

OMT eGrants Step-by Step Guide

In FY24, all aspects of MOVA grants management for VSS + State Victim Assistance 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 For Currently Funded Agencies website](#).

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 moval@mass.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

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

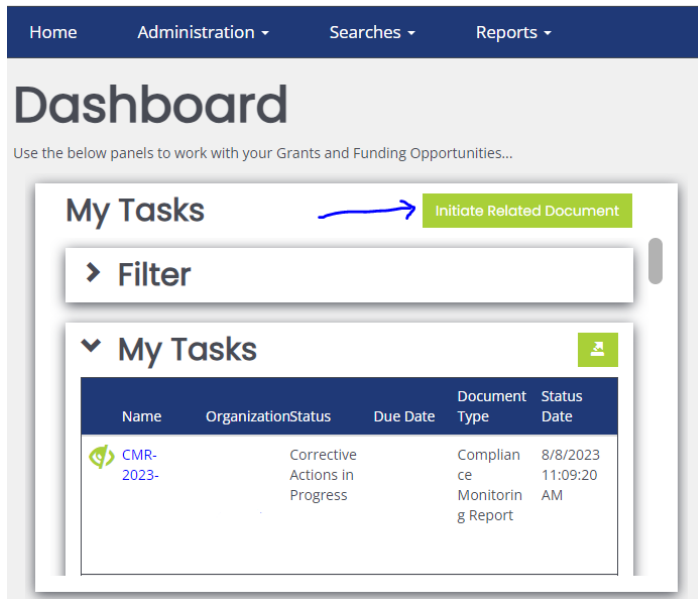
Before embarking on the OMT, please ensure that the individuals working on data entry are assigned to one or more of these roles.

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.

MOVA eGrants

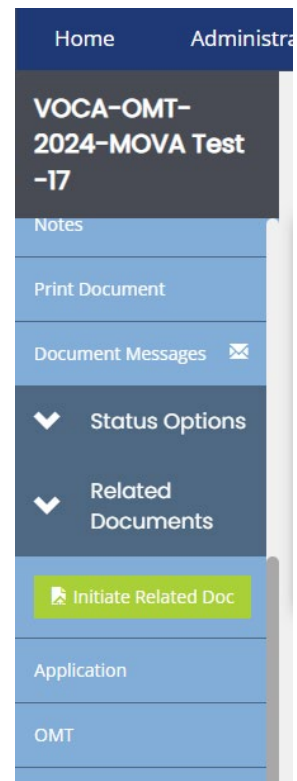


Additionally, “Initiate Related Documents” can be found by navigating to the Goals & Key Outcomes that were pre-set for FY24. To initiate using this method:

- 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.

Initiate Related Document 🗨️ ✕

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

Document Identifier

Parent Document

VOCA-OMT-2024-MOVA Test -17
▾

Available Documents

FY24 VSS OMT Period 1
▾

Create

The Outcome Measurement Tool

Document Landing Page

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

OMT 1-2024-MOVA Test -61

Forms

VSS

VSS Population Demographics

VSS Types of Victimizations

VSS Direct Services

Subgrantee Outcome Measurement Questions

Document Landing Page New Note

View document details.

Template FY24 VSS OMT	Instance FY24 VSS OMT Period 1	Process OMT
Document Name OMT 1-2024-MOVA Test -61	Document Status OMT in Process	
Organization Amelia's MOVA Test Organization	Your Role Agency Administrator	Period Date 1/1/2022 12:00:00 AM 1/1/2024 11:59:00 PM
		Due Date 1/1/2024 11:59:00 PM

OMT in Process
OMT in Review
OMT Modifications Required
OMT Approved

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 OMT 1-2024-MOVA Test -61
- 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 7 forms that MOVA requires to complete 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 on eGrants.

The sections that make up the OMT are:

- VSS Demographics & Services
- Goals
- Key Outcomes

Errors

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

OMT 1-2024-MOVA Test -59

Forms

VSS

VSS Population Demographics

VSS Types of Victimization

VSS Direct Services

Subgrant Organization Name:
Amelia's MOVA Test Organization

Dates Reported: From: 01/01/2022* To: 01/01/2024*

POPULATION DEMOGRAPHICS

SECTION 1: TOTAL number of individuals who received services during the reporting period:	<input type="text" value="100"/>
SECTION 2: TOTAL number of anonymous contacts received during the reporting period:	<input type="text" value=""/>
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:	<input type="text" value="10"/>
Is your agency able to track NEW individuals throughout the Fiscal Year?	<input type="text" value="Yes"/>

Click here for Appendix A1: PMT PR Appendix

Attention

- Section 2 is a required field.
- All fields are required for Section 4 A. Race/Ethnicity

In the example above, Question 2 is blank, which is indicated by:

- A red box around the missing information and
- A specific direction in the top right 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 panel if there are any errors on the page. All errors must be resolved before attempting to submit an OMT.

VSS Population Demographics

This section collects expanded detail about clients which will be aggregated to count as part of federal OVC reporting. It provides additional options where you are able to specify based on your service population and then the tool will retain your entry preferences in subsequent periods for further updating. Fill out all of the information and select Save in the top right corner of the page.

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.



VSS	
VSS Population Demographics	✓
VSS Types of Victimization	✓
VSS Direct Services	✓
Subgrantee Outcome Measurement Questions	!

VSS Types of Victimitizations

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.

VSS 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.

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.

Goals & Key Outcome Measures

Goals and Key Outcomes were set and approved prior to the start of the fiscal year. Once initiated the fields will automatically fill with the previously approved measures. 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.

Goals

This section will rely on your logic model and the objectives described in your award. Each step builds upon prior responses to assist in outlining measurable goals. Enter the period input for each goal. To update the milestone progress to the right of the input, save the page.

Upon opening the Goals page, all period inputs will be 0. You will receive an error message at the top of the page asking you to resave the page if you intend to enter all zeros. Otherwise, you should enter your data as normal and save the page.

SECTION 17. Goals

Strategic Area: Housing and Shelter						
Goal: To provide access to safe nights						
Output Measure: Number of instances emergency shelter or safe house provided	Output Type: Volume of services	Additional Details:	Report Period: Quarterly	Milestone: 55	Period Input <input type="text" value="15"/>	Milestone Progress 15
Output Measure: Number of individuals served through emergency shelter or safe house	Output Type: Sub-population	Additional Details:	Report Period: Biannually	Milestone: 134	Period Input <input type="text" value="10"/>	Milestone Progress 10

If customized goals were entered, they will be included in the Customization Section at the bottom of this tab.

Key Outcomes

Subrecipients are expected to implement a standard set of key outcomes to demonstrate what has been achieved by their program. This section is meant to capture what you may already be collecting. It also provides recommendations for potential areas based on what we know about the impact of VSS across the Commonwealth and utilizing existing logic models. This will allow for similar programs to select common measures, while maintaining options for unique contributions.

During each reporting period, you will provide the average or overall outcome for each measure in the “Input Score Below” field. You will then provide the total number of individuals or responses that is represented in the “Total Number of Times Collected/Individuals” field.

SECTION 18a: Short and Long-Term Outcomes

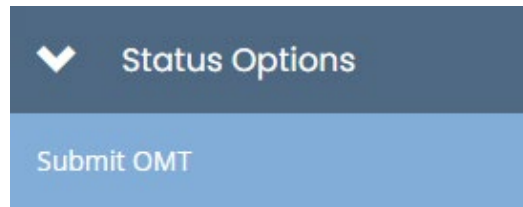
Select Strategic Area	Outcome Type		Sub-Category	Question/ Measure/Item		
Case Management and Client/Victim Advocacy	Client/Participant/Self-Reported		Client/Victim Well-Being	Working with the advocate increased my knowledge of community resources		
Type of Response	Scale Range	Short or Long Term	Reporting Timeline	Milestone	Milestone Note	Data Collection
Ordered Scale - Ordinal or Likert scale with options have have an order or rank and without standardized units, such as 5-point agreement scale (1 = strongly disagree, 5 = strongly agree)	5 = strongly agree, 1 = strongly disagree	Short-term Outcome	Quarterly	4	average of survey score	survey administered digitally after meeting with advocate
Enter Data						
Reporting Period	Input Score Below		Total Number of Times Collected/Individuals			
RP1	<input type="text" value="4"/>		<input type="text" value="34"/>			
RP2						
RP3						
RP4						
Average / Totals	Average / 4.00		Total / 34.00			

If customized Key Outcomes have been approved, they will appear in the *CUSTOM Key Outcomes* tab.

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.

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:

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 Victimitizations	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, 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 FY24 VSS OMT	Instance FY24 VSS OMT Period 1	Process OMT	
Document Name OMT 1-2024-MOVA Test -59	Document Status OMT in Review		
Organization Amelia's MOVA Test Organization	Your Role Agency Administrator	Period Date 1/1/2022 12:00:00 AM 1/1/2024 11:59:00 PM	Due Date 1/1/2024 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
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.