

Step-by-step: Office of Victims of Crime (OVC) Performance Measurement Tool (PMT)

OVC PMT website: <https://ojpsso.ojp.gov/>

Log-in page:



The screenshot shows a web browser window with the title "OJP PMP Login". The address bar shows "Secure | https://ojpsso.ojp.gov". The browser's bookmark bar includes "Apps", "Massachusetts Office", "Google Maps", "Oracle HR/CMS Peop", "The Boston Globe", "Enterprise Rent-A-Car", "Office for Victims of Crime", and "Other bookmarks".

The main content area features the U.S. Department of Justice logo and the text "Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this is a horizontal line, followed by the text "Performance Measurement Platform" in a bold, black font, also underlined.

The login section is a yellow rectangular box containing two input fields: "User Name" (with a help icon and placeholder text "Email Address") and "Password" (with placeholder text "Maximum of 3 attempts"). A "Login" button is to the right of the password field. Below the password field is a link that says "Forgot Password".

Below the login box is a red text note: "Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how."

At the bottom, there is a horizontal line above four logos: "BJA", "OVC", "OJPDP", and "NIJ". Below these logos is a gray footer bar with the text "Privacy | FOIA".

PMT home page: you will be automatically directed to this page after you have entered your log-in information. Select “OVC PMT.”



The screenshot shows a web browser window with the URL <https://ojpsso.ojp.gov/main.cfm>. The page header includes the U.S. Department of Justice logo and the text "Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this, the title "Performance Measurement Platform" is displayed. The user is logged in as Sarah Morrissey, with a "Logout" link. Navigation buttons for "Home", "Update My Account", and "Change Password" are present. A prominent yellow button labeled "OVC PMT" is centered on the page. A red warning message states: "*** Staying Logged-In *** Keep this window open for navigation to all of your assigned OJP applications!". The footer features logos for BJA, OVC, OJJDP, and NIJ, along with links for "Privacy" and "FOIA".

Authorized Applications x

Secure | <https://ojpsso.ojp.gov/main.cfm>

Apps Massachusetts Office Google Maps Oracle HR/CMS People The Boston Globe Office for Victims of Crime email.state.ma.us Other bookmarks

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

Sarah Morrissey [Logout](#)

[Home](#) [Update My Account](#) [Change Password](#)

OVC PMT

***** Staying Logged-In *****
Keep this window open for navigation to all of your assigned OJP applications!

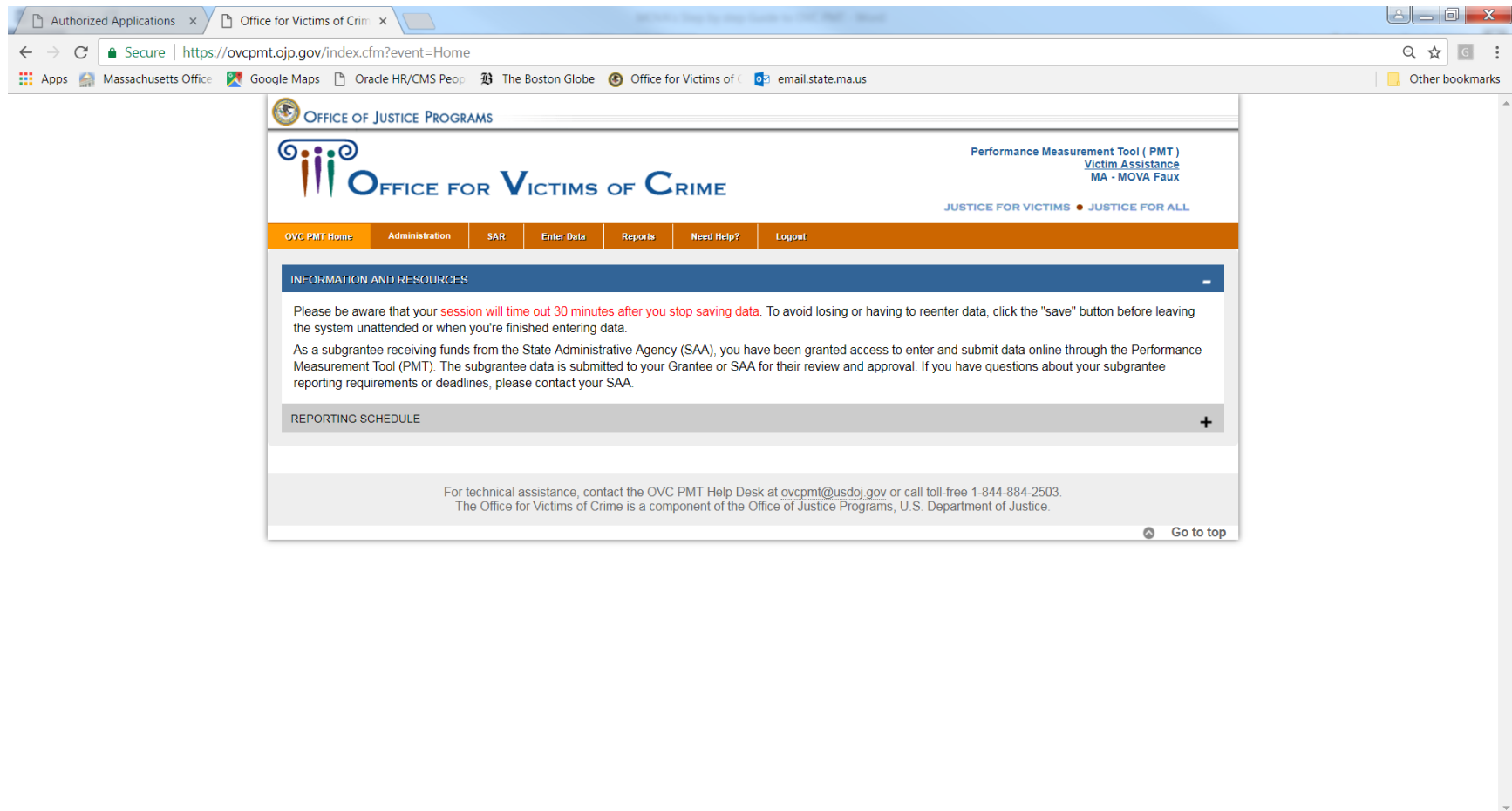
BJA **OVC** **OJJDP** **NIJ**

[Privacy](#) | [FOIA](#)

OVC PMT Home: You must click on the “PMT Home” tab to view the home page; to view “Information and Resources” and “Reporting Schedule,” you must click on – or +

Information and Resources:

You’ll see a warning here that your session will time out after 30 minutes of inactivity. Click save before leaving the system unattended.



Reminder: Do not contact the OVC PMT Help Desk with questions -- Please contact your MOVA Grants Manager.

OVC PMT Home: You must click on the “PMT Home” tab to view the home page; to view “Information and Resources” and “Reporting Schedule,” you must click on – or +

Reporting Schedule:

When the PMT is fully operational for your use, the reporting schedule will reflect the deadlines outlined in MOVA’s FY2018 VOCA P&P Manual.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Home>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It includes a navigation bar with tabs: "OVC PMT Home", "Administration", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". Below the navigation bar, there are two expandable sections: "INFORMATION AND RESOURCES" (expanded) and "REPORTING SCHEDULE" (collapsed). The "REPORTING SCHEDULE" section contains a table with the following data:

Reporting Period	Type of Data Required	PMT Due Date
October 1 - December 31	Program Performance Measures	SAA defined
January 1 - March 31	Program Performance Measures	SAA defined
April 1 - June 30	Program Performance Measures	SAA defined
July 1 - September 30	Program Performance Measures and xx Narrative	SAA defined

At the bottom of the page, there is a footer with contact information: "For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice." A "Go to top" link is also present.

Administration:

Award List: view your federal award number and award amount.

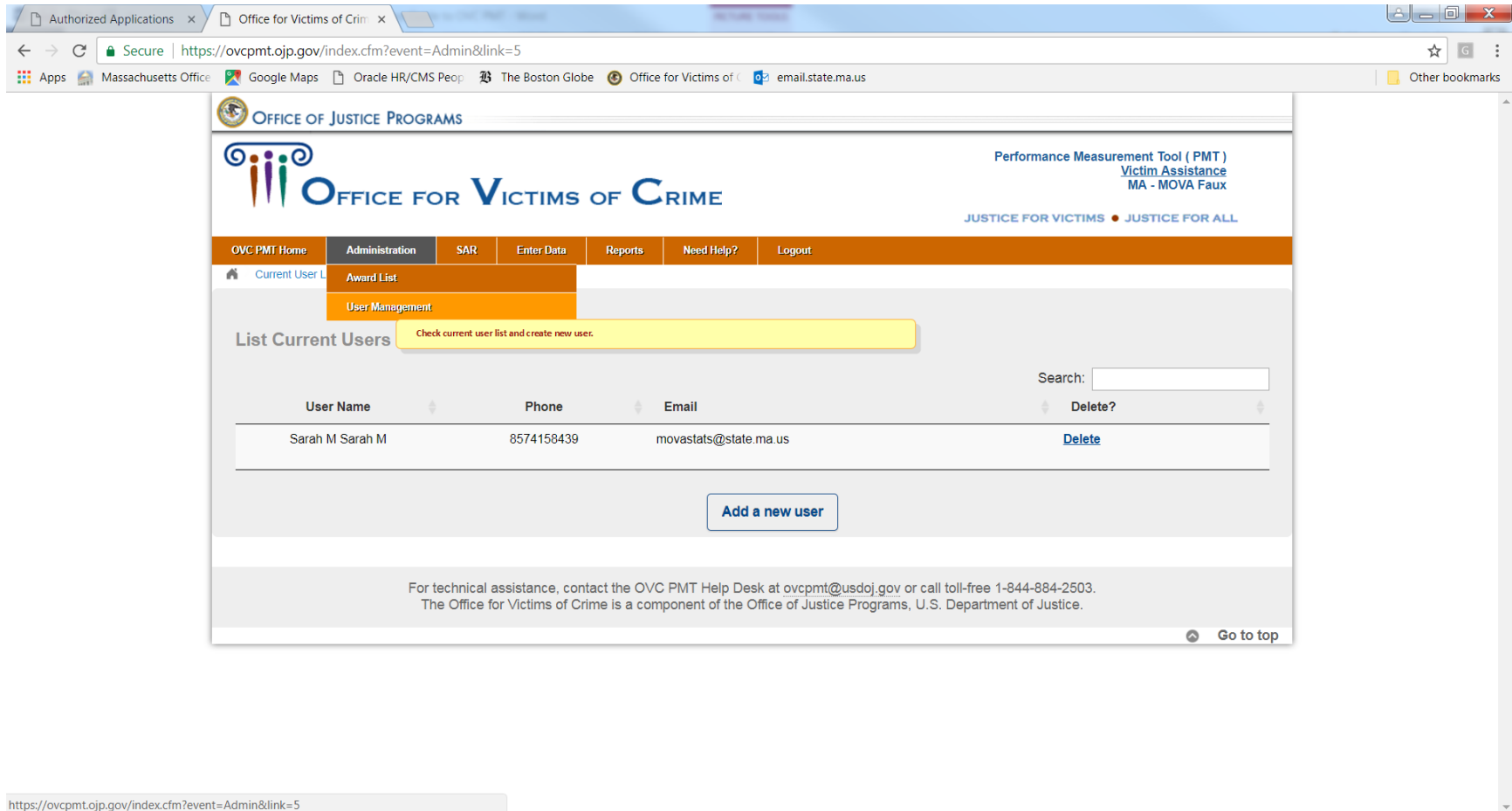
The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Admin&link=1>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It includes a navigation menu with options: OVC PMT Home, Administration, SAR, Enter Data, Reports, Need Help?, and Logout. The "Administration" menu is expanded, showing "Award List" and "User Management". The "Award List" page displays a table with the following data:

Federal Award	Total Federal Award Amount	Subaward Number (State Assigned)	Distributed Amount	Total Sub Award Amount	Subgrantee
	6.00		0.00		
222	6.00		0.00		

At the bottom of the page, there is a footer with contact information: "For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice." and a "Go to top" link.

Administration:

User Management: Select this tab to view current PMT users or add new users within your agency.



The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Admin&link=5>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It features a navigation menu with tabs: "OVC PMT Home", "Administration", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Administration" tab is selected, and a sub-menu shows "Current User List", "Award List", and "User Management". The "User Management" tab is active, displaying a "List Current Users" section. A yellow tooltip提示 "Check current user list and create new user." is visible. Below the list, there is a table with columns: "User Name", "Phone", "Email", and "Delete?". The table contains one entry: Sarah M Sarah M, 8574158439, movastats@state.ma.us. A "Delete" link is provided for this user. At the bottom, there is an "Add a new user" button. The footer contains contact information for the OVC PMT Help Desk and a "Go to top" link.

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Secure | <https://ovcpmt.ojp.gov/index.cfm?event=Admin&link=5>

Apps Massachusetts Office Google Maps Oracle HR/CMS Peop The Boston Globe Office for Victims of C email.state.ma.us Other bookmarks

OFFICE OF JUSTICE PROGRAMS

Performance Measurement Tool (PMT)
Victim Assistance
MA - MOVA Faux

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home Administration SAR Enter Data Reports Need Help? Logout

Current User List Award List User Management

List Current Users Check current user list and create new user.

Search:

User Name	Phone	Email	Delete?
Sarah M Sarah M	8574158439	movastats@state.ma.us	Delete

[Add a new user](#)

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
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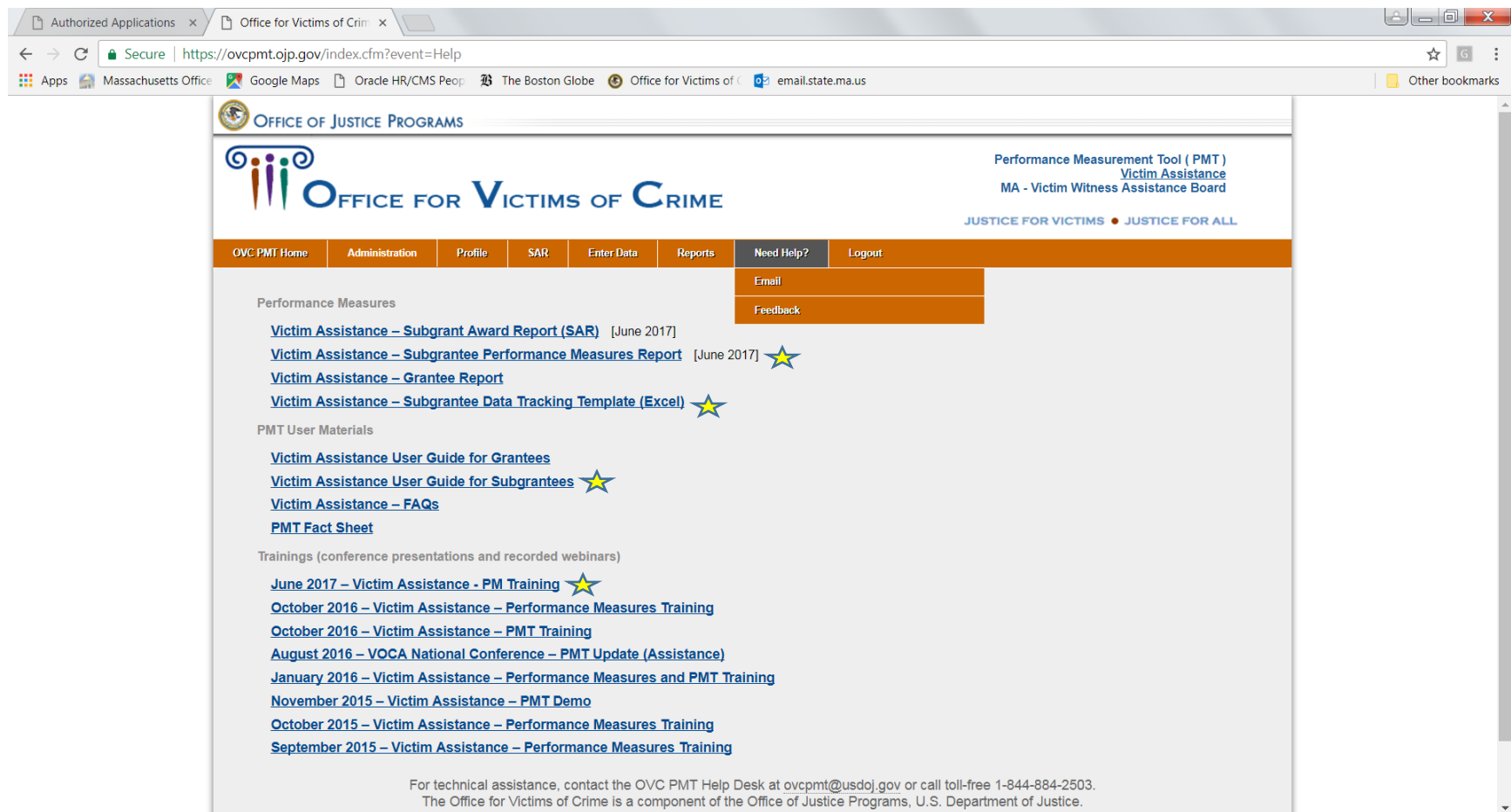
[Go to top](#)

<https://ovcpmt.ojp.gov/index.cfm?event=Admin&link=5>

Need Help?

Please note, must click on “Need Help” tab in order to view the links to helpful documents. Please review the ★ documents. *Please disregard any other links on this page as they are not relevant to VOCA sub-grantees and may cause confusion.*

If you hover your mouse over the “Need Help?” tab you will see options for “Email” and “Feedback,” which allow you to contact the OVC Help Desk. *Please disregard these options -- Instead, please contact your MOVA Grants Manager with any questions or concerns.*



The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Help>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It features a navigation bar with tabs: "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Need Help?" tab is active, showing a dropdown menu with "Email" and "Feedback" options. The main content area is divided into sections: "Performance Measures" (with links to SAR, Subgrantee Performance Measures Report, Grantee Report, and Data Tracking Template, all marked with ★), "PMT User Materials" (with links to User Guide for Grantees, User Guide for Subgrantees, FAQs, and Fact Sheet, all marked with ★), and "Trainings" (with links to various training sessions, all marked with ★). At the bottom, contact information for the OVC PMT Help Desk is provided.

Authorized Applications x Office for Victims of Crime x

Secure | <https://ovcpmt.ojp.gov/index.cfm?event=Help>

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OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

Performance Measurement Tool (PMT)
Victim Assistance
MA - Victim Witness Assistance Board

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OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Email
Feedback

Performance Measures

[Victim Assistance – Subgrant Award Report \(SAR\)](#) [June 2017]
[Victim Assistance – Subgrantee Performance Measures Report](#) [June 2017] ★
[Victim Assistance – Grantee Report](#)
[Victim Assistance – Subgrantee Data Tracking Template \(Excel\)](#) ★

PMT User Materials

[Victim Assistance User Guide for Grantees](#)
[Victim Assistance User Guide for Subgrantees](#) ★
[Victim Assistance – FAQs](#)
[PMT Fact Sheet](#)

Trainings (conference presentations and recorded webinars)

[June 2017 – Victim Assistance - PM Training](#) ★
[October 2016 – Victim Assistance – Performance Measures Training](#)
[October 2016 – Victim Assistance – PMT Training](#)
[August 2016 – VOCA National Conference – PMT Update \(Assistance\)](#)
[January 2016 – Victim Assistance – Performance Measures and PMT Training](#)
[November 2015 – Victim Assistance – PMT Demo](#)
[October 2015 – Victim Assistance – Performance Measures Training](#)
[September 2015 – Victim Assistance – Performance Measures Training](#)

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Enter Data: When ready to enter and submit your agency's program performance data, select the "Enter Data" tab, and select the appropriate Reporting Period from the drop-down menu and click "Continue".

Please note, reporting periods will become available for selection and data entry on the first business day following the last day of the reporting period. For example, for Quarter 1 (July 1-September 30), the reporting period will be available for selection and data entry beginning on October 2.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The page header includes the "OFFICE OF JUSTICE PROGRAMS" logo and the "OFFICE FOR VICTIMS OF CRIME" logo. A navigation bar contains links: "OVC PMT Home", "Administration", "SAR", "Enter Data" (highlighted), "Reports", "Need Help?", and "Logout". A red warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below this, a "Select Reporting Period" dropdown menu is shown with the selected period "04/01/2017 - 06/30/2017". A "Continue" button is located below the dropdown. The footer contains contact information for the OVC PMT Help Desk and a "Go to top" link.

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Secure | <https://ovcpmt.ojp.gov/index.cfm?event=Entry>

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OFFICE OF JUSTICE PROGRAMS

Performance Measurement Tool (PMT)
Victim Assistance
MA - MOVA Faux

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home Administration SAR Enter Data Reports Need Help? Logout

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Select Reporting Period 04/01/2017 - 06/30/2017

Continue

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Go to top

Enter Data: Demographics

Where there is no data to report, enter a zero (0) value (this applies to all fields in the PMT).

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The browser's address bar and tabs are visible at the top. Below the browser window, a red warning banner states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." The main content area has a navigation bar with three tabs: "POPULATION DEMOGRAPHICS" (selected), "DIRECT SERVICES", and "REVIEW". Below the navigation bar, a yellow box contains the text: "This section **should** be completed each reporting period. Source of data: Activities conducted at the subgrantee level." The form contains four numbered questions with input fields and checkboxes. Question 1: "TOTAL number of individuals who received services during the reporting period." with a value of 20. Question 2: "TOTAL number of anonymous contacts received during the reporting period." with a value of 2. Question 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." with a value of 20. Below Question 3 is a checkbox labeled "We cannot track new individuals". Question 4: "Demographics (for NEW individuals identified in Question 3)". Below the questions, there are two paragraphs of instructions. The first paragraph states: "Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the 'Multiple Races' category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.** This data is used for statistical purposes to comply with Federal regulations." The second paragraph states: "All '0' entries must represent a **true value of zero**." Below this, there are two more paragraphs of instructions. The first paragraph states: "If no data is collected for a **category**, enter 'NT' in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the 'Not Tracked' category provided, report the number of individuals whose demographic data was not tracked." The second paragraph states: "If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form." Below these paragraphs, there is a box containing the text: "Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the 'Multiple Races' category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 4.** This data is used for statistical purposes to comply with Federal regulations." Below this box, there are two more paragraphs of instructions. The first paragraph states: "All '0' entries must represent a **true value of zero**." The second paragraph states: "If no data is collected for a **category**, enter 'NT' in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the 'Not Tracked' category provided, report the number of individuals whose demographic data was not tracked." The third paragraph states: "If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form."

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

This section **should** be completed each reporting period.
Source of data: Activities conducted at the subgrantee level.

1. **TOTAL** number of individuals who received services during the reporting period. 20

2. **TOTAL** number of anonymous contacts received during the reporting period. 2

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. 20

☐ We cannot track new individuals

4. Demographics (for NEW individuals identified in Question 3)

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.** This data is used for statistical purposes to comply with Federal regulations.

All "0" entries must represent a **true value of zero**.

If no data is collected for a **category**, enter "NT" in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the "Not Tracked" category provided, report the number of individuals whose demographic data was not tracked.

If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form.

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 4.** This data is used for statistical purposes to comply with Federal regulations.

All "0" entries must represent a **true value of zero**.

If no data is collected for a **category**, enter "NT" in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the "Not Tracked" category provided, report the number of individuals whose demographic data was not tracked.

If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form.

Enter Data: Demographics continued...

Race/Ethnicity and Gender Identity:

Please note, where “Other” is selected (i.e., in the Gender Identity and Victimization Type sections) you must type an explanation before you will be able to save your data and move on to the next section of the system.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The browser's address bar and tabs are visible at the top. The main content area displays two sections: A. RACE/ETHNICITY (self-reported) and B. GENDER IDENTITY (self-reported). Each section has a table with two columns: Population and Number of New Individuals. The Race/Ethnicity section includes categories like American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, White Non-Latino or Caucasian, Some Other Race, Multiple Races, Not Reported, and Not Tracked. The Gender Identity section includes Male, Female, Other, and a checkbox for 'Please explain other reason'. Both sections have a 'Race/Ethnicity Total' and 'Gender Total' (auto-calculated after save) at the bottom, both showing a value of 20.

Population	Number of New Individuals
American Indian or Alaska Native	0
Asian	20
Black or African American	0
Hispanic or Latino	0
Native Hawaiian or Other Pacific Islander	0
White Non-Latino or Caucasian	0
Some Other Race	0
Multiple Races	0
Not Reported	0
Not Tracked	0
Race/Ethnicity Total (auto-calculated after save)	20

Population	Number of New Individuals
Male	20
Female	0
Other	0
<input type="checkbox"/> Please explain other reason	
Not Reported	0
Not Tracked	0
Gender Total (auto-calculated after save)	20

Enter Data: Demographics continued...

Age

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Apps Massachusetts Office Google Maps Oracle HR/CMS People The Boston Globe Office for Victims of Crime email.state.ma.us Other bookmarks

C. AGE (self-reported)

Population	Number of New Individuals
Age 0- 12	<input type="text" value="20"/>
Age 13- 17	<input type="text" value="0"/>
Age 18- 24	<input type="text" value="0"/>
Age 25- 59	<input type="text" value="0"/>
Age 60 and Older	<input type="text" value="0"/>
Not Reported	<input type="text" value="0"/>
Not Tracked	<input type="text" value="0"/>
Age Total (auto-calculated after save)	<input type="text" value="20"/>

5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

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A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type	Number of Individuals
Adult Physical Assault (Includes Aggravated and Simple Assault)	<input type="text" value="0"/>
Adult Sexual Assault	<input type="text" value="0"/>
Adults Sexually Abused/Assaulted as Children	<input type="text" value="0"/>
Arson	<input type="text" value="2"/>
Bullying (Verbal, Cyber or Physical)	<input type="text" value="0"/>
Burglary	<input type="text" value="0"/>
Child Physical Abuse or Neglect	<input type="text" value="0"/>

Enter Data: Demographics continued...

Victimization Type:

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A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type	Number of Individuals
Adult Physical Assault (Includes Aggravated and Simple Assault)	<input type="text" value="0"/>
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Adults Sexually Abused/Assaulted as Children	<input type="text" value="0"/>
Arson	<input type="text" value="2"/>
Bullying (Verbal, Cyber or Physical)	<input type="text" value="0"/>
Burglary	<input type="text" value="0"/>
Child Physical Abuse or Neglect	<input type="text" value="0"/>
Child Pornography	<input type="text" value="0"/>
Child Sexual Abuse/Assault	<input type="text" value="0"/>
Domestic and/or Family Violence	<input type="text" value="20"/>
DUI/DWI Incidents	<input type="text" value="0"/>
Elder Abuse or Neglect	<input type="text" value="0"/>
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)	<input type="text" value="0"/>
<input type="checkbox"/> Please explain other reason	
Human Trafficking: Labor	<input type="text" value="0"/>
Human Trafficking: Sex	<input type="text" value="0"/>
Identity Theft/Fraud/Financial Crime	<input type="text" value="0"/>

Enter Data: Demographics continued...

Once you've entered all demographics data, you must click "Save and Continue" to move onto the next section of the report.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The browser's address bar and tabs are visible at the top. The main content area is a form titled "Enter Data: Demographics continued...". It contains two sections: "B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?" and "C. Special classification of individuals (Self-reported)".

Section B has a text input field labeled "Enter Number:" with the value "2".

Section C is a table with two columns: "Victimization Type" and "Number of Individuals".

Victimization Type	Number of Individuals
Deaf/Hard of Hearing	0
Homeless	0
Immigrants/Refugees/Asylum Seekers	2
LGBTQ	0
Veterans	0
Victims with Disabilities: Cognitive/ Physical /Mental	0
Victims with Limited English Proficiency	0
Other	0
Total	2 (auto-calculated)

Below the table is a text input field labeled "If other, please explain:" with a character count of 5000.

At the bottom of the form are two buttons: "Save & Continue" and "Exit Data Entry".

At the very bottom of the page is a footer with contact information for the OVC PMT Help Desk and the Office for Victims of Crime.

Enter Data: Direct Services

For Question #7, you must first select the type of service (A. Information & Referral; B. Personal Advocacy/Accompaniment; C. Emotional Support or Safety Services; D. Shelter/Housing Services; E. Criminal/Civil Justice System Assistance), before you can enter the number of individuals who received services AND the number of times each service was provided during the reporting period.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The browser's address bar and tabs are visible at the top. Below the browser window, the application interface is shown with three tabs: 'POPULATION DEMOGRAPHICS', 'DIRECT SERVICES', and 'REVIEW'. The 'DIRECT SERVICES' tab is active. A yellow box at the top of the form area contains the instruction: 'Complete this section each reporting period.' Below this, the form contains the following questions and input fields:

6. Number of individuals assisted with a victim compensation application during the reporting period.

7. Select the types of services provided by your organization during the reporting period:

- ☒ A. Information & Referral
- ☐ B. Personal Advocacy/ Accompaniment
- ☐ C. Emotional Support or Safety Services
- ☒ D. Shelter/ Housing Services
- ☐ E. Criminal/ Civil Justice System Assistance

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. Information & Referral

Enter the number of individuals who received services in this category

A1. Information about the criminal justice process

A2. Information about victim rights, how to obtain notifications, etc.

A3. Referral to other victim service programs

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

D. Shelter/ Housing Services

Enter the number of individuals who received services in this category

D1. Emergency shelter or safe house

D2. Transitional housing

D3. Relocation assistance (includes assistance with obtaining housing)

Enter Data: Direct Services continued...

Once you've entered all of your program's direct services data, click "Save and Continue."

If you do not wish to save and submit your report just yet, you may click "Save and Continue" THEN "Exit Data Entry" – all of the data you have entered will be saved and you will be able to leave the system, make edits if desired and submit the report at a later time. *This is the only time when you can save your data then click "Exit Data Entry," and return later to view and edit all of your entered data.*

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The page is titled "E. Criminal/ Civil Justice System Assistance".

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. Information & Referral

Enter the number of individuals who received services in this category:

A1. Information about the criminal justice process:

A2. Information about victim rights, how to obtain notifications, etc.:

A3. Referral to other victim service programs:

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.):

D. Shelter/ Housing Services

Enter the number of individuals who received services in this category:

D1. Emergency shelter or safe house:

D2. Transitional housing:

D3. Relocation assistance (includes assistance with obtaining housing):

Additional Comments:

You have 5000 characters left. (Maximum characters: 5000)

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

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Enter Data: Review

Once you are finished entering all of your data for the reporting period, you will be prompted to review your report. Please take the time to carefully review all of the data you have entered – after you save and submit your report, you will not be able to make any further edits.

If you have failed to enter data for required questions, you will see “Required” next to the question in this window. You can click on the “Required” to bring you to that question and you may enter the appropriate data.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry&link=1>. The page has three tabs: "POPULATION DEMOGRAPHICS", "DIRECT SERVICES", and "REVIEW". The "REVIEW" tab is active. Below the tabs is a link that says "CLICK HERE TO REVIEW THE DETAILS".

At the top right of the review area, there is a search bar and a "Print" button. Below this is a table with four columns: "Question", "Option", "Response", and "Alert".

Question	Option	Response	Alert
POPULATION DEMOGRAPHICS			
1. TOTAL number of individuals who received services during the reporting period.		20	
2. TOTAL number of anonymous contacts received during the reporting period.		2	
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.		20	
We cannot track new individuals			
4. Demographics (for NEW individuals identified in Question 3)			
A. RACE/ETHNICITY (self-reported)			
	American Indian or Alaska Native	0	
	Asian	20	
	Black or African American	0	
	Hispanic or Latino	0	
	Native Hawaiian or Other Pacific Islander	0	
	White Non-Latino or Caucasian	0	
	Some Other Race	0	

Enter data: Review

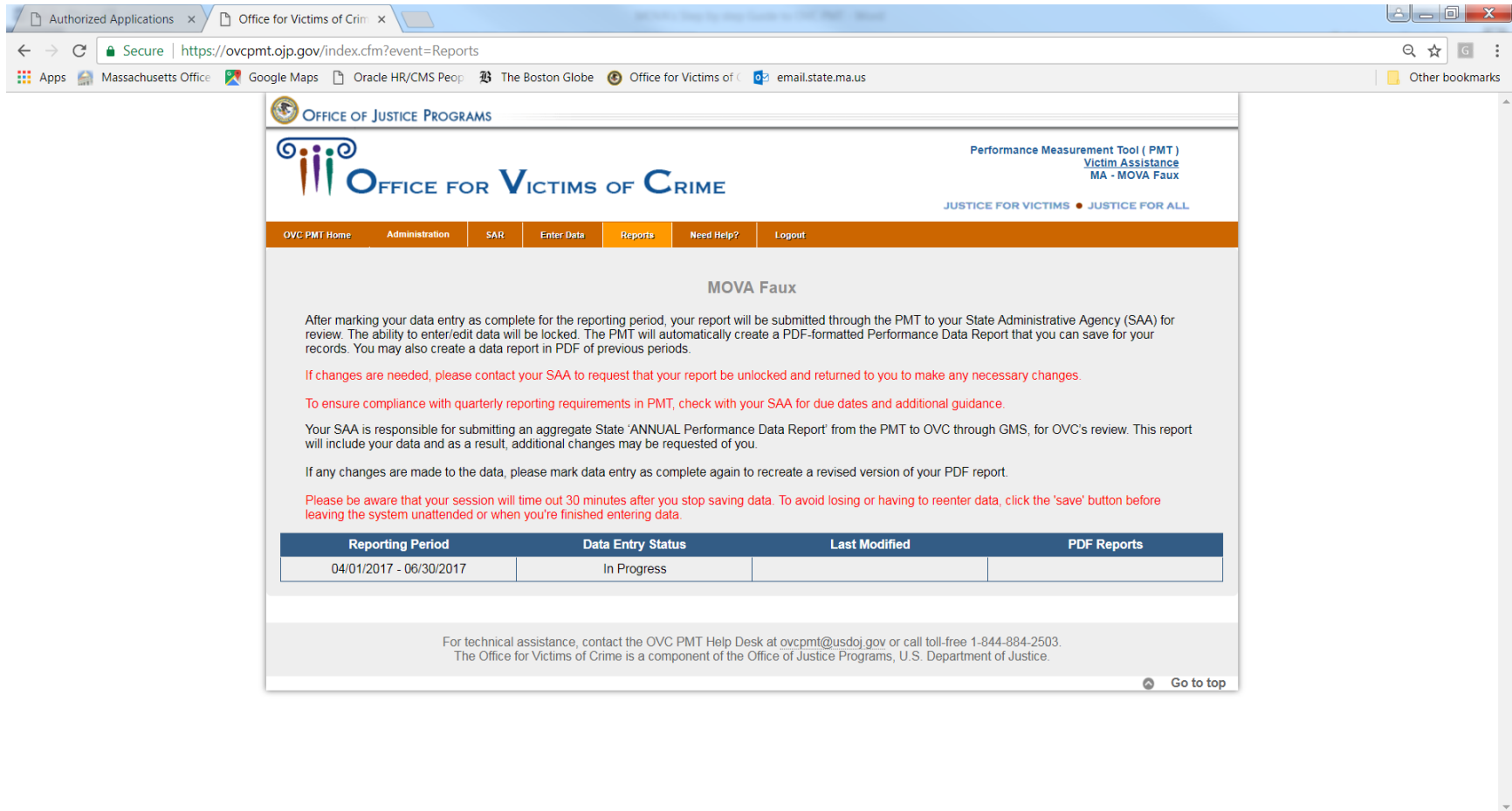
Once you have reviewed your data report carefully, you are asked to check “Mark data entry as complete...” and click “Save.”

Please note that once you click “Save,” the record will be locked and you will not be able to edit your report.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry&link=1>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It includes a navigation bar with links: OVC PMT Home, Administration, SAR, Enter Data, Reports, Need Help?, and Logout. The main content area displays the reporting period "04/01/2017 - 06/30/2017" and the sub-grantee name "MOVA Faux". A red warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below this, there are tabs for "POPULATION DEMOGRAPHICS", "DIRECT SERVICES", and "REVIEW". A link "CLICK HERE TO REVIEW THE DETAILS" is provided. The "CONFIRMATION" section contains a checkbox labeled "Mark data entry as complete. The record will be locked for further data entry." with a "SAVE" button next to it. Below the checkbox is a text area for "Additional Comments" with a character count of 500. A red asterisk note at the bottom states: "*Once data entry is complete for a reporting period, you can view performance data reports here."

Reports: You can view all of your reports (those in progress and those completed) here.

When you complete data entry and have marked your report as complete and clicked “Save,” you can access a PDF of your report here. Please save and retain each of your quarterly PDF reports in your appropriate VOCA grant files.



The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Reports>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It includes a navigation menu with links: OVC PMT Home, Administration, SAR, Enter Data, Reports (highlighted), Need Help?, and Logout. The main content area is titled "MOVA Faux" and contains the following text:

After marking your data entry as complete for the reporting period, your report will be submitted through the PMT to your State Administrative Agency (SAA) for review. The ability to enter/edit data will be locked. The PMT will automatically create a PDF-formatted Performance Data Report that you can save for your records. You may also create a data report in PDF of previous periods.

If changes are needed, please contact your SAA to request that your report be unlocked and returned to you to make any necessary changes.

To ensure compliance with quarterly reporting requirements in PMT, check with your SAA for due dates and additional guidance.

Your SAA is responsible for submitting an aggregate State 'ANNUAL Performance Data Report' from the PMT to OVC through GMS, for OVC's review. This report will include your data and as a result, additional changes may be requested of you.

If any changes are made to the data, please mark data entry as complete again to recreate a revised version of your PDF report.

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Reporting Period	Data Entry Status	Last Modified	PDF Reports
04/01/2017 - 06/30/2017	In Progress		

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

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MOVA's tips for using OVC's PMT

General

- Your MOVA Grants Manager is your first point of contact for any questions or concerns about the PMT and performance data tracking.
Do not contact the OVC PMT Help Desk with questions at this time.
- VOCA funded agencies are required to submit data on the PMT according to the following schedule:

Reporting Period	Deadline to submit data on PMT
Quarter 1 (July – September)	October 30
Quarter 2 (October – December)	January 31
Quarter 3 (January – March)	April 30
Quarter 4 (April – June)	July 31

- Data must be submitted by the above deadlines – failure to do so may result in funding being withheld.
- VOCA funded agencies are required to track raw individual level data – either by using OVC's Data Tracking Spreadsheet or a separate database that allows for data entry, collection and production as outlined in the spreadsheet.
- Not every client will fit neatly into the demographic options (age, gender, victimization type) and not all of your agency's VOCA funded services will fit neatly into OVC's Direct Services categories – please contact your MOVA Grants Manager with any questions you may have about definitions and selecting appropriate categories.

Technical

- The PMT system will time-out after 30 minutes of inactivity and you risk losing any data entered and not saved. As such, it is recommended that you ensure sufficient time to enter all of your data and click "Save" frequently.
- You must fill in every required field in the PMT – failure to do so may stop you from moving forward in the data entry tabs and you will be asked to complete all fields before you are able to save and submit your data report.
 - Where there is no data to report, you must type 0 (zero) – this applies to all quantitative fields in the PMT.
 - Some questions require an explanation – please write your explanation (or N/A, if appropriate) in the text field provided.
- The OVC Data Tracking Spreadsheet and the PMT requires consistency across totals – for example, the total number of clients entered in demographics-age must equal the total number of new individuals served in a reporting period. Any discrepancies may prevent you from moving forward in the data entry tabs and you will be asked to correct data fields as necessary.
- ***DO NOT edit or enter any data under the SAR tab on the PMT*** – this data must be entered and managed by MOVA only. Any changes to this data may affect MOVA's annual report to OVC which outlines all agencies' awards and program performance.

Date updated: August 25, 2017