

# VSS OMT eGrants Step-by Step Guide

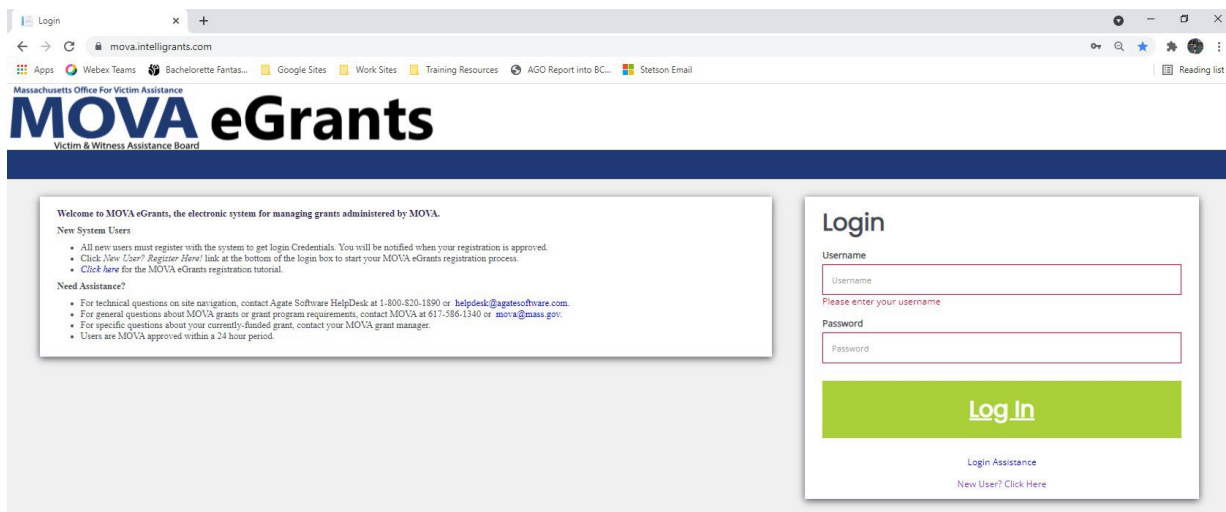
In FY25, all aspects of MOVA grants management for VSS (formerly known as VOCA) and SAFEPLAN contracts will continue to occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to complete and submit your Outcome Measurement Tool.

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 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 1-800-520-1890 or [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com).
- For general questions about MOVA grants or grant program requirements, contact MOVA at 617-586-1340 or [moval@mass.gov](mailto: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 (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

Initiate Related Document

> Filter

### My Tasks

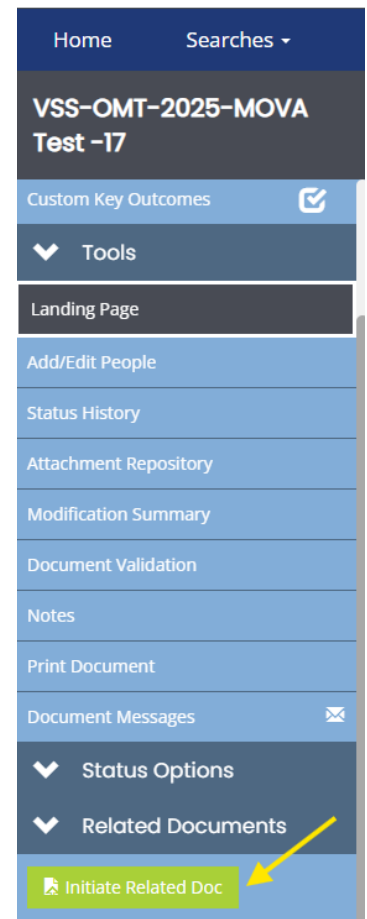
Name	Organization	Status	Due Date	Document Type	Status Date
 OMT 1-2025-MOVA Test -5	Amelia's MOVA Test Organization	OMT in Process		OMT	9/27/2024 1:22:15 PM

Additionally, “Initiate Related Documents” can be found by navigating to the Goals & Key Outcomes that 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 ▾

**VSS-OMT-2025-MOVA Test -17**

Custom Key Outcomes 

Tools

Landing Page

Add/Edit People

Status History


Attachment Repository

Modification Summary

Document Validation


Notes

Print Document

Document Messages 

Status Options

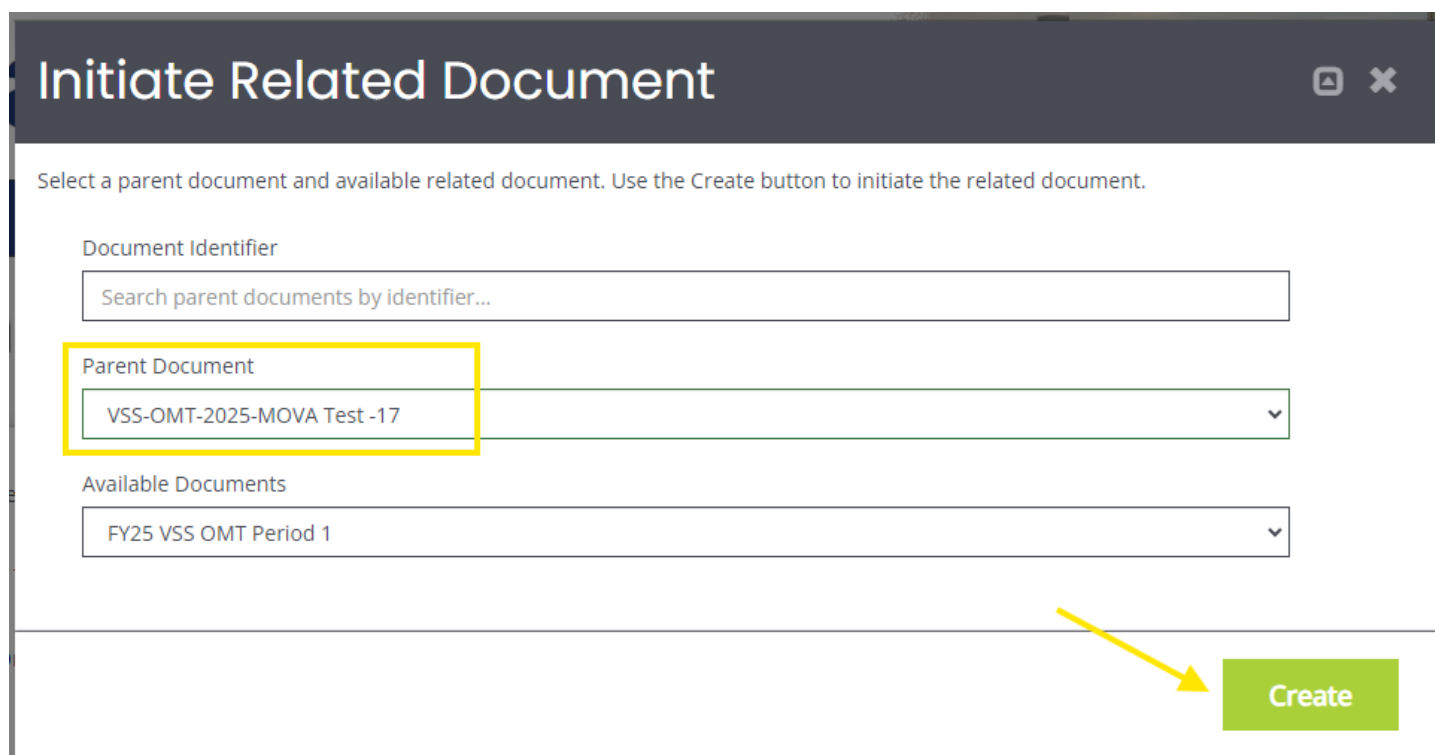
Related Documents

 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.

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.



The screenshot shows a dark-themed pop-up window titled "Initiate Related Document" with a close button (X) in the top right corner. Below the title bar, there is a light gray instruction text: "Select a parent document and available related document. Use the Create button to initiate the related document." The form contains three main sections: 1. "Document Identifier" with a text input field containing the placeholder "Search parent documents by identifier...". 2. "Parent Document" with a dropdown menu; the selected item is "VSS-OMT-2025-MOVA Test -17", and this section is highlighted with a yellow rectangular box. 3. "Available Documents" with a dropdown menu showing "FY25 VSS OMT Period 1". At the bottom right of the form is a green button labeled "Create", which is pointed to by a yellow arrow.

## **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 1-2025-MOVA Test -6**

**Document Landing Page**

View document details.

<b>Template</b> FY25 VSS OMT	<b>Instance</b> FY25 VSS OMT Period 1	<b>Process</b> OMT
<b>Document Name</b> OMT 1-2025-MOVA Test -6	<b>Document Status</b> OMT in Process	
<b>Organization</b> Amelia's MOVA Test Organization	<b>Your Role</b> Agency Administrator	<b>Period Date</b> 1/1/2022 12:00:00 AM 1/1/2024 11:59:00 PM
		<b>Due Date</b> 1/1/2025 11:59:00 PM

Progress Bar:

- OMT In Process (checked)
- 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 1-2025-MOVA Test -6
- **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 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.



VSS	
VSS Population Demographics	<input checked="" type="checkbox"/>
VSS Types of Victimizations	<input checked="" type="checkbox"/>
VSS Direct Services	<input checked="" type="checkbox"/>
Subgrantee Outcome Measurement Questions	<input type="checkbox"/>

### ***VSS 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.

### ***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 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.*

### **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 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.

## 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 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 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 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.


**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
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

New No

View document details.

<b>Template</b> FY24 VSS OMT	<b>Instance</b> FY24 VSS OMT Period 1	<b>Process</b> OMT	
<b>Document Name</b> OMT 1-2024-MOVA Test -59	<b>Document Status</b> OMT in Review		
<b>Organization</b> Amelia's MOVA Test Organization	<b>Your Role</b> Agency Administrator	<b>Period Date</b> 1/1/2022 12:00:00 AM 1/1/2024 11:59:00 PM	<b>Due Date</b> 1/1/2024 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
 OMT 1-2025-MOVA Test -4	Amelia's MOVA Test Organization	OMT Modifications Required	1/1/2025 11:59:00 PM	OMT	10/25/2024 12:54:02 PM

1

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

Document Name  
OMT 1-2025-MOVA Test -4

Organization  
Amelia's MOVA Test Organization

Instance  
FY25 VSS OMT Period 1

Document Status  
OMT Modifications Required

Your Role  
Data Manager

Process  
OMT

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 Victimization	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

1	2	3	
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](mailto: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.