

SAFEPLAN OMT eGrants Step-by Step Guide

In FY25, 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 mov@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
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 (yellow arrow). Once it is started, it will appear in your My Tasks (blue arrow).

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Tasks

➤ Filter

▼ My Tasks

Name	Organization	Status	Due Date	Document Type	Status Date
OMT 1-2025-MOVA Test -5	Amelia's MOVA Test Organization	OMT in Process		OMT	9/27/2024 1:22:15 PM

Initiate Related Document

Additionally, “Initiate Related Documents” can be found by navigating to the Goals & Key Outcomes file where your milestones were pre-set for FY25.

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 FY25 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.

If user’s dashboard is empty and says, “No Dashboard Panels Configured” OR the user has dashboard panels but not My Tasks, follow the steps below.

1. Click on username in the green box found on the top right-hand corner
2. Click Edit Dashboard
3. Click Add Panel
4. Select My Tasks from the drop-down menu and click Save
5. Click Save again and refresh the page
6. User will now see My Tasks

Home Searches ▾

SP-OMT-2025-MOVA Test -14

Key Outcomes

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

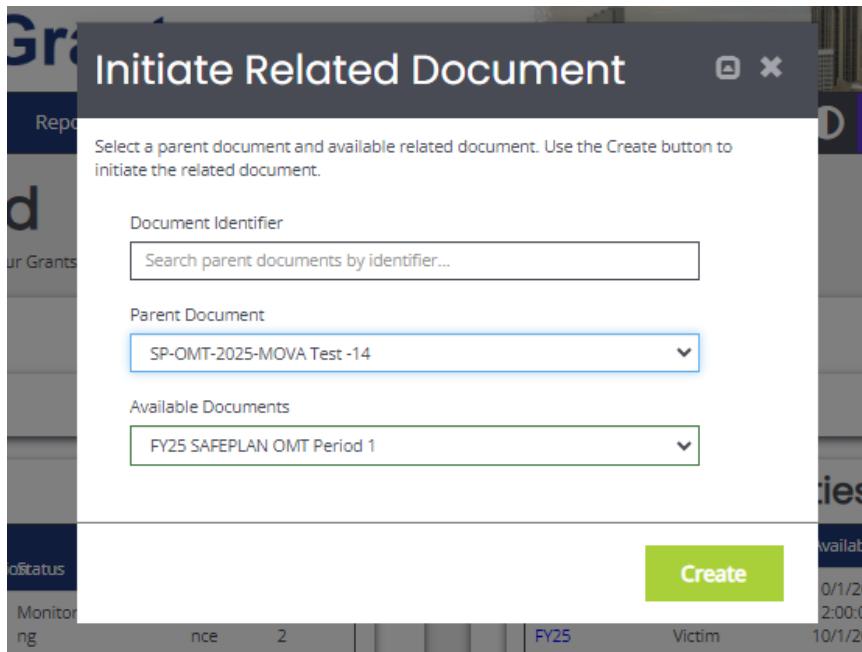
Status Options

Related Documents

Initiate Related Doc

Initiate Related Documents Menu

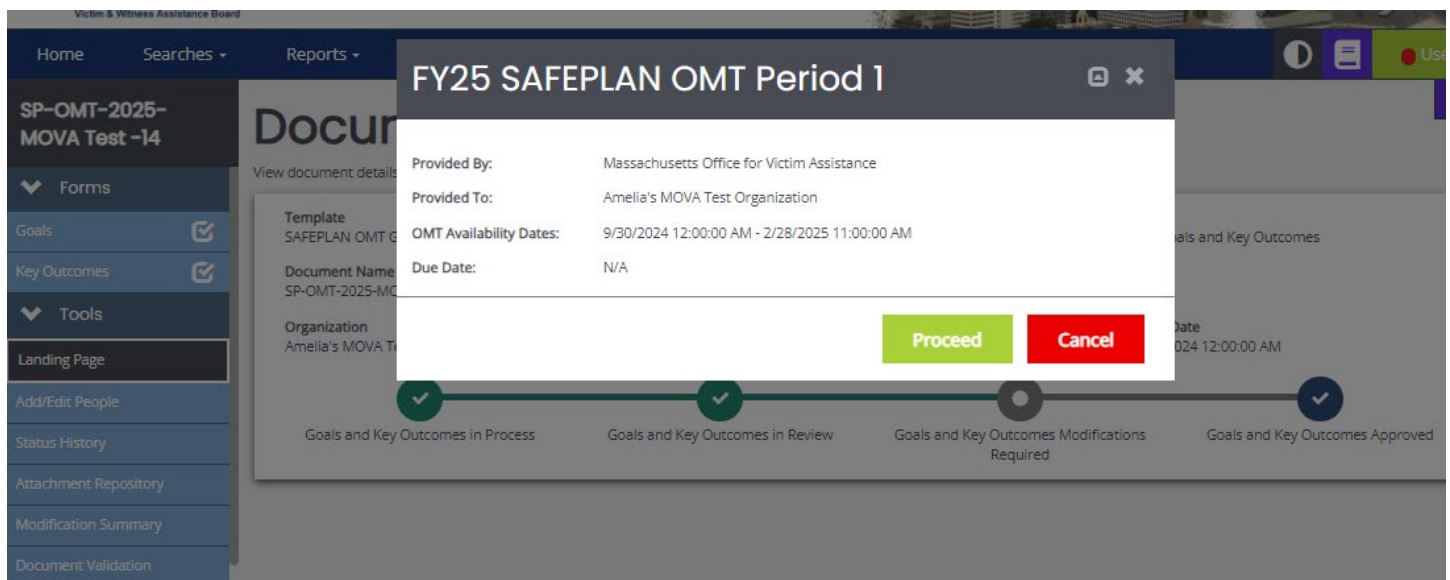
Once you have selected the Initiate Related Documents button, a pop-up menu will appear asking you to select a Parent Document and Available Document. Document Identifier can be left blank. In the Parent Document drop down, select the name of your OMT Goals & Key Outcomes file for FY25. If you do not know the name of your OMT Goals & Key Outcomes file, follow the instructions above to search for it.



The screenshot shows a pop-up window titled "Initiate Related Document" with a close button (X) in the top right corner. Inside the window, there is a text instruction: "Select a parent document and available related document. Use the Create button to initiate the related document." Below this instruction are three input fields: 1. "Document Identifier" with a text box containing the placeholder "Search parent documents by identifier...". 2. "Parent Document" with a dropdown menu showing "SP-OMT-2025-MOVA Test -14". 3. "Available Documents" with a dropdown menu showing "FY25 SAFEPLAN OMT Period 1". At the bottom right of the pop-up is a green button labeled "Create". The background of the screenshot shows a blurred view of a software interface with various labels like "Report", "Grants", "Status", and "Monitor".

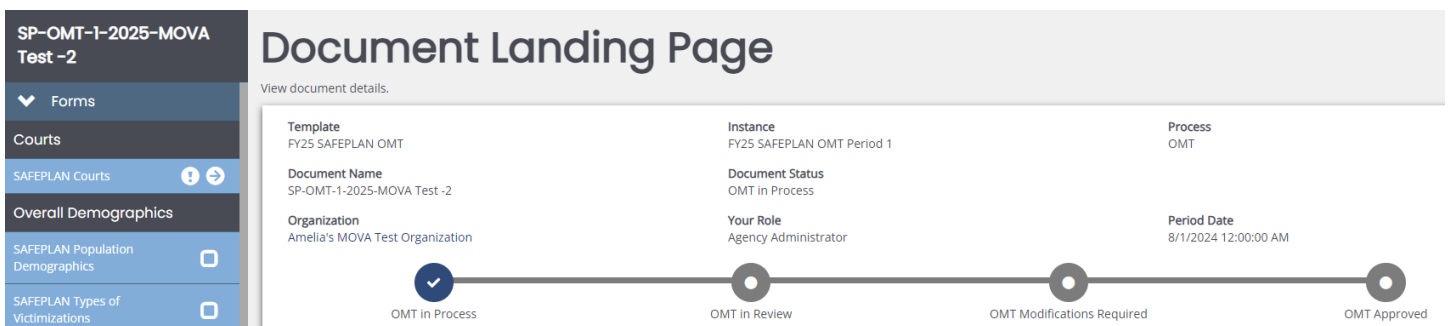
Initiate the OMT by Clicking Proceed

To begin the OMT, click the green Proceed button on the popup to be taken to the OMT. Once the OMT has been initiated, it can be found again under the My Tasks section or by searching for OMTs.



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-1-2025-MOVA Test -2.
- **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 on the landing page. 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. 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 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.

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 last reporting period of the contract. The fields are available during each quarter if you prefer to update it quarterly and compile it at the end of the fiscal year.

**Please note in FY25, annual questions will be mandatory during the first reporting period reflecting on FY24.*

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 FY25 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 FY25 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	Scale Range	Short or Long Term	Reporting Timeline	Milestone	Milestone Note	Data Collection	
Percentage	0% - 100%	Short-term Outcome	Quarterly	94%	Percentage of individuals that were provided with this SAFEPLAN service	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	45.00 *		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 eGrants system interface. On the left is a sidebar with a menu for 'SP-OMT-1-2025-MAR-1'. The main content area is titled 'SECTION 7: Services Received' and contains instructions for entering service data. Below the instructions is 'SECTION A: Information & Referral', which includes a table for entering the number of times a service was provided. The table has two columns: 'Number of Individuals' and 'Number of Times/Occurrences'. The 'Number of Times/Occurrences' column has a value of 15. The 'Number of Individuals' column is highlighted in yellow and has a red box around it, indicating an error. Below the table is a section for 'SAFEPLAN Information & Referrals' with four rows of information about the criminal justice process, victim rights, and referrals. The 'Referrals Description' row has a value of 15. On the right side of the screen, there is a 'New Note | Print | Save' button and an 'Attention' pop-up box. The 'Attention' box contains three error messages: 'Section 7.A. Information and Referral Number of Individuals is required.', 'Section A: If the number of time/occurrences are greater than 0, number of individuals cannot be 0.', and 'Total Referrals Description must be equal to the number of referrals in questions 3 and 4.'

SECTION 7: Services Received	
1) First enter the total number of individuals who received each type of services within the service categories. 2) Then enter the number of times each specific service was provided by this court during the reporting period within each of the provided categories (e.g., information about the criminal justice process). 3) Section A and E require more detail about services that were provided. Please review each section carefully.	
SECTION A: Information & Referral	
Enter the number of times a service was provided in each subcategory listed	
Number of Individuals	
Number of Times/Occurrences	15
SAFEPLAN Information & Referrals Include counts of referrals made during in-person, virtual, or phone based service provision. Specify referral type in section below.	
1. Information about the criminal justice process	6
2. Information on victim rights/how to obtain notifications	4
3. Referral to other victim service programs	2
4. Referral to other services/supports/resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	3
Referrals Description	15


In the example above, Section 7A “*Number of Individuals*” 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.

 Status Options

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
SAFEPLAN Courts: Williamston County	Error(s)	Yes
SAFEPLAN Population Demographics	Error(s), Form is populated by another form that has been changed and must be resaved	Yes
SAFEPLAN Types of Victimitizations	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

New Note

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

Reviewing and Submitting Modification on the OMT

If the OMT requires modification after it is submitted, the user will receive an email notification from eGrants that the OMT has been put into the status of Modification Required.


Navigate to the OMT by either locating it in the My Tasks section or searching for it using the Searches menu.

My Tasks

Initiate Related Document

> Filter

▼ My Tasks

Name	Organization	Status	Due Date	Document Type	Status Date
 SP-OMT-1-2025-MOVA Test -2	Amelia's MOVA Test Organization	OMT Modifications Required		OMT	10/1/2024 1:01:11 PM

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Click the name of the OMT file to taken to the landing page. On the landing page, the user will see a Requested Modification panel below the Document Details. This summarizes the modifications that are being requested by MOVA.

Document Landing Page

View document details.

Template FY25 VSS OMT	Instance FY25 VSS OMT Period 1	Process OMT	
Document Name OMT 1-2025-MOVA Test -4	Document Status OMT Modifications Required		
Organization Amelia's MOVA Test Organization	Your Role Data Manager	Period Date 1/1/2022 12:00:00 AM 1/1/2024 11:59:00 PM	Due Date 1/1/2025 11:59:00 PM

✓

✓

✓

○

OMT In Process

OMT In Review

OMT Modifications Required

OMT Approved

Requested Modifications

	Location	Notes	Last Modified
<input type="checkbox"/>	VSS Population Demographics	Please make sure all individuals are counted as new	9/30/2024 11:00:39 AM - User Two22
<input type="checkbox"/>	VSS Types of Victimizations	Please write a description for Hate Crime: Other	9/30/2024 1:27:30 PM - Amelia Pease
<input type="checkbox"/>	VSS Direct Services	20 individuals were served this period but only 15 services were reported. Please double check submission to ensure each individual received at least one service	9/30/2024 1:27:30 PM - Amelia Pease

Clicking Location (2) will bring the user to the page where modifications are requested.

Requested Modifications

	Location	Notes	Last Modified
<input checked="" type="checkbox"/>	VSS Population Demographics	Please make sure all individuals are counted as new	10/17/2024 3:44:56 PM - User Two22
<input type="checkbox"/>	VSS Types of Victimizations	Please write a description for Hate Crime: Other	10/17/2024 3:45:49 PM - User Two22
<input type="checkbox"/>	VSS Direct Services	20 individuals were served this period but only 15 services were reported. Please double check submission to ensure each individual received at least one service	10/17/2024 3:46:48 PM - User Two22

Additional information from MOVA can be found under the Notes column (3). Navigate to each page and make the requested modifications. Once you have completed each item, return to the landing page and check off the box next to the modification (1).

If the user would like to view the Requested Modification box while on another page, it can be accessed by clicking the green Modification flag on the righthand side of the screen.

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 2025 can be found in the chart below.

Reporting Period	Reporting Period Data Collection Dates	Performance Reports Due Dates
Period 1	July 1- September 30, 2024	October 31, 2024
Period 2	October 1 – December 31, 2024	January 31, 2025
Period 3	January 1 – March 31, 2025	April 30, 2025
Period 4	April 1 – June 30, 2025	July 31, 2025

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a FY25 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.