

SAFEPLAN OMT eGrants Step-by Step Guide

In FY24, all aspects of MOVA grants management for VSS (formerly known as VOCA) and SAFEPLAN contracts will continue to occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to complete and submit your Outcome Measurement Tool.

Additional training, videos and guides for eGrants and the OMT can be found on [MOVA's For Currently Funded Agencies website](#) including an Excel workbook that can be used for data collection and tracking purposes.

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](#).

Massachusetts Office For Victim Assistance
MOVA eGrants
Victim & Witness Assistance Board

Welcome to MOVA eGrants, the electronic system for managing grants administered by MOVA.

New System Users

- All new users must register with the system to get login Credentials. You will be notified when your registration is approved.
- Click [New User? Register Here!](#) link at the bottom of the login box to start your MOVA eGrants registration process.
- Click [here](#) for the MOVA eGrants registration tutorial.

Need Assistance?

- For technical questions on site navigation, contact Agate Software HelpDesk at 1-800-820-1890 or helpdesk@agatesoftware.com.
- For general questions about MOVA grants or grant program requirements, contact MOVA at 617-586-1340 or movamass.gov.
- For specific questions about your currently-funded grant, contact your MOVA grant manager.
- Users are MOVA approved within a 24 hour period.

Login

Username
Please enter your username

Password
Password

Log In

[Login Assistance](#)
[New User? Click Here](#)

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 For Currently Funded Agencies website](#) 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>

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

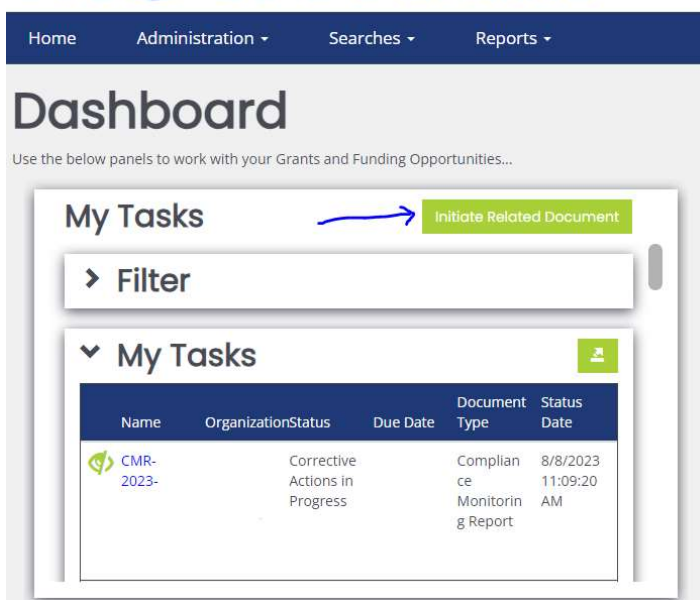
- Agency Administrator
- Authorized Representative
- Programmatic Contact
- Alternate Programmatic Contact
- Fiscal Contact
- Data Contact

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

eGrants Outcome Measurement Tool Instructions

Initiating an OMT on eGrants

Once logged into the site, the user will be taken to their Dashboard, which functions as a home page. On the Dashboard, there will be a section titled My Tasks where the OMT options can be found. OMTs can be initiated by clicking the green “Initiate Related Documents” button in My Tasks.



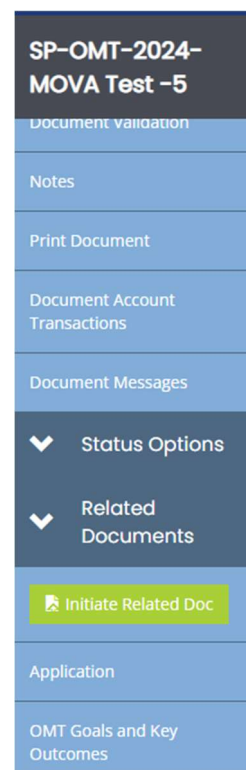
Additionally, “Initiate Related Documents” can be found by navigating to the Goals & Key Outcomes file where your milestones were pre-set for FY24.

To initiate using this method:

- Navigate to Searches located on the navy-blue bar below MOVA’s logo, then click OMT Goals and Key Outcomes.
- Click the green search button without entering any search terms.
- Select your FY24 Goals & Key Outcomes form from the results list by clicking the document name under Name.
- Once you are on the Document Landing Page, scroll down on the left-hand side bar until you see the green Initiate Related Documents button under the Related Documents header.

Initiate Related Documents Menu

Once you have selected the Initiate Related Documents button, a pop-up menu will appear asking you to select a Parent Document and Available Document. Document Identifier can be left blank. In the Parent Document drop down, select the name of your OMT Goals & Key Outcomes file for FY24. If you do not know the name of your OMT Goals & Key Outcomes file, follow the instructions above to search for it.



Once the parent document is selected, Available Documents will update to show the documents you can initiate. Select the OMT reporting period you are reporting for and click the green Create button. A second pop-up will confirm you are starting an OMT, click the green Proceed button.

HomeSearches

My Tasks

Name	Organization	Status
CMR-2023-p-39	Amelia's MOVA Test Organization	Monitoring Follow up in Process
CMR-2023-p-43	Amelia's MOVA Test Organization	Monitoring Follow up in Process

Announcements

Initiate Related Document

Select a parent document and available related document. Use the Create button to initiate the related document.

Document Identifier

Search parent documents by identifier...

Parent Document

SP-OMT-2024-MOVA Test -14

Available Documents

FY24 SAFEPLAN OMT Period 1

Create

The Outcome Measurement Tool

Document Landing Page

SP-OMT-1-2024-MOVA Test -99

Forms

Courts

SAFEPLAN Courts

Overall Demographics

SAFEPLAN Population Demographics

SAFEPLAN Types of

Document Landing Page

View document details.

Template

FY24 SAFEPLAN OMT

Instance

FY24 SAFEPLAN OMT Period 1

Process

OMT

Document Name

SP-OMT-1-2024-MOVA Test -99

Document Status

OMT in Review

Organization

Amelia's MOVA Test Organization

Your Role

Agency Administrator

Period Date

1/1/2023 12:00:00 AM
12/1/2024 11:59:00 PM

OMT in Process

OMT in Review

OMT Modifications Required

OMT Approved

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-1-2024-MOVA Test -99.

- **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. If the requested modifications are not made in a timely manner, the OMT may be put into the status of OMT Modifications Incomplete by MOVA.

OMT Forms

There are 5 cumulative forms that MOVA requires for the SAFEPLAN OMT in addition to a form for each court your agency serves. The order of these forms has slightly changed from FY23. Now, SAFEPLAN Court tabs are first, followed by Overall Demographics. Due to new auto-calculation formulas throughout, please complete all the forms in the order listed below.

Court Tabs

On the court tabs, you will report on SAFEPLAN specific activities for each court your agency covers. To view all your court tabs, click SAFEPLAN Courts on the left-hand side panel. Another panel will appear with your court names. Court tabs have been pre-set for your agency and will appear in alphabetical order. Fill out each tab with the quarterly data for that court until you have a check mark icon indicating the court tabs have been completed.

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. The first three questions are auto calculated for you based on the court tabs. 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 is 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 Subgrantee Outcome Measurement Questions

This section collects information about surveys your organization may distribute as well as your annual questions which are only mandatory during the first reporting period of the

contract. The annual questions should be a reflection on the previous fiscal year, reported with your October OMT submission. The fields are available during each quarter if you prefer to update it quarterly and compile it at the end of the fiscal year.

SAFEPLAN Goals & Key Outcome Measures

Milestones for Goals and Key Outcomes were set and approved prior to the start of the fiscal year. Once initiated the milestone fields will automatically fill with the previously approved milestones. You will only need to enter the period inputs on each page. To view your organizations FY24 Goals and Key Outcomes:

- Navigate to Searches located on the navy-blue bar below MOVA's logo, then click OMT Goals and Key Outcomes.
- Click the green search button without entering any search terms.
- Select your FY24 Goals & Key Outcomes form from the results list by clicking the document name under Name.

SAFEPLAN Goals

Enter the period input for each goal. To update the milestone progress to the right of the input, save the page.

SAFEPLAN Key Outcomes

Subrecipients are expected to implement a standard set of key outcomes to demonstrate what has been achieved by their program. During each reporting period, you will provide the number of SAFEPLAN clients who received the measured service and the total number of SAFEPLAN eligible clients, and the percentage will be auto calculated for you. You can compare these results to your milestone and save the page.

SECTION 16b: Numeric/Quantitative Section

Select Strategic Area		Outcome Type	Sub-Category	Question/ Measure/Item		
Crisis Intervention and Hotline		Client / Participant / Self-Reported	Connection to Community Resources	Percentage of individuals appropriate for SAFEPLAN services that received information and referrals		
Define Measures						
Type of Response Percentage	Scale Range 0% - 100%	Short or Long Term Short-term Outcome	Reporting Timeline Quarterly	Milestone 94%	Milestone Note Percentage of individuals that were provided with this SAFEPLAN service	Data Collection Review of SAFEPLAN records of services provision
Enter Data						
Reporting Period	Number of SP Clients who received measured service	Total Number of SP eligible clients		Percentage of Measurement Met		
RP1	<input type="text" value="45.00"/> *	<input type="text" value="49"/> *		91.84%		
RP2				%		
RP3				%		
RP4				%		
Totals	45.00	49.00		%		

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.

The screenshot displays the 'SP-OMT-1-2024-MOVA Test -99' form. On the left is a sidebar with navigation links: Forms, Courts, SAFEPLAN Courts, Overall Demographics, SAFEPLAN Population Demographics, SAFEPLAN Types of Victimization, SAFEPLAN Subgrantee Outcome Measurement Questions, Goals, and SAFEPLAN Goals. The main content area shows the 'Subgrant Organization Name' as 'Amelia's MOVA Test Organization' and 'Dates Reported' from '01/01/2023' to '12/01/2024'. Below this is a table for 'DIRECT SERVICES' with five sections. Section 3, 'Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period:', has a red border around its input field, which is currently blank. A yellow pop-up box in the top right corner, titled 'Attention', contains the message 'Section 3 is required..'. The sidebar has an exclamation point icon next to 'SAFEPLAN Population Demographics'.

DIRECT SERVICES	
SECTION 1: TOTAL number of individuals who received services during the reporting period:	155
SECTION 2: TOTAL number of anonymous contacts received during the reporting period:	8
SECTION 3: Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period:	
SECTION 4: TOTAL number of individuals with NO PRIOR CONTACT with a DV/SA Agency during the reporting period:	14
SECTION 5: AUTOCALCULATED: TOTAL number of continuing individuals during the reporting period:	155

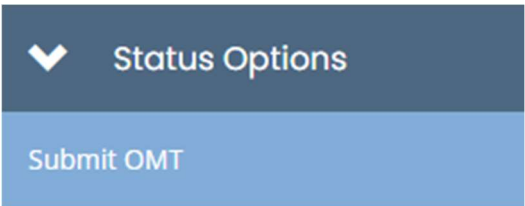
In the example above, Section 3 is blank, which is indicated by:

- A red box around the missing information and
- A specific direction in the top corner of the screen

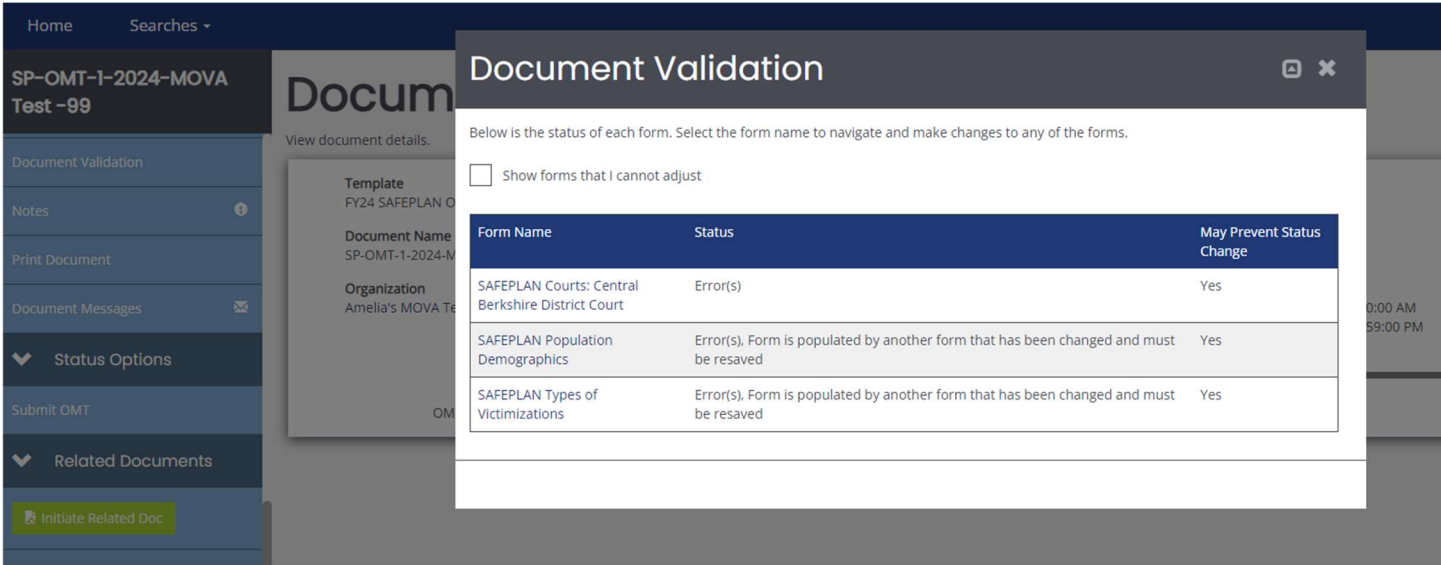
The user can be taken directly to the error in question by selecting it from the pop up in the right-hand corner. Additionally, the entire section will be labeled with an exclamation point in the left-hand corner panel if there are any errors on the page. All errors must be resolved before attempting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

Submitting the OMT

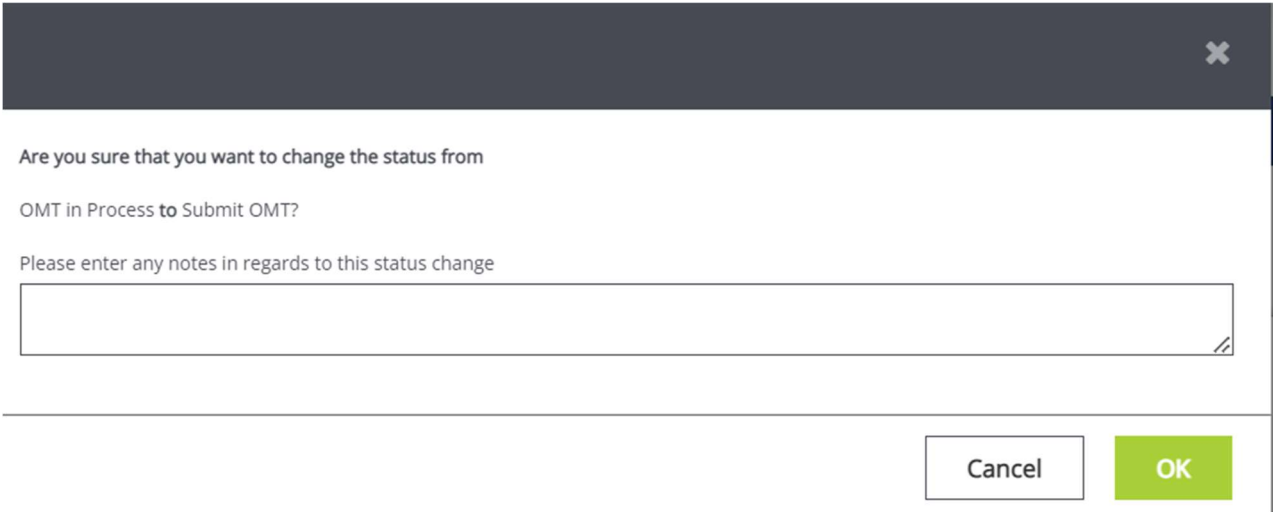
Once the user is satisfied with all of the information in the OMT, all errors are resolved and all of the forms have been saved, scroll to the bottom of the left-hand panel to find the Status Options. Select Submit OMT.



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



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



Feel free to enter any relevant notes and select OK to submit the OMT to MOVA. Once submitted, you 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

Document Name

SP-OMT-1-2023-MOVA Test -205

Organization

MOVA Test Org 2

Instance

SAFEPLAN OMT Period 1

Document Status

OMT in Review

Your Role

Agency Administrator

Process

OMT

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, subrecipients can successfully use the MOVA eGrants system to submit their Outcome Measurement Tool.

Timeline

Reporting deadlines for fiscal year 2024 can be found in the chart below.

Reporting Period	Reporting Period Data Collection Dates	Performance Reports Due Dates
Period 1	July 1- September 30, 2023	October 31, 2023 (due date has been extended to November 15 th , 2023 due to eGrants submission error)
Period 2	October 1 – December 31, 2023	January 31, 2024
Period 3	January 1 – March 31, 2024	April 30, 2024
Period 4	April 1 – June 30, 2024	July 31, 2024

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a FY24 OMT within the MOVA eGrants system.

More information about the OMT and 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 and Data Coordinator, Hannah Alzaim at MovaStats@mass.gov.

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.