



Transforming Victim Services Progress Reporting

OVERVIEW

The Transforming Victim Services (TVS) initiative encompasses non-formula awards made under Federal Assistance Listing 16.582, Crime Victim Assistance/Discretionary Grants, and other awards as deemed appropriate. The TVS initiative ties performance reporting for awards under multiple solicitations to a set of standard performance measures that provide consistent data reporting.

In Fiscal Year (FY) 2018, OVC expanded the use of TVS measures to include Tribal grantees under the Coordinated Tribal Assistance Solicitation and Tribal Victim Services Set-Aside. This allows OVC to use TVS data to showcase the work done by grantees across multiple solicitations and to provide timely responses to specific inquiries.

REPORTING REQUIREMENTS

As a grantee under the Transforming Victim Services (TVS) initiative, you will be required to report the progress of your activities on specific performance measures related to your award. Every three months, you will report on your progress in the OVC Performance Measurement Tool (PMT), an online data collection system. On a semiannual basis, you will submit a report that covers six months of performance measurement data and narrative responses into the Grants Management System (GMS), which is a separate reporting system from the PMT. You will submit your report by automatically generating a PDF report in the PMT and then uploading it into the GMS.

REPORTING SCHEDULE

Quarterly Reporting in PMT				Semiannual Reporting in GMS			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period	Semiannual PMT Report	Deadline
January 1– March 31	April 1–30	Performance Measures	April 30				
April 1– June 30	July 1–30	Performance Measures & Narrative Responses	July 30	January 1– June 30	July 1–30	Performance Measures & Narrative Responses	July 30
July 1– September 30	October 1–30	Performance Measures	October 30				
October 1– December 31	January 1–30	Performance Measures & Narrative Responses	January 30	July 1– December 31	January 1–30	Performance Measures & Narrative Responses	January 30

*Remember to only report activities that occurred during the reporting period.

HOW DO I ENTER MY DATA IN THE PMT SYSTEM?

1. Assemble your data from your agency's tracking system so you are prepared to respond to each question.
2. Log in to the OVC PMT at <https://ojpssso.ojp.gov/> using your email and password.
3. *If you do not have an assigned PMT login, please call the OVC PMT Helpdesk at 1-844-884-2503 or email the OVC Helpdesk at ovcpmt@ojp.usdoj.gov.*
4. Navigate to the Enter Data page and select the appropriate reporting period from the dropdown menu.
5. Enter all required performance measures for your program.
Consult the resources on the Need Help page for guidance on reporting data.
6. Review your data and address any errors that you encounter.
7. Mark your data as complete.



HOW DO I CREATE A REPORT FOR THE GRANTS MANAGEMENT SYSTEM (GMS)?



1. Navigate to the Reports page. Generate a PDF of the Semiannual Performance Report. Save the PDF file to your computer.
2. Log in to GMS at <https://grants.ojp.usdoj.gov/gmsexternal/>, a separate reporting website.
3. Upload your Semiannual Performance Report PDF in GMS before the reporting deadline.
 - *For help accessing and navigating the GMS system, please call the GMS Helpdesk at 1-888-549-9901 and dial 3 when prompted or email the GMS Helpdesk at GMS.Helpdesk@usdoj.gov.*

INFORMATION AND RESOURCES

The following resources are available on the Need Help page in the OVC PMT:
<https://ojpssso.ojp.gov>

Frequently Asked Questions (FAQ)

Provides insight into the meaning of the performance measures

Recorded Webinar Trainings

Allows you to watch recent webinar trainings

User Guide for Grantees

Explains how to navigate through the PMT

TVS Performance Measures

Includes a PDF document of performance measures shown in the Reports tab

For the most up to date resources, contact the OVC PMT Helpdesk

OVC PMT HELPDESK

You can contact the OVC PMT Helpdesk Monday–Friday, 8:30 a.m. to 5:00 p.m. EST via email at ovcpmt@ojp.usdoj.gov or call the toll free number: 1-844-884-2503.

GMS HELPDESK

To contact the GMS Helpdesk please call 1-888-549-9901 and dial 3 when prompted or email the GMS Helpdesk at GMS.Helpdesk@usdoj.gov.