



STOP Subgrantee Reporting Form: Helpful Hints for STOP Administrators

This document highlights some common issues or “red flags” found during the review of data submitted by STOP subgrantees. A “red flag” does not always indicate an error, but it may require some investigation and clarification. Not all questions from the STOP subgrantee annual progress report have been addressed in this document—only the most common red flags have been highlighted. Questions and comments from STOP Administrators are welcome, either through our technical assistance hotline at 1-800-922-VAWA (8292) or via email at vawamei@usm.maine.edu.

In most cases, only one report should be submitted for each subgrantee during the reporting period, even if more than one award was received during the current reporting period.

Throughout the reporting form, subgrantees should report only on grant-funded activities and those engaged in under required match.

Other: The “Other” category should be used as a last resort when no other category is appropriate. Check to see if the subgrantees response can fit into an existing category. The category does not have to be a perfect fit. Only when their response is substantially different from the existing categories should they use the “Other” category. The vast majority of responses will fit in an existing category. If the “Other” category is used, the response should be very specific. Acronyms should not be used to describe responses in the “Other” category.

Staff reported compared to activities reported: If activities were reported in any section of the form but corresponding staff were not reported, this is a red flag and may require investigation. While it is sometimes the case that subgrantees use funds for victim advocates or law enforcement officers who are not engaging in typical victim services or law enforcement activities (they could be funded to participate in the coordinated community response or to develop policies and protocols), it would be unusual for subgrantees to report victim services or law enforcement activities without corresponding staff to carry them out. In some cases, subgrantees may not have reported staff fulfilling the match requirement; in other cases they may have reported the staff person in the wrong staff category—for example, a court-based advocate could have been reported as “court personnel” based on the advocate’s location rather than the activities performed by that person.

General Information – Section A1

Question 7 (Indian Populations): If the subgrantee indicated “yes,” specific tribal population(s) for which their program has focused services or programming should be listed. Answers such as “all tribes in our area” or the use of “etcetera” are not valid responses. They should not include tribal populations who just happen to live in their service area or if American Indians just happen to come in for services. For example, a program in New Mexico should not indicate that they are serving Cherokee just because there are Cherokee living in their service area.

Staff Information– Section A2

Question 9 (Staff): All FTEs should be reported in decimals, not percentages.

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Generally, any category with more than 5.0 FTE should be examined to ensure that it is accurate. If more than 1.0 FTE is indicated in the Administrator category this should be examined to ensure that it is accurate. If the “Other” category is used, the response should be very specific. Appropriate others might include evaluator, systems liaison personnel, or offender treatment or BIP facilitator. If the “Other” category is used to report multiple staff, the FTEs for each category should be indicated in parentheses. In the “Other” category, if the subgrantee reported graduate assistant, contractors, consultants, etc., they will need to specify the job functions of each. Subgrantees may also report law enforcement or other overtime as FTEs in this question. It is important to review the goals and objectives to determine if the subgrantee prorated the staff FTEs appropriately. For example, if the subgrantee is reporting a full-time advocate but that advocate was only employed for 6 months, that position would be prorated to .5 FTEs, representing one half of the total reporting period.

NOTE: Compare staff FTEs being reported to the corresponding sections of the form that you would expect the subgrantee to complete. For example, if a subgrantee is reporting a victim advocate but does not fill out the victim services section, further investigation may be required. However, if you know that the subgrant was supporting the victim advocate’s participation in CCR activities and policy development and was not supporting direct victim services, then no further investigation would be required.

Subgrantees should always be reporting staff FTEs by job function, not by job title or job location. Calculations do not have to be exact, but they should be as accurate as possible.

Reference for determining FTEs

These calculations are based on a 40-hour full-time work week, or 2,080 (40 x 52) working hours in a 12-month reporting period.

1.0 = (40 hours per week, full time/2080 hours per 12 months)

.50 = (20 hours per week, half time/1040 hours per 12 months)

.40 = (16 hours per week/832 hours per 12 months)

.25 = (10 hr per week/520 hours per 12 months)

.10 = (4 hrs pr week/208 hours per 12 months)

Example 1: A program uses grant funds for a full-time law enforcement officer. The officer spends approximately 50% of her/his time performing law enforcement activities and the other half developing training curricula and providing training to other officers. The subgrantee should report .50 in the “Law enforcement officer” category and .50 in the “Trainer” category.

Example 2: A subgrantee uses their required match to support 20 hours a week of a law enforcement officer dedicated to sexual assault, domestic violence, and stalking cases. The subgrantee should report .50 in the “Law enforcement officer” category.

Example 3: A program uses grant funds to contract for victim services from a local DV program. The DV program receives \$15,000 over the course of a 12-month period to provide these services. FTEs should be reported under the appropriate existing category; i.e., “Victim advocate,” “Counselor,” etc. To determine FTEs, find out the average salary of a full-time person providing grant-funded services and compare to the contract amount. In this case, if the average annual salary of an advocate is

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\$30,000, you would divide 15,000 by 30,000 to determine the FTEs. This equates to .50 FTEs. FTEs can also be based on the number of hours that services were provided over the reporting period. To calculate FTEs, determine the average number of hours per week and divide by 40 (hours per week) or, add all hours worked during the 12-month reporting period and divide by 2,080 (hours for one FTE for 12 months).

Example 4: A program uses grant funds to pay for law enforcement overtime. Over the 12-month reporting period, this came out to approximately 15 hours per week. To calculate FTEs, you would divide 15 by 40 (15 hours/40 hours). The subgrantee should report .38 FTE in the “Law enforcement officer” category.

Example 5: On November 2, a program hires a full-time victim advocate with grant funds. The FTEs should be pro-rated since the advocate only worked approximately two months during the twelve-month reporting period. The subgrantee should report .17 FTE (2 months/12 months = .17) in the “Victim advocate” category.

Training – Section C1

Training is for professionals or volunteers acting in the role of a professional, to improve their response to victims/survivors. Subgrantees should only report training activities in this section; they should not report education activities. (Educational activities include presentations to the general public, students (unless they are pre-professional students), victim/survivors, parents, or education via the media--TV, newspaper, or radio--for the purpose of increasing awareness of sexual assault, domestic violence, and/or stalking.)

Subgrantees should not complete this section unless grant funds, or required match, directly supported the training of non-grant funded people. They should not count outreach, community education, or staff development activities in this section. Staff development includes training to improve professional skills that is provided to grant-funded staff or staff used to fulfill match requirements.

Question 11 (Training events): A training event can be a three-day conference or it can be 10 minutes during roll call once a week. Determine if the number of training events seems reasonable in relation to the size of the subgrant and the subgrantee’s goals and objectives.

Question 12 (People trained): Determine if the numbers reported seem reasonable in relation to the size of the subgrant and the subgrantee’s goals and objectives. The numbers under “Advocacy organization staff” should typically be low. Advocacy organizations are those that advocate for specific populations such as the AARP, NAACP, Human Rights Campaign, and National Organization for Women. For the purposes of this reporting form, advocacy organizations are not sexual assault, domestic violence, or stalking programs.

If the “Other” category is used, the response should be very specific. If the “Other” category is used to report multiple types of professionals who were trained, indicate in parentheses how many people were trained for each profession. Students, community members or the general public, victims/survivors, or parents would not be reported as people trained. Subgrantees may list professionals in “other” who could be reported as “Government agency staff” ; some examples include animal control officer, coroner, firefighter, and child welfare personnel. Pre-professional students such as nursing students can be reported in the “Health professionals” category. In addition, check if the group listed in “other”

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could appropriately be reported in the “Volunteer” category. If the individual or group reported in “other” is not typically thought of as a professional working with victims/survivors, this would be a red flag. If subgrantees report numbers in the thousands, then they may be including television or other media broadcasts which should **not** be reported in the training section.

Question 13 (Training content): In the “Other” category, subgrantees should list specific topics addressed and not the title of the training or the conference name.

Products (Section C4)

Question 19 (Products developed, substantially revised, or distributed): Subgrantees should only report products that have been completed. They should not report products that are still under development or revision. Only those products supported with subgrant funds, or the required match, should be reported in this section.

Number developed or revised: The number reported as developed or revised should not be more than the number of products listed in the “Title/topic” column. The number developed or revised refers to the number of products created from scratch or substantially revised. High numbers in this column probably indicate that the subgrantee has reported the number printed, not the number developed--there is **not** a place in this questions to report the number printed. Responses such as “in development” or “in revision” are not valid; products should only be reported when they are completed, or when the revision is completed.

Number distributed: This must be a number. Responses such as “distributed widely” or “distributed at all training events” are not valid.

Languages: Responses should not include “English.”

Specialized Units (Section C6)

Question 22 (Specialized units): Specialized units refer to units in the criminal justice system only. The “Other” category should be used only when funds are used for an activity other than the activities listed; i.e., develop, support, expand, coordinate, or train. This category should **not** be used to describe a specialized unit. If the “Other” category is used, the response should be very specific.

Victim Services (Section D)

Question 25 (Primary victims/survivors served, partially served, and not served): For the purposes of this question, victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed. Children of the primary victim and/or any other secondary victims should not be reported in this question. (See Question 26 below on reporting secondary victims served.) In Question 28 (Demographics), the age category 0-12 has been blocked out. This reflects the fact that programs should only be serving youth and adults. If a subgrantee is serving victims of dating violence who are under age 13, this will have to be reported in the narrative section of the report.

Subgrantees should not count a victim/survivor in question 25 unless that victim/survivor requested services, or accepted services once offered. In question 25, they would not automatically count

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victims/survivors contacted through outreach activities. If a victim/survivor declines services offered through outreach efforts or does not respond to outreach efforts, such as letters or phone calls, they would not be counted in question 25. If, because of outreach activities, they did request or accept a grant-funded service, the subgrantee would then count them in question 25. Subgrantees can report outreach activities in question 30D.

A victim/survivor should be counted as **served** if they requested grant-funded services, or services provided through the required match, and the program was able to provide all of those services.

A victim/survivor should be counted as **partially served** if they request grant-funded services, or services provided through the required match, but for some reason the program could not provide all of those services.

A victim/survivor should be counted as **not served** if the program could not provide any of the grant-funded services, or services provided through the required match, that the victim requested.

In this section, subgrantees should not count a victim who only asks for services that are not grant funded, or provided through the required match. If their program provides a victim/survivor with a mix of grant-funded (or services provided through the required match), and non grant-funded services, they should only consider their program's ability to provide the grant-funded services when trying to determine if the victim/survivor is served, partially served, or not served.

Question 26 (Secondary victims served) Secondary victims are those who are indirectly affected by the domestic violence/dating violence, sexual assault, and/or stalking—i.e., children, siblings, spouses or intimate partners, grandparents, other affected relatives, friends, neighbors, etc. However, it is important to note that secondary victims should not be reported or included in question 25 (primary victims/survivors served), question 28 (demographics), question 29 (relationship to offender), question 30A (victim services), or question 31 (protection orders).

Question 27 (Reasons partially served, or not served): To date, nearly every reason subgrantees have listed in the “Other” category could be re-classified under an existing category or did not qualify as a valid reason for not serving or for partially serving a victim/survivor. If the “Other” category is used, the response should be very specific. Some examples of responses in the “Other” category that indicate a misunderstanding of how to report victims are “client refused services,” “could not locate client,” “service not provided by program,” “or client withdrew.” Below are some tips:

- If a victim refuses all services, then the victim would not be counted in question 26.
- If a victim requests only services that are not grant-funded, the victim would not be counted in question 26.
- If a person is not a primary victim of domestic violence, dating violence, sexual assault, or stalking, that person would not be counted in question 26.
- If a victim requested services and then could not be located and no services had been provided, then the victim would not be counted at all, unless the person was on a waiting list.
- If a victim cannot be located after some services were provided, then the victim would be counted as served, unless the person was on a waiting list.

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- A victim who was on a waiting list and cannot be located when services become available would be counted as partially served or not served, depending on whether that victim received some or none of the grant-funded services they requested.
- If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim would be counted as served, even if the service(s) were not completed at the time the victim withdrew.

Question 28 (Demographics): High percentages (for example, 35% or more) reported in “Unknown” categories may indicate that the subgrantee is counting victims contacted through outreach activities, such as letters, as victims served. A high number in the “13-17” category under age may be an indication that the subgrantee is reporting children of sexual assault, domestic violence, or stalking victims as victims served. This question should contain information only for primary victims of domestic violence, dating violence, sexual assault, or stalking. The total number in the “Race/ethnicity” category can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. The total number for age and the total number for gender should equal the total number of victims/survivors served and partially served.

Question 29 (Victims/survivors relationship to offender): The total number of relationships reported for each type of victimization can be greater than the total number of victims/survivors reported as served and partially served (25A and 25B) for that victimization, but it cannot be less. A high percentage of unknowns (for example, 35-50 % or more) may require further investigation.

Question 30A (Victim services): No individual service category should have a number greater than the total number of victims served and partially served (25A and 25B). Subgrantees should only report how many victims received a particular service, not how many times a service was provided. For example, if a victim attended a 12-week support group during the 12-month reporting period, the subgrantee would count the victim only once in the category “Counseling services/support group.”

If the “Other” category is used, the response should be very specific. Some subgrantees may list information, referrals, and/or safety planning in the “Other” category. Information on these services is not being collected, and these responses will not be counted, since it is assumed that every victim receives these services. Appropriate “Other” responses may include emergency cash, food, and clothing.

Question 30B (Shelter services): The number of victims/survivors reported in each individual category (“Emergency shelter” or “Transitional housing”) should not exceed the total number of victims served and partially served (25A and 25B). Under the “Number of victim/survivors” and “Number of family members,” subgrantees should provide an unduplicated count of the number of victims and family members who received shelter services. For example, if a victim is provided emergency shelter on three separate occasions and transitional housing on one occasion during the reporting period, the subgrantee should count this victim once in each category, although all bed nights are counted.

Questions 30C (Hotline calls) and 30D (Victim witness notification/outreach): Unlike victim services, these are NOT unduplicated counts, meaning that all hotline calls and all outreach/follow-up calls, letters, and visits can be reported. If a victim makes a hotline call or receives a call or letter but does not request or receive other services (for example, crisis intervention or victim advocacy), that victim will not be reported as served, partially served, or not served in question 25. If a subgrantee does provide crisis intervention over the hotline that victim would be reported as served in 25A and the call

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would be reported in 30C. If a victim calls the hotline many times in a reporting period, each call can be reported.

There are two categories for hotline calls:

- The number of calls from primary victims/survivors
- The total number of calls (these calls would include informational calls, calls from secondary victims, etc., as well as calls from primary victims)

Question 31 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded staff actually assisted a victim in obtaining the protection order. If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, this will be an issue to clarify with the subgrantee. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be reported.

Law enforcement (Section E1)

In this section, subgrantees should report only on the activities of law enforcement officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. If they are funding a victim advocate in the police department they should complete the victim services section. If they are funding a police officer who is only conducting training or developing policy and is not engaged in law enforcement activities, they should not complete the law enforcement section.

Question 33 (Activities): Only those cases or incidents related to sexual assault, domestic violence/dating violence, and stalking should be reported. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under a primary victimization.

For the purposes of the annual progress reporting form, an incident report refers to any time an officer responds to a sexual assault, domestic violence/dating violence, or stalking related call. There does not need to be a formal form that is completed. An investigation occurs when evidence is collected and witnesses interviewed.

If the subgrantee reports data on “arrests,” you should also expect to see data reported on “referrals of cases to prosecutor.” “Arrest of predominant aggressor” should include all arrests except dual arrests.

Reporting the same number of “Protection/ex parte/temporary restraining orders served” and “Protection orders issued” is a red flag. Only the jurisdictions in which law enforcement has the authority to issue a protection order should report in the “Protection orders issued” category. If the court issues a protection order and law enforcement is tasked with serving the offender with the protection order, this would be reported in the “Protection/ex parte/temporary restraining orders served” category. To determine the appropriate category ask, “Who issued the order?”

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Question 34 (Victim/survivor referrals to victim services): This question is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the police department or prosecutor's office) or non-governmental agencies. This is not an unduplicated count.

Question 35 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded or match-supported law enforcement officers actually assisted a victim in obtaining the protection order. In this question, you will usually see low numbers or nothing reported. The exception may be when law enforcement can actually issue protection orders, which would be reported in question 33 as "Protection orders issued." The number of protection orders granted should not exceed the number requested and both the number requested and granted should be reported.

Prosecution (Section E2)

In this section, subgrantees should report only the activities of prosecutors whose positions are grant-funded or required match and activities directly supported with grant funds or the required match. If they are funding a victim advocate in the police department they should complete the victim services section. Only those cases related to sexual assault, domestic violence/dating violence, and stalking should be reported.

Question 37A (Number of sexual assault, domestic violence/dating violence, and stalking cases received, accepted, declined, or transferred)

37a – Number of referrals received – This is intended to allow grant-funded prosecutors to report on all cases they receive, regardless of the source of the referral and regardless of whether the charging decision was made by law enforcement, the prosecutor, or another entity.

37b – Number of cases accepted for prosecution

37c – Number of cases declined

37d – Number of cases transferred to a higher or lower court outside the grant-funded jurisdiction

Question 40 (Tribal subgrantees): Only tribal subgrantees should complete this question.

Question 41 (Victim survivor referrals to victim services): This is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the police department or prosecutor's office) or non-governmental agencies. This is not an unduplicated count.

Question 42 (Protection orders): The number of protection orders reported should reflect the number in which grant-funded prosecution staff assisted a victim in obtaining the protection order. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be reported.

Courts (Section E3)

In this section, subgrantees should report only the activities of court personnel that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. If they are funding a victim advocate in the police department they should complete the victim services section. Only those cases related to sexual assault, domestic violence/dating violence, and stalking should be reported.

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Question 46 (Judicial monitoring): The number of individual review hearings conducted should be greater than the number of offenders reviewed. An individual hearing is the hearing held for each offender, even when that offender is reviewed during the same court sessions as other offenders. For example, a subgrantee holds review hearings on the second Tuesday of the month. Over the 12-month reporting period, the same 50 offenders are reviewed each month. The subgrantee would report 50 offenders reviewed and 600 (50 offenders x 12 months) individual review hearings conducted.

Question 48 (Victim survivor referrals to victim services): This is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators in the police department or prosecutor's office) or non-governmental agencies. This is not an unduplicated count.

Question 49 (Civil protection orders): The number of protection orders reported should reflect the number of civil protection orders granted by the court to victims/survivors of sexual assault, domestic violence, dating violence, and stalking. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

Question 50 (Criminal protection orders): The number of protection orders reported should reflect the number of criminal protection orders granted by the court to victims/survivors of sexual assault, domestic violence, dating violence, and stalking. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be reported.

Probation (Section E4)

In this section, subgrantees should report only the activities of probation officers who are grant-funded or required match, and activities directly supported with grant funds or the required match. If they are funding a victim advocate in the police department they should complete the victim services section. Only those cases related to sexual assault, domestic violence, dating violence, and stalking should be reported.

Question 52 (Number of offenders): If a subgrantee has not previously filed an annual progress report, they should include all continuing cases at the time grant funds began to support probation and parole activities. The number completing probation should not be higher than the number of pending and new offenders.

Question 53 (Monitoring activities): Subgrantees should complete both the number of offenders/victims and the number of contacts.

Question 55 (Victim survivor referrals to victim services): This is a count of all referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the police department or prosecutor's office) or non-governmental agencies. This is not an unduplicated count.

Narrative (Section F)

You are strongly encouraged to stress to your subgrantees the importance of responding to the narrative questions. This includes the optional questions throughout the form and the questions in section F. Subgrantee examples for the STOP Reports to Congress are selected from both the administrators' narrative responses (e.g., from the responses regarding model programs and promising practices, the difference STOP funding has made in your state, and services to underserved) and

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subgrantees' narrative responses (e.g., from the optional responses regarding effectiveness of training, CCR, policies, victim services, and criminal justice activities, and what has STOP funding allowed them to do). If your subgrantees have not been able to collect and report data as requested on the annual progress reporting form, or if they have little data to report because of limited activity during the reporting period, please ask that they discuss these things in question 63.