

## STOP Reporting Form: Helpful Hints for Subgrantees

This document identifies some common mistakes (i.e., “red flags”) found during the review of data submitted by a similar grant program. A “red flag” does not always indicate an error. If your data does not fit within the parameters described in this document, provide an explanation in item 45 (Narrative, Section F). This will help your STOP Administrator understand why your data is different than anticipated. Not all items from the annual progress report will be found in this document. Additionally, not all red flags have been identified in this document. Only the most common red flags have been highlighted. If you have any questions and comments, contact your STOP Administrator.

\*\*\*Throughout the entire reporting form, you should report on grant-funded activities as well as activities supported with your required match.\*\*\*

**Other:** Use the “Other” category as a last option when no other category is appropriate. Check to see if your response can fit into an existing category. The category does not have to be a perfect fit to your response. Only when your response is completely different from the existing categories should you use the “Other” category. The vast majority of responses will fit in an existing category. If you use the “Other” category, be as specific as possible. Do not use acronyms or abbreviations in your response in the “Other” category.

**Protection Orders:** In any section, the number of protection orders “requested” should reflect the number of requests filed with the agency having the authority to file protection orders, usually the courts. The number “granted” should be the number of protection orders granted by the court. Ideally, if your program provides data on the number of protection orders requested, data on the number granted should also be provided, and vice versa.

### General Information – Section A1

**Item 7 (Indian Populations):** If you indicate “yes,” list the specific tribal population(s) for which your program specifically focuses services or programming. Answers such as “all tribes in our service area” or the use of “etcetera” are not valid responses. This should not include tribal populations who just happen to live in your 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

#### Reference for determining FTEs (Full Time Equivalents)

*Calculations should be based on 52 weeks or 2080 working hours in a twelve-month reporting period.*

**1.0** = (40 hours per week, full time/2080 [40 hours X 52 weeks] hours per twelve months)

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

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

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

**.10** = (4 hrs per week/208 hours per twelve months)

**Item 8 (Staff):** Generally, any category with more than 5.0 FTE is considered a red flag. More than 1.0 FTE reported in the Administrator category is also a red flag. Provide an explanation in the narrative if your data exceeds these numbers.

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FTEs should be pro-rated when someone is not employed or utilized for the entire 12-month reporting period. If funds are used to pay for overtime, you should convert this time into FTEs. You are not required to report FTEs less than .10 (4 hours per week or 208 hours per twelve months). Your calculations do not have to be exact, but be as accurate as possible.

Responses in the “Other” category should be very specific. Answers such as graduate assistant, contractors, consultants are not valid. Instead, the reported FTEs should reflect the job functions performed by these people. Always report FTEs based on job functions, not job titles. Some acceptable “Other” category entries include data analyst, investigator (if working for the prosecutor), program evaluators, and batterer intervention staff.

Example 1: Your 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. You would report .50 in the “Law enforcement officer” category and .50 in the “Trainer” category.

Example 2: Your program uses the required match to support 20 hours a week for a prosecutor dedicated to sexual assault, domestic violence, and stalking cases. You should report .50 in the “Prosecutor” category.

Example 3: Your program uses grant funds to contract out victim services to a local DV program. The DV program receives \$15,000 over the course of a 12-month period to provide these services. Indicate FTEs 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 victim services and compare to the amount contracted. In this case, if the average annual salary of a full-time advocate is \$27,000, you would divide 15,000 by 27,000 ( $15,000/27,000$ ) to determine the FTEs. This equates to 0.56 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 2080 (hours for one FTE for 12 months).

Example 4: Your program uses grant funds to pay for law enforcement overtime. Over the 12-month reporting period, this averaged approximately 15 hours per week. To calculate FTEs, you would divide 15 by 40 ( $15\text{hours}/40\text{ hours}$ ). You should report .38 in the “Law enforcement officer” category.

Example 5: On November 7, your program hires a full-time victim advocate with grant funds. You should pro-rate the FTE since the advocate only worked approximately two months during the twelve-month reporting period. Indicate .17 FTE ( $2\text{ months}/12\text{ months} = .17$ ) 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.*** Only report training activities in this section, do not report education activities. We consider education to be general information that may increase awareness of sexual assault, domestic violence, and/or stalking. Some examples of education (that are not reported in this section) 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).

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Do not complete this section unless grant funds and/or required match directly supported the training of non-grant funded people. Do not count outreach or community education in this section. You should not count staff development activities in this section. Staff development is training to improve professional skills of grant-funded/match-supported staff or staff used to fulfill match requirements.

If grant-funded staff or staff used to fulfill match requirements spent more than 208 hours over the 12-month reporting period providing training, coordinating training, developing curriculum, etc., this should be reflected in item 8 (Staff, Section A2) under the “Trainer” category.

*Item 12 (People trained):* Except for large cities and statewide projects, most categories with over 100 people would be a red flag. If you report a number that exceeds these numbers, include a note in item 45 (Narrative, Section F) that verifies the accuracy of the number reported.

The number reported in the “Community advocacy organization staff” category should typically be low. Community advocacy organizations are those that advocate for specific populations such as the Gray Panthers, NAACP, Human Rights Campaign, and National Organization for Women. For the purposes of this reporting form, community advocacy organizations are not sexual assault, domestic violence, or stalking programs.

If you use the “Other” category, be as specific as possible. Some acceptable “Other” category entries include public school staff, interns, and social work students. If the individual or group listed is not typically thought of as a professional working with victims/survivors, this would be a red flag.

*Item 13 (Training content):* If the “Other” category is used, list specific topics and not the title of the training or the conference name. Rarely has a topic listed in the “Other” category been a valid response.

### **Policies – Section C3**

*Item 15 (Policies or protocols developed, substantially revised, or distributed):* Only report policies/protocols that have been completed. Do not report policies/protocols that are still under development or revision. Only those policies/protocols supported with grant funds, or the required match, should be reported in this section.

### **Products – Section C4**

*Item 16 (Products developed, substantially revised, or distributed):* Only report products that have been completed. Do not report products that are still under development or revision. Only those products supported with grant 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 revised. Do not report the number printed. There is not a place on the reporting form to report the number printed.

*Number distributed:* You must report a number. Do not report, “distributed widely,” “on-going,” or “distributed at all training events.”

*Languages:* Do not specify English.

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## Specialized Units – Section C6

*Item 19 (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. The “Other” category should not be used to describe a specialized unit. If the “Other” category is used, the response should be very specific.

\*\*\*To date, there has not been a valid activity listed in the “Other” category.\*\*\*

## Victim Services (Section D)

*Item 21 (Victims 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 victim should not be reported in item 21.

Do not count a victim/survivor in this section unless that victim/survivor sought services. In this section, you would not automatically count 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, do not count them in this section. If, because of outreach activities, they request or accept a grant-funded/match supported service, you would then count them in this section. If you want to report information on outreach activities, such as the number of victims/survivors contacted, use item 45 in the Narrative (Section F).

Count a victim/survivor **served** if they requested grant-funded services, or services provided through the required match, and your program was able to provide all of those services.

Count a victim **partially served** if they requested grant-funded services, or services provided through the required match, but your program could not provide all of those services.

Count a victim **not served** if they requested grant-funded services, or services provided through the required match, and your program could not provide any of those services.

In this section, do not count a victim who only asks for services that are not grant funded, or provided through the required match. If your program provides a victim/survivor with a mix of grant-funded and non grant-funded services, you do not factor in your program’s ability to provide the non grant-funded services when trying to determine if they are served, partially served, or not served.

*Item 22 (Reasons Partially Served or Not Served):* To date, every reason listed by grantees in the “Other” category was re-classified under an existing category or did not qualify as a valid reason. Some examples of red flag responses in the “Other” category are “client refused services,” “could not locate client,” “service not provided by program,” “or client withdrew.”

- If a victim refuses all services, then the victim should not be counted at all.
- If a victim requested services and then could not be located and no services were provided, then the victim should 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 should 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 should be counted as partially served or not served, depending on whether or not they received some 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 should be counted as served, even if your program did not complete the service.

Items 21 and 22 have to do with your program's ability to provide the grant-funded services requested not whether or not a victim/survivor wants your services or chooses to continue using your services.

*Item 23 (Demographics):* High numbers in the "Unknown" categories is a red flag (15% or more). If there is a high number in the "0-17" category under age, this is an indication that your program might be serving children of sexual assault, domestic violence, and/or stalking victims. This section is for primary victims of sexual assault, domestic violence, and/or stalking only. 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 gender should equal the total number of victims/survivors served and partially served.

*Item 24 (Relationship to offender):* The total number reported here can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. There should not be a high number of unknowns (15% or more). If the "Other" category is used, make sure your response cannot be placed in an existing category. Anytime the "Other" category is used, the response should be very specific. The "Acquaintance" and "Stranger" categories should not be indicated as a relationship for domestic violence victims.

*Item 25 (Victim services):* No individual service category should have a number greater than the total number of victims served and partially served (21A and 21B). The cumulative total of all services can be higher than 21A and 21B. This is what is meant in the instruction, "The number of victims/survivors reported here may total more than the sum of 21A and 21B." Only report how many victims received a service not how many times a service was provided. For example, if a victim attends a 12-week support group during the 12-month reporting period you would only report this service once for that victim.

If a victim/survivor utilizes your grant-funded/match-supported hotline service, count this person in item 21 (*Victims served, partially served, and not served*).

If the "Other" category is used, the response should be very specific. In the "Other" category, you should not list information, referrals, and/or safety planning. We assume every victim receives these services and are not collecting information on these types of services. Some acceptable "Other" responses include emergency cash, food, clothing, and transportation.

*Item 26 (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 (21A and 21B). The cumulative total of both services can be higher than 21A and 21B. Under the "Number of victim/survivors" and "Number of family members," 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, count this victim once in each category, although all bed days are counted.

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*Item 27 (Domestic protection orders):* The number of protection orders reported should reflect the number in which grant-funded/match-supported 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 would be a red flag. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

### **Law enforcement – Section E1**

In this section, you should report only 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.

*Item 28 (Activities):* Only those cases or incidents related to sexual assault, domestic violence, and stalking should be reported.

Only the calls for assistance that were related to sexual assault, domestic violence, and stalking should be reported.

All subgrantees should report on “Incident reports,” “Cases/incidents investigated,” “Arrests of predominant aggressor,” and “Referrals of cases of prosecutor.” If your grant-funded/match-supported staff do not engage in these activities, include a note in item 45 in the Narrative (Section F) that explains the omission of this data. When relevant, report on other categories such as dual arrests and arrests for violation of bail bond.

For the purposes of the reporting form, an incident report refers to any time an officer responds to a sexual assault, domestic 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.

Reporting the same number of “Protection/ex parte/temporary restraining orders served” and “Protection orders issued” is a red flag. To determine the appropriate category ask, “Who issued the order?” Only the jurisdictions in which law enforcement has the power 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.

*Item 29 (Domestic violence protection orders):* The number of protection orders reported should reflect the number in which grant-funded/match-supported law enforcement officers actually assisted a victim in obtaining the protection order. Low numbers or no numbers is common in this item. The exception is when law enforcement can actually issue protection orders. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

### **Prosecution – Section E2**

In this section, you should report only the activities of prosecutors that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those charges and cases related to sexual assault, domestic violence, and stalking should be reported.

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*Item 30 (Number of sexual assault, domestic violence, and/or stalking cases received, charged, not charged, or transferred)*

*30a (Number case referrals received),*

*30b (Number of cases in which charges were filed),*

*30c (Number of cases in which an affirmative decision was made not to file charges),*

*30d (Number of cases transferred to a higher or lower court):*

All subgrantees using funds for prosecution activities should complete 30a (received) and 30b (filed).

*Item 31 (Number of pending charges and number of new offenses charged):* The total number of new charges filed during the current reporting period should typically be equal to or greater than the number reported in item 30b (filed). If five charges are filed in one case, you should report each of those charges.

Numbers should be reported in both the pending charges column and the new charges column. If you have not previously filed an annual progress report, include all charges that will be handled by grant-funded/match-supported staff that are pending at the time grant funds/required match began to support prosecution activities. Pending charges are those charges pending at the beginning of the reporting period regardless of the reporting period in which the charge originated.

Misdemeanor charges that are related to sexual assault, domestic violence, and/or stalking should be reported in the “Misdemeanor” categories, regardless of the name of the charge. The same is true for felony charges. The use of the “Other” category is a red flag. If you use the “Other” category, be as specific as possible.

*Item 32 (Disposition of charges):* The number of dispositions for an offense should not be more than the number of pending and new charges reported for that offense in item 31. For example, five pending domestic violence ordinance charges and ten new domestic violence ordinance charges are reported in item 31. In item 32, there should be no more than 15 dispositions for domestic violence ordinance charges. Provide an explanation in item 45 (Narrative, Section F) if your data differs from these instructions.

You should only report the disposition of the original charges. For example, an offender is charged with felony sexual assault and because of a plea bargain, the felony is dropped in an exchange for a guilty plea to a misdemeanor sexual assault charge. You should only report on the initial felony sexual assault charge by indicating “Plead lesser.” The misdemeanor charge that came out of the plea bargain would not be reported.

If the “Other” column under “Number Dismissed” is used, provide more information as to the nature of these dispositions in item 45 of the Narrative (Section F).

*Item 33 (Tribal subgrantees):* Only tribal subgrantees should complete this question.

*Item 34 (Protection orders):* The number of protection orders reported should reflect the number in which grant-funded/match-supported 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 completed.

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### **Courts – Section E3**

In this section, you 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. Only those charges and cases related to sexual assault, domestic violence, and stalking should be reported.

*Item 35 (Number of criminal charges):* Numbers should be reported in both the pending charges column and the new charges filed column. If you have not previously filed an annual progress report, include all charges that will be handled by grant-funded/match-supported staff or court that are pending at the time grant funds/required match began to support prosecution activities. Pending charges are those charges pending at the beginning of the reporting period regardless of the reporting period in which the charge originated.

*Item 36 (Disposition of criminal charges):* The number of dispositions for an offense should not be more than the number of pending and new charges reported for that offense in item 35. For example, in item 35, you report five pending stalking ordinance charges and ten new stalking ordinance charges. In item 36, there should be no more than 15 dispositions for stalking ordinance charges.

*Item 37 (Judicial monitoring):* The number of review hearings conducted should not be less than the number of offenders reviewed. Each individual hearing that is conducted should be counted. For example, your program holds review hearings on the second Tuesday of the month. Over the 12-month reporting period, the same 50 offenders are reviewed each month. You would report 50 offenders reviewed and 600 (50 offenders X 12 months) review hearings conducted.

*Item 39 (Civil protection orders):* The number of protection orders reported should reflect the number of civil protection orders processed by the court. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed. If this item is not completed, provide a reason in item 45 in the Narrative (Section F).

### **Probation and Parole – Section E4**

In this section, you should report only the activities of probation officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those cases related to sexual assault, domestic violence, and stalking should be reported

*Item 40 (Number of cases):* If you have not previously filed an annual progress report, include all continuing cases at the time grant funds/required match began to support probation and parole activities. Only report those cases handled by grant-funded/match-supported staff. The number completing probation should not be higher than the number of pending and new cases.

*Item 41 (Monitoring activities):* You should complete both the number of offenders/victims and the number of contacts. For example, your grant-funded staff monitor 60 offenders over the twelve-month reporting period. Over the course of the reporting period, the grant-funded staff had telephone contact with each offender once a month. In the “Telephone contact with offender” category report 60 offenders and 720 contacts (60 offenders X 12 contacts).