight of your primary prevention program which occurred during this reporting period.
- ▶ Share any additional information about your organization's primary prevention program.



Section 8

Program Impact Narratives



Section 8: Program Impact Narratives

- ▶ Volunteer Involvement: Describe how your agency utilized volunteers during this reporting period (agency wide).
- ▶ Changes in key personnel that may have an impact on grant performance.
- ▶ Grant-funded positions left vacant for more than three months.
- ▶ Describe any primary prevention activities of the agency staff and/or volunteers not funded by SAPCS- Federal funds.



Section 9

Data Verification



Section 9: 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 Contact 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.



Thank You!

Please note that additional detail can be found in the FY 2012 SAPCS-Federal Performance Report Instructions. If you need any further information, contact your Grant Manager.



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