SAFEPLAN OMT eGrants Step-by Step Guide

In FY23, beginning with both the VOCA and SAFEPLAN applications, all aspects of MOVA grants management will occur over the electronic grants management (eGrants) system. This guide will walk through each step necessary to upload and submit your Outcome Measurement Tool.

More information about the Outcome Measurement Tool process and requirements – including the MOVA OMT Guidebook for Programs, can be found on here. Additional training, videos, and guides for eGrants and the OMT can be found on MOVA's OMT webpage.

Access to eGrants
The Website
Use this link to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants User Manual on MOVA'S eGrants webpage.

Registered Users

Current subrecipient users were required to register in the eGrants system by July 1, 2021. If a user has not yet been registered, visit the Registration Tutorial on MOVA's eGrants webpage or the eGrants User Manual for instructions on registration.

eGrants Resources and Guidance

- Link to website: https://mova.intelligrants.com/
- Registration tutorial: https://mova.intelligrants.com/Documentation/MOVA/Registration1.mp4
- FY23 VOCA and SAFEPLAN Application Demo: https://www.youtube.com/watch?v=VOhJRdLbWys
- Contracting training: https://youtu.be/kHKwOG43CQ8
- FY23 eGrants Expenditure Report Walkthrough: https://youtu.be/MVPRLhSYGFU
- eGrants User Roles
- eGrants User Manual (last updated 2/25/21)
- eGrants Frequently Asked Questions (last updated 4/30/21)
- FY23 Contracting Guide
- FY23 VOCA Renewal Application Guide
- FY23 SAFEPLAN Application Guide
- FY23 Expenditure Report Guide

Only the following users have the permissions to initiate, fill out, and submit an OMT to MOVA:

- Agency Administrator
- Authorized Representative
- Programmatic Contact
- Alternate Programmatic Contact
- Fiscal Contact

Before embarking on the OMT, please ensure that the individuals working on the tool are assigned to one or more of these roles.

Uploading the OMT

All programs will be required to upload their OMT Excel file to the eGrants platform. From here you can edit, adjust, and submit your data to MOVA.

Instructions

To upload your OMT, log into one of the appropriate roles listed above. Once there click on the administration drop down on the drop left hand corner. Select the "SAFEPLAN OMT Upload" drop-down. You will then be brought to the upload screen.
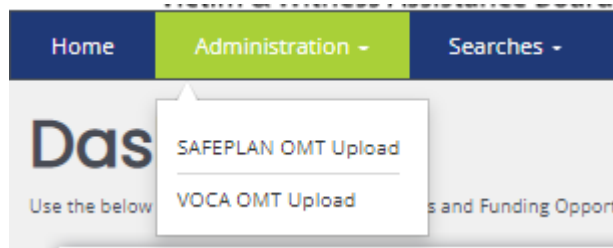
Here you will upload your custom OMT Excel file with your programs quarterly data.

Attach your OMT by clicking on the "Select" button and then selecting your OMT Excel file from your computer. If the file has been successfully attached, you will see the file name appear. You will then select your organization name, the fiscal year, and the period. A user cannot upload data unless the current data falls on or within that periods date range.
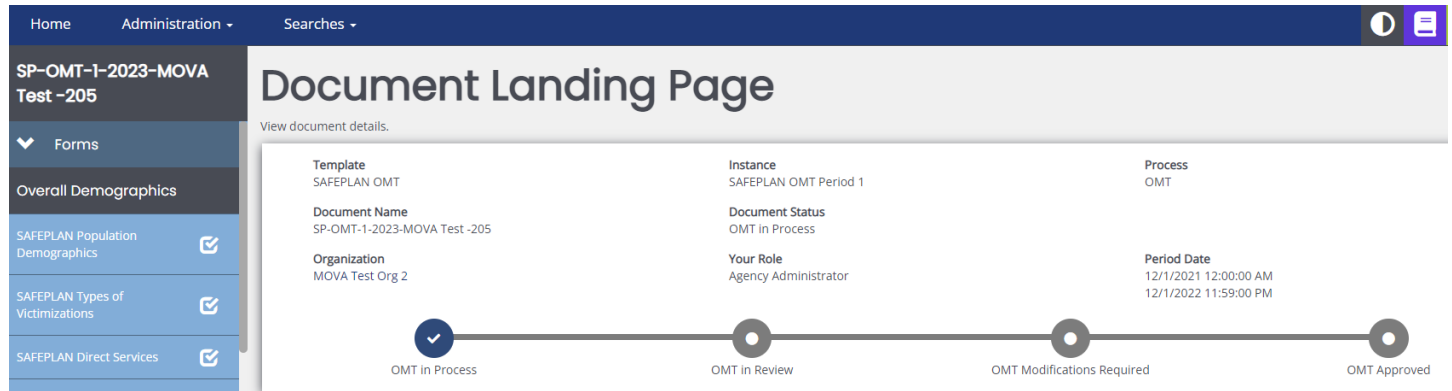
Press *Save* in the upper right-hand corner. Successful uploads will display in GREEN and will have a link to take the user to the SAFEPLAN OMT upload created. Follow this link to review all data and officially submit the OMT under *Status Options.* Your OMT WILL NOT submit to MOVA just by uploading it. It is required that subrecipients review the data uploaded and push the document to MOVA for review.

The Outcome Measurement Tool

Document Landing Page

Once uploaded, the user will then be taken to the Document Landing Page, which functions as the home page for the OMT.

Here, there are a variety of categories. The two most important to note are:

▪ Document Name—this will be the name of the OMT. Make note of this name and use it with any communications with MOVA or Agate, the website developer. The document name in this example is SP-OMT-1-2023-MOVA Test -205.

▪ Document Status—this indicates the "status" of the OMT. When filling out the tool, the status will remain as OMT in Process. Once submitted, the status will change to OMT in Review. Next the OMT will change to either OMT Modifications Required or OMT Approved. Once reviewed by MOVA, if the OMT requires modifications the OMT will be sent back to you with feedback found in the Notes tab.

OMT Forms

There are 7 forms that MOVA requires for the OMT. Although these can be filled out in any order, this guide will review each of the forms in the order in which they appear in the application.

SAFEPLAN Population Demographics

This section is an opportunity to provide expanded detail about clients which will be aggregated for statewide legislative reporting. It provides additional options where you can specify based on your service population and then the tool will retain your entry preferences in subsequent periods for further updating. Fill out all the information and select Save in the top right corner of the page.

SAFEPLAN Types of Victimizations

This section included ALL individuals and should equal the total included in Section 1. This section in mandatory. An individual MAY be counted in more than one victimization type. An individual MAY NOT be counted more than once within the same victimization type.

SAFEPLAN Direct Services

First select the types of services provided by your organization. Selection of a checkbox will show additional fields below. Then enter the total number of individuals who received services AND the number of times each service was provided by your organization during the reporting period within each category.

SAFEPLAN Subgrantee Outcome Measurement Questions

This section includes information about surveys and the annual questions which are only required during your October submission. Fill out all mandatory boxes and explain when required.

Court Tabs

This section should be completed each reporting period and each tab in one court ONLY. Use the areas in beige to enter the specified information. The court specific tabs mirror the previous reporting tool and what was captured for each of your courts.

Goals

This section contains measures set by MOVA. Please enter your milestones at the beginning of the grant cycle and continue to enter progress towards the milestone each reporting period.

Key Outcomes

Subrecipients are expected to implement a standard set of key outcomes to demonstrate what has been achieved by their program, which have been set by MOVA. During each reporting period, you will provide the average or overall outcome for each measure entered in this section for that period.

Throughout this form and after all information is complete, please ensure to save using the Save button in the top right corner of the page.

Saving your work

The information does *not* automatically save, so it is essential with every page within eGrants that the user frequently saves in order to not lose work. The page is acceptable when a check

appears in the box in the panel for the relevant form but requires attention if there is an exclamation point instead.

Errors

It is important to understand how the eGrants systems communicates requirements and errors. After saving or navigating away from a page at any point in the process, an error check may pop up.

In the example above, Question 1 in blank, which is indicated by:
- A red box around the missing information and
- A specific direction in the top corner of the screen

The user can be taken directly to the error in question by selecting it from the pop up in the right-hand corner. Additionally, the entire section will be labeled with an exclamation point in the left-hand corner panel if there are any errors on the page. All errors must be resolved before attempting to submit an OMT.

Submitting the OMT

Once the user is satisfied with all of the information in the OMT, all errors are resolved and all of the forms have been saved, scroll to the bottom of the left-hand panel to find the Status Options. Select Submit OMT.

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If there are any issues with the OMT, a box will pop up and detail the areas that require attention. For example:

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
VOCA Types of Victimizations	Error(s)	Yes
VOCA Direct Services	Error(s), Form is populated by another form that has been changed and must be resaved	Yes
Subgrantee Outcome Measurement Questions	Error(s), Form is populated by another form that has been changed and must be resaved	Yes

If the OMT is eligible for submission, a box will pop up with the following:

Are you sure that you want to change the status from

OMT in Process **to** Submit OMT?

Please enter any notes in regards to this status change

Cancel   OK

Feel free to enter any relevant notes and select OK to submit the OMT to MOVA. Once submitted, the applicant will be taken back to the Document Landing Page and the Document Status will be OMT in Review. This confirms that the OMT has been submitted to MOVA.

Document Landing Page

View document details.

Template SAFEPLAN OMT	**Instance** SAFEPLAN OMT Period 1	**Process** OMT
Document Name SP-OMT-1-2023-MOVA Test -205	**Document Status** OMT in Review	
Organization MOVA Test Org 2	**Your Role** Agency Administrator	**Period Date** 12/1/2021 12:00:00 AM 12/1/2022 11:59:00 PM

OMT in Process — OMT in Review — OMT Modifications Required — OMT Approved

Conclusion

By following all of the above steps, applicants can successfully use the MOVA eGrants system to submit their Outcome Measurement Tool.

Timeline

Subrecipients will upload their first OMT via eGrants by October 31st, 2022. This workbook will be reflective of the first reporting period of FY23 (July 1 – September 30, 2022). Subrecipients will continue to upload their OMT quarterly on the eGrants platform.

Reporting Period	Reporting Period Data Collection Dates	Performance Reports due Dates
Period 1	July 1 – September 30, 2022	October 31, 2022
Period 2	October 1 – December 31, 2022	January 31, 2023
Period 3	January 1 – March 31, 2023	April 30, 2023
Period 4	April 1 – June 30, 2023	July 31, 2023

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting an Outcome Measurement Tool within the MOVA eGrants system.

More information about the OMT can be found on MOVA's website [here](#)

Resources include:
- [MOVA OMT Guidebook for Programs](#)
- [OMT Frequently Asked Questions](#)
- [OMT Demographics Walk Through](#)

More information about the MOVA eGrants system can be found:

- [MOVA's For Currently Funded Agencies Website](#)
- eGrants User Manual

All questions regarding the OMT should be directed to Data Manager, Amelia Pease at Amelia.pease@mass.gov for VOCA questions and Data Coordinator, Hannah Alzaim at Hannah.alzaim@mass.gov for all SAFEPLAN related questions.

Disclaimer: All screenshots used in this guide are taken from MOVA's test website. The live website may appear different, but all functionality and instructions still apply.