FY21-FY22 Reporting Schedule

Reporting Period	Reporting Period Data Collection Dates	Performance Reports Due Dates
Period 5*	October 1–December 31 2021	January 31, 2022
Period 6	January 1–March 31 2022	April 30, 2022
Period 7	April 1–June 30 2022	July 31, 2022

FY23 Reporting Schedule

Reporting Period	Reporting Period Data Collection Dates	Performance Reports Due Dates
Period 1	July 1–September 30 2022	October 31, 2022
Period 2*	October 1–December 31 2022	January 31, 2023
Period 3	January 1–March 31 2023	April 30, 2023
Period 4	April 1–June 30 2023	July 31, 2023

Reminder: As of October 1st, all clients are counted as new. October 1st is the first day of the federal fiscal year, therefore we "reset" for data accuracy.

General Data Entry Tips

- You must fill in every required field in the OMT.
  - Where there is no data to report, you must type 0 (zero) – this applies to all numeric fields in the OMT.
- Some questions require an explanation – please write your explanation (or N/A, if appropriate) in the text field provided.
- All white cells are auto-calculations and should not be altered as they contain formulas. Data should be entered in beige cells only. Grey cells should not be altered.

	Reporting Period 1
A. Information & Referral	*Yes or No?*
Number of Individuals	
Number of Times/Occurrences	0
1. Information about the criminal justice process	
2. Information on victim rights/how to obtain notifications	
3. Referral to other victim service programs	
4. Referral to other services/supports/resources	

- A red box indicates an error in the section. Since the OMT requires consistency across totals, the error will show in multiple sections. Adjust accordingly until all red boxes turn green.

ERROR IN SECTION ABOVE	10

Tab 1: Demographics

- *Section 4: Race/Ethnicity:* Victims can be counted in EITHER the general row (first beige cell) or further specify their race using the drop-down menu and entering the total number of victims in the corresponding beige box. The total will auto calculate for you in the white box. A victim should be counted only once in the race/ethnicity section.

SECTION 4: Demographics
Enter the totals for NEW individuals identified in Question 3 by the following demographic descriptors.

A. Race/Ethnicity (Self-Reported) - NEW individuals

Population	Reporting Period 1
American Indian or Alaska Native Total	17
American Indian/Alaska Native (general)	10
Blackfeet Tribe	5
Hassanamisco Nipmucs	2
Select from Options	
Select from Options	
Select from Options	
Select from Options	
Select from Options	
Select from Options	
Select from Options	
Select from Options	

- *Section 7: Services Received:* Select from the "Yes" or "No" drop down to indicate whether those services were provided.
- *Section 7: Services Received:* Be sure to enter the "Number of Individuals" AND "Number of Times/Occurrences." This number must be greater than or equal to the "Number of Individuals." If it is not, the box will turn red and should be reviewed.

SECTION 7: Services Received
1) First select the types of services provided by the court covered within this tab a No for A. Information & Referral in Reporting Period 4)
2) Then enter the total number of individuals who received that type of services wi
3) Then enter the number of times each specific service was provided by this cou the beign/yellow boxes only (note: some boxes automatically total the subcategorie
4) If other services were provided, complete the additional detail to the right of the

	Reporting Period 1	
A. Information & Referral	*Yes*	
Number of Individuals	15	
Number of Times/Occurrences		23
SAFEPLAN Phone Calls (Enter general phone calls here or use the lines below to provided a specific type of phone calls. Only count each phone call once.)	5	
a. Information about the criminal justice process	2	
b. Information on victim rights/how to obtain notifications	6	
c. Referral to other victim service programs	9	
d. Referral to other services/supports/resources (includes legal, medical, faith-based organizations, address confidentiality	1	
e. Other		

Court Tabs

- *Section 7: Services Received:* If other services were provided, complete the additional detail to the right of the data entry box for Section B, C, D and Other (i.e., columns AF-AX) to share details about the other services.

11. If SAFEPLAN Other Personal Advocacy/Accompaniment provided during the quarter, use the spaces below to provide additional detail:	
a. Victim advocacy/accompaniment to emergency medical care	*Accompaniment to emergency meidcal care*
b. Victim advocacy/accompaniment to medical forensic exam	*Please explain here if applicable for quarter.*
c. Law enforcement interview advocacy/accompaniment	*Please explain here if applicable for quarter.*
d. Individual advocacy	*Please explain here if applicable for quarter.*
e. Performance of medical or nonmedical forensic exam or interview, or medical evidence collection	*Please explain here if applicable for quarter.*
f. Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)	*Please explain here if applicable for quarter.*
g. Intervention with employer, creditor, landlord, or academic institution	*Please explain here if applicable for quarter.*
h. Child or dependent care assistance (includes coordination of services)	*Please explain here if applicable for quarter.*
i. Interpreter services	*Please explain here if applicable for quarter.*

Tab 2: Goals

- This tab is **required**. Goals have been set for all SAFEPLAN programs. Required data for this tab includes:
  - Milestones (column G) - Milestones represent an outline of what you hope to achieve through your grant funding. They should not be set for one reporting period but rather the duration of the grant cycle. Select milestones during your first reporting period; consult your logic model when constructing your milestones.
  - Quarterly Data – each quarter, report your data for the output measures in tab 2. You should be tracking this information throughout the quarter. A bar on the righthand side will show how close you are to completing your milestone.

Strategic Area #1:	Legal Services and Legal Advocacy							
What is your Goal?	To support the client/victim's through accompaniment and legal advocacy							
Output Measure #1	Number of civil advocacy/accompaniments	Service types	209As	Quarterly	100	15	22	
Output Measure #2	Number of individuals served through civil advocacy/accompaniment	Volume of services	209As	Quarterly	100	12	11	
Output Measure #3								
Output Measure #4								
Output Measure #5								
Output Measure #6								
What is another Goal?	To support the client/victim's through accompaniment and legal advocacy							
Output Measure #1	Number of civil advocacy/accompaniments	Service types	258Es	Quarterly	50	5	8	
Output Measure #2	Number of individuals served through civil advocacy/accompaniment	Volume of services	258Es	Quarterly	50	7	10	
Output Measure #3								
Output Measure #4								
Output Measure #5								

Tab 3: Key Outcome

- Like Tab 2, this tab is also **required**. Outcomes have been set for all SAFEPLAN programs. Required data for this tab includes:
  - Milestones (column K) - Provide the milestone included in the program logic model for the corresponding outcome to show what you plan to achieve by the end of your award.
  - Quarterly Data - Enter the result for the specified outcome during each reporting period.

Input Score Below	Total Number of Times Collected/Individuals
A self-calculated percentage of how many individuals received the services out of the total number of individuals who were appropriate for services.	The total number of individuals appropriate for SAFEPLAN services.
For example, if you had 50 victims that were appropriate for SAFEPLAN services and you provide information and referrals to 45 of them, you would enter 90% in the left column (Input score) and 50 in the right column (Total Number of Times Collected/Individuals).	

| SCALE RANGE

What are the response options?

Define the highest and lowest value with descriptors to tell what the number represents | SHORT OR LONG-TERM OUTCOME

Select the timing for when this outcome is measured in terms of whether it is listed as short- or long-term within your logic model. | REPORTING TIMELINE

SAFEPLAN will be reporting data quarterly | MILESTONE

Numeric target set to assist with tracking progress toward your goals. | MILESTONE NOTE

Provide description or additional information to help interpret the milestone and details contained within this row. | DATA COLLECTION / ADMINISTRATION

Provide a brief description for how this information was collected (e.g., surveys, interviews, case data, after each session). | Reporting Period 1 |||
|---|---|---|---|---|---|---|---|
| | | | | | | Response Rate Overall: #DIV/0! Response Rate Staff: #DIV/0! |||
| | | | | | | Input Score Below | Total Number of Times Collected/ Individuals |
| 0% - 100% | Short-term Outcome | Quarterly | 80% | Percentage of individuals that were provided with this SAFEPLAN service | Review of SAFEPLAN records of service provision | 75% | 45 |
| 0% - 100% | Short-term Outcome | Quarterly | 90% | Percentage of individuals that were provided with this SAFEPLAN service | Review of SAFEPLAN records of service provision | 90% | 50 |