

SAFEPLAN OMT eGrants Step-by Step Guide

In FY26, 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](#).

The screenshot shows a web browser window with the URL movaintelligrants.com. The page header includes the MOVA logo and the text "Massachusetts Office For Victim Assistance" and "Victim & Witness Assistance Board". The main content area has a dark blue header with the text "MOVA eGrants". Below this, there is a white box with a welcome message and a list of links for new system users. To the right, there is a login form with the following fields and buttons:

- Login** (Section Header)
- Username** (Label)
- (Input Field)
- Please enter your username** (Text)
- Password** (Label)
- (Input Field)
- Log In** (Button)
- [Login Assistance](#) (Link)
- [New User? Click Here](#) (Link)

Registered Users

Current subrecipient users should be registered in the eGrants system. If a user has not yet been registered, or a new staff member must be registered, visit [the eGrants User Manual](#) for instructions on registration

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

- Agency Administrator
- 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 Initiate Related Document

> Filter

▼ **My Tasks**

Name	Organization	Status	Due Date	Document Type	Status Date
SP-OMT-2-2026- MOVA Test -2	Amelia's MOVA Test Organization	OMT in Process		OMT	10/1/2025 9:02:16 AM

1

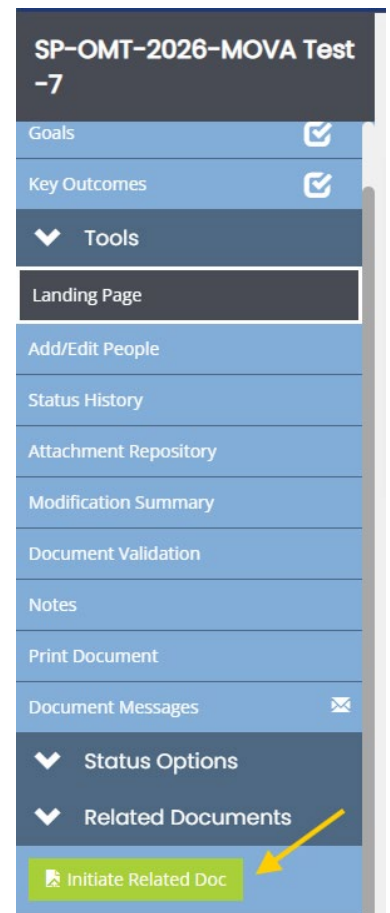
Additionally, “Initiate Related Documents” can be found by navigating to the Goals & Key Outcomes file where your milestones were pre-set for FY26.

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 FY26 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



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 FY26. If you do not know the name of your OMT Goals & Key Outcomes file, follow the instructions above to search for it.

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-2026-MOVA Test -7

Available Documents

FY26 SAFEPLAN OMT Period 1

Create

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.

FY26 SAFEPLAN OMT Period 1



Provided By: Massachusetts Office for Victim Assistance
Provided To: Amelia's MOVA Test Organization
OMT Availability Dates: 9/30/2025 12:00:00 AM - 2/28/2026 11:00:00 AM
Due Date: N/A

Proceed

Cancel

The Outcome Measurement Tool

Document Landing Page

SP-OMT-1-2026-MOVA Test -3

Forms

Courts

SAFEPLAN Courts

Overall Demographics

SAFEPLAN Population Demographics

SAFEPLAN Types of Victimization

SAFEPLAN Subgrantee Outcome Measurement Questions

Goals

Document Landing Page

View document details.

Template

FY26 SAFEPLAN OMT

Instance

FY26 SAFEPLAN OMT Period 1

Process

OMT

Document Name

SP-OMT-1-2026-MOVA Test -3

Document Status

OMT In Process

Organization

Amelia's MOVA Test Organization

Your Role

Agency Administrator

Period Date

8/1/2025 12:00:00 AM

OMT In Process

OMT In Review

OMT Modifications Required

OMT Approved

New Note

Modifications

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-1-2026-MOVA Test -3.
- **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.

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 FY26 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 FY26 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	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.

SP-OMT-1-2025-MAR-1

Forms

Courts

SAFEPLAN Courts

Overall Demographics

SAFEPLAN Population Demographics

SAFEPLAN Types of Victimization

SAFEPLAN Subgrantee Outcome Measurement Questions

Goals

SAFEPLAN Goals

Key Outcomes

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

New Note | Print | Save

Attention

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.
Total Referrals Description must be equal to the number of referrals in questions 3 and 4.

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 Victimizations	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 FY26 SAFEPLAN OMT	Instance FY26 SAFEPLAN OMT Period 2	Process OMT
Document Name SP-OMT-2-2026-MOVA Test -2	Document Status OMT in Review	
Organization Amelia's MOVA Test Organization	Your Role Agency Administrator	Period Date 10/29/2023 10:43:00 AM 3/3/2025 10:43:00 AM

OMT in Process

OMT in Review

OMT Modifications Required

OMT Approved

Modifications

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-2-2026-MOVA Test -2	Amelia's MOVA Test Organization	OMT Modifications Required		OMT	10/1/2025 11:30:17 AM

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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
☐	VSS Population Demographics	Please make sure all individuals are counted as new	9/30/2024 11:00:39 AM - User Two22
☐	VSS Types of Victimizations	Please write a description for Hate Crime: Other	9/30/2024 1:27:30 PM - Amelia Pease
☐	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
☒	VSS Population Demographics	Please make sure all individuals are counted as new	10/17/2024 3:44:56 PM - User Two22
☐	VSS Types of Victimizations	Please write a description for Hate Crime: Other	10/17/2024 3:45:49 PM - User Two22
☐	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 2026 can be found in the chart below.

Reporting Period	Reporting Period Data Collection Dates	Performance Reports Due Dates
Period 1	July 1- September 30, 2025	October 31, 2025
Period 2	October 1 – December 31, 2025	January 31, 2026
Period 3	January 1 – March 31, 2026	April 30, 2026
Period 4	April 1 – June 30, 2026	July 31, 2026

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a FY26 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 Specialist, Hannah Hanchett 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.