

FY 2018
Performance Report Instructions
For
Sexual Assault and Prevention Crisis Services-State (SAPCS-State)
Programs- Statewide: TAASA

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I. CHANGES TO REPORTING

Starting in FY 2018:

- **Instead of reporting direct victim services by percentage of time on the grant, grantees shall report direct victim services provided during the hours worked on grant time (see the instructions for Section 5 for more details).**
- **Instead of reporting just one type of service per victim, grantees should report all instances of services provided to victims served during grant funded hours.**
- All SAPCS-State outcomes are included on the performance report. Grantees should report on outcomes selected in the FY 2018-2019 SAPCS-State Application Kit and any additional outcomes for activities provided with grant funds.

II. GENERAL INSTRUCTIONS

Performance Reports are quarterly reports that are completed by OAG SAPCS-State grantees that capture only activities funded by the SAPCS-State program using **SAPCS-State grant funded staff**. Throughout the report there are areas that have been pre-filled by the OAG such as targets for Direct Victim Services, Victim Services Training, and Outreach that are being measured based on information submitted in your application and/or through target negotiation. Email your grant manager directly to discuss necessary changes to this information.

Performance Report Format

The FY 2018 SAPCS-State Performance Report Excel document has five color coded tabs: one tab for each reporting quarter, and a Year-To-Date (YTD) total tab.

Entering Data for 1st Quarter Reporting (Green Tab)

To enter your first quarter data, click on the 1st Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 1st Quarter tab will only allow reporting of first quarter data and narratives. Only enter the first quarter data on this tab. The second, third, and fourth quarters are on separate tabs.

Entering Data for 2nd Quarter Reporting (Yellow Tab)

To enter your second quarter data, click on the 2nd Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 2nd Quarter tab will allow you to enter the second quarter data and narratives. Only enter the second quarter data on this tab. The first, third, and fourth quarters on separate tabs.

Entering Data for 3rd Quarter Reporting (Orange Tab)

To enter your third quarter data, click on the 3rd Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 3rd Quarter tab allows you to enter the third quarter data and narratives. Only enter the third quarter data on this tab. The first, second, and fourth quarters are on separate tabs.

Entering Data for 4th Quarter Reporting (Red Tab)

To enter your fourth quarter data, click on the 4th Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 4th Quarter tab allows you to enter the fourth quarter data and narratives. Only enter the fourth quarter data on this tab. The first, second, and third quarters are on separate tabs.

Year-To-Date (YTD) Reporting (Purple Tab)

This tab is solely for the internal use of OAG Grants Staff in order to track Year-To-Date totals and assess target percentage completion. This tab is locked and grantees **SHOULD NOT**

attempt to enter/change data on this tab. If you believe any information on this tab is incorrect or should be changed, contact your grant manager.

Instructions for submission:

- Use the performance report you received from your grant manager to record quarterly activities and submit to the OAG mailbox. Do not copy or make changes to the performance report as this may change formulas and/or formatting in the document.
- ***IMPORTANT NOTE: If you receive a revised performance report at any time during the grant year from your grant manager, remember to use the revised report to gather and submit quarterly activities for the remainder of the grant year.***
- If you have any questions, contact your grant manger.
- The performance report must be submitted electronically no later than the 30th day of each month following the end of the quarter (Section 4.2.1 OAG SAPCS-State Grantee Contract). For FY 2018, quarterly statistical reports are due on or before:
 - 1st Quarter – December 30, 2017
 - 2nd Quarter – March 30, 2018
 - 3rd Quarter – June 30, 2018
 - 4th Quarter – September 30, 2018
- The following must appear in the subject line of the email: your grant type (State), your grant number and the reporting period. Example subject line: “State #1880000, 1st Quarter Performance Report”.
- Email the report to OAG-Grants@oag.texas.gov

Questions regarding the contract and/or, the performance report should be directed to your grant manager.

III. HOW TO REPORT

The Performance Report is a reflection of your progress toward accomplishing the work proposed in your grant application. **Do report:** all services provided by SAPCS-State funded staff for the time on the grant. **Note-** if SAPCS-State funded staff are performing a significant amount of work outside the scope of what was proposed in your grant application, contact your grant manager to discuss how to realign the work with the scope of what was approved and funded by the OAG.

Targets and other information throughout the report have been pre-filled by the OAG based on information submitted in your application. Email your grant manager directly to discuss necessary changes to this information.

Section 1. Agency Information

This section reflects information submitted on your application and has been pre-filled by the OAG. To update the Authorized Official information – the Governing Body must submit a written request on letterhead with an original signature. Changes to the Grant Contact must be made by the Authorized Official – this change can be via email, fax or on letterhead. For all other changes submit a request via email to your grant manager. *Please note that the person listed as “Person to Contact for Corrections” can be the same person listed as the Grant Contact, or can be a different person, but should reflect the person who actually works on the Performance Reports, and will receive and send the Performance Report revisions. Although this cell will be pre-filled by the OAG initially, you are free to change this person, as needed, and the cell is open for you to enter the correct or updated information, including this person’s current Phone and Email information.*

Helpful Hint for Section 2: If you are unsure about the percentage of resources spent on each activity, skip to Sections 3, 4, and 5. After completing Sections 3, 4, and 5, use the data entered to determine the allocations for Section 2.

Section 2. Grant Funded Activities

Sub-Section 2.1 Allocation of Resources for Activities

Enter the percentage (estimated) of the agency’s total SAPCS-State budget that was spent on each of the listed activities. Quarterly percentages must total 100%. Note: There are data entry sections in the body of the performance reports that correspond to each activity listed. If your organization enters resources for an activity under Section 2.1, the corresponding data must be entered in the appropriate section in the body of the performance report.

Example: If your organization indicated that 10% of the agency’s total SAPCS-State budget was spent on Direct Victim Services, the data must be entered in Section 5.

Section 3. SAPCS-State Statewide Unique Reporting Information

Report on information unique to your SAPCS-State grant.

Sub-Section 3.1 Materials Developed

Provide by month the number of Informational Materials developed for:

- Brochures
- Survivor Booklets
- Manuals
- Rape Crisis Center Newsletter

Grantee is also able to enter two types of informational materials developed (rows 26 and 27) in addition to those listed above. These cells will be locked after the first quarter and the types of materials entered will be carried over to the 2nd-4th quarters and the Year-To-Date tab. (DO NOT INCLUDE INFORMATIONAL MATERIALS REPORTED IN THE SAPCS-FEDERAL REPORT)

Sub-Section 3.2 Materials Distributed

Provide by month the number of Informational Materials distributed for:

- Brochures
- Survivor Booklets
- Manuals
- Rape Crisis Center Newsletter

Grantee is also able to enter two types of informational materials distributed (rows 34 and 35) in addition to those listed above. These cells will be locked after the first quarter and the types of materials entered will be carried over to the 2nd-4th quarters and the Year-To-Date tab. (DO NOT INCLUDE INFORMATIONAL MATERIALS REPORTED IN THE SAPCS-FEDERAL REPORT)

Sub-Section 3.3 Technical Assistance

Provide by month the number of instances of Technical Assistance provide via:

- On-site
- Telephone
- Web/Listserv

Sub-Section 3.4 Topics of Technical Assistance

Enter by month an "X" for each Topic of Technical Assistance covered:

- Advocate Training Certification
- Organization Capacity Building
- Minimum Standards
- Evaluations
- Certifications on Cultural Competency

Grantee is also able to enter two types of informational materials distributed (rows 47 and 48) in addition to those listed above. These cells will be locked after the first quarter and the types of materials entered will be carried over to the 2nd-4th quarters and the Year-To-Date tab. (DO NOT INCLUDE INFORMATIONAL MATERIALS REPORTED IN THE SAPCS-FEDERAL REPORT)

Section 4. Education

Sub-Section 4.1 Victim Related Outreach

This section is for Outreach provided to individuals outside your organization. This section also contains approved targets which have been pre-filled by the OAG. Outreach is victim related, and for the purposes of this grant's performance report, includes public speeches and information booths conducted for the purpose of generally informing the public about sexual assault related topics and available victim services.

Total Number of Public Speeches – Report the number of victim related public speeches given by grant funded staff. If a presentation is counted for SAPCS-State it may not be counted for another funding source.

Total Number of Participants – Report the number of individuals who attended the victim related public speeches by grant funded staff reported in Total Number of Public Speeches. If Public Speech Participants are counted for SAPCS-State, they may not be counted for another funding source.

There are different ways to estimate the number participants for public speeches. Below are a few different examples that each involve a different method of calculating the number of outreach participants.

Example 1: Count the number of chairs in the room where the presentation is given before the presentation starts. You count 200 chairs. Ask a friend to count the number of empty chairs during the middle of the presentation. If your friend counts 30 empty chairs, then report $200-30=170$ outreach participants.

Example 2: The outreach event is held in the high school gymnasium for the 10th grade. Ask the person who keeps daily attendance records to let you know how many 10th graders were absent the day of the outreach presentation (45) as well as the number of students in the 10th grade (500). Subtract the number of absent 10th graders the day of your outreach presentation from the number of students enrolled in the 10th grade. $500-45=455$ outreach participants.

Example 3: Count the number of handouts you brought with you to the outreach presentation (750). Have a friend pass one out to each person as they enter the door of the facility where the outreach presentation is held. At the end of the presentation, count the number of handouts your friend has left (237). Subtract the number of handouts you have remaining after the outreach event from the number you brought with you. $750-237=513$ outreach participants.

Example 4: Ask someone who knows the maximum occupancy of persons allowed by the fire code to fit in to the event space. If their answer is 5,000 and the room looks half empty, estimate 2,500 outreach participants. $5,000/2=2,500$ outreach participants.

Informational Booths – Report the number of Informational Booths in which grant funded staff participate.

Total Attendees at Informational Booths – Enter the number of attendees at the booth. The Report will automatically calculate 25% of the attendees at the booth to be counted for SAPCS-State.

Sub-Section 4.2 Victim Related Training

This section is for training provided to individuals outside your organization. This section also contains approved targets which have been pre-filled by the OAG. Training is victim related, and designed to increase knowledge on sexual assault related topics, impact the skills of individuals interacting with victims, including victim service training, or to improve the overall response to sexual assault.

Total External Training Sessions – Report the total number of victim related training sessions held by grant funded staff during the month. If a training session is counted for SAPCS-State it may not be counted for another funding source.

Total External Training Participants – Report the number of individuals who received victim related Training by grant funded staff. If Training Participants are counted for SAPCS-State, they may not be counted for another funding source.

Sub-Section 4.3 Internal Training of Employees/Volunteers

This section captures the number of trainings conducted to staff or volunteers.

Number of Trainings: Report the number of internal trainings your organization conducted during the reporting period.

Number of Volunteer Participants: Report the number of Volunteers who received Internal training during the reporting period.

Number of Staff Participants: Report the number of Staff who received Internal training during the reporting period.

Note: The Total Number of Participants auto-calculates based on the sum of Volunteer Participants and Staff Participants.

Section 5. SAPCS-State Reporting Information

This section reflects your approved targets and has been pre-filled by the OAG. **The numbers should be cumulative for all staff on the grant, not reported by individual personnel.**

For each sub-section of Section 5 (Victims Served, Demographics, and Victim Services Provided) report direct victim services provided by grant funded staff during grant funded hours under the Victims Served During Grant Hours columns which are color coded purple. Victims served by non-grant funded staff and victims served during non-grant funded hours **should not** be reported.

Calculation Instructions and Examples:

For victims served who are receiving services provided by your SAPCS-State program, the following examples are appropriate.

Calculating Victims Served:

New Victims Served – One Staff Funded:

Calculate the number of **New Victims Served** for this Report by adding up the total number of **New Victims** that the (one) funded staff member served during the grant hours worked for the reporting period.

Example: An Advocate worked 80 hours funded by SAPCS-State in one month and served 15 new victims during those hours. The Advocate would report 15 New Victims Served for the Performance Report that month.

New Victims Served – Multiple Staff Funded:

If multiple staff are funded, calculate the number of **New Victims Served** for each staff and add these together. That sum is the number of victims that should be reported. If more than one staff person has served a victim in a month make sure that victim is not counted more than once. If more than one grant-funded staff provided services to a victim in a month, the victim may only be counted once. How you determine which staff member counts the victim is up to your Agency. This method should remain consistent throughout the life of the grant.

Example: An Advocate worked 80 hours funded by SAPCS-State in one month and served 15 new victims during those hours. A Counselor worked 40 hours funded by SAPCS-State and served 5 new victims during those hours. To calculate:

Advocate = 15
+ Counselor = 5
20 New Victims Served for that month.

Continuing Victims Served – One Staff Funded:

Calculate the number of **Continuing Victims Served** for this Report by adding up the total number of **Continuing Victims Served** that the funded staff member served during the grant hours worked for the reporting period.

Example: An Advocate worked 80 hours funded by SAPCS-State in one month and served 15 continuing victims during those hours. The Advocate would report 15 Continuing Victims Served for the Performance Report that month.

Continuing Victims Served – Multiple Staff Funded:

If multiple staff are funded, calculate the number of **Continuing Victims Served** for each staff and add these together. That sum is the number of victims that should be reported. If more than one staff person has served a victim in a month make sure victim is not counted more than once. (How you determine which staff member counts the victim is up to your Agency. This method should remain consistent throughout the life of the grant.)

Example: An Advocate worked 80 hours funded by SAPCS-State in one month and served 15 continuing victims during those hours. A Counselor worked 40 hours funded by SAPCS-State and served 5 continuing victims during those hours. To calculate:

Advocate = 15
+ Counselor = 5
20 Continuing Victims Served for that month.

Sub-Section 5.1 Victims Served

There are two different categories of Victims Served, and it is important to ensure that they are reported correctly in the proper category. These are defined as follows:

New Victims Served – Received no prior services for any reason from a funded staff person during Fiscal Year 2018 (September 2017-August 2018).

Continuing Victims – Received at least one funded service from a funded staff person for the month and who have also received at least one funded service from a funded staff person in any previous month of Fiscal Year 2018.

Victims may only be counted once per month, even if they have multiple visits in a month or if they receive services from more than one grant-funded staff. Refer to the examples provided at the beginning of this section to determine how to calculate victims served during grant funded hours.

Starting in September 2017, ALL victims served by an SAPCS-State funded staff person should be counted as “New” the first time they receive services in the Fiscal Year (September 1, 2017 to August 31, 2018). This includes victims both directly and indirectly impacted by the crime (primary and secondary victims). A person may only be counted once in this category per fiscal year, even if they are a victim of multiple unrelated crimes. The Demographic Section will be completed for New Victims only.

Sub-Section 5.2 Demographics of New Victims Served

Report for new victims only. If demographic information such as age, gender and/or ethnicity are unknown, categories for unknown have been provided and should be used so that the totals for each demographic subsection total the number of New Victims Served.

Sub-Section 5.3 Victim Services Provided

The numbers reported represent the number instances services were provided to Total Victims Served (both New Victims Served and Continuing Victims) during grant funded hours in a month. Services provided by non-grant funded staff and services provided during non-grant funded hours **should not** be reported.

Calculation Instructions and Examples:

For victims served who are receiving services provided by your SAPCS-State program, the following examples are appropriate.

Direct Services – One Staff Funded:

Calculate the number of services each victim received during a month by adding up the services provided to the victims served during grant funded hours.

Example: An Advocate funded by an SAPCS-State grant provides Crisis Intervention 15 times to 5 victims during grant funded hours. A total of 15 should be reported in Crisis Intervention Services on the Performance Report for that month.

Direct Services – Multiple Staff Funded:

If multiple staff are funded, figure the number of services each victim received during a month by adding up the services provided to victims served during grant funded hours by grant funded staff.

Example: An Advocate funded by an SAPCS-State grant provided Crisis Intervention Services 15 times to 5 victims during grant funded hours in one month and a Counselor funded by an SAPCS-State grant provided Crisis Intervention Services 20 times to 10 victims during grant funded hours in one month. To calculate:

15 instances of Crisis Intervention (Advocate)
+ 20 instances of Crisis Intervention (Counselor)
25 Total Instances of Crisis Intervention Services by OAG Funded Staff for the Performance Report that month.

Section 6. Outcomes

All Grantees are required to measure outcomes. Unless granted an exception for Direct Victim Services by the OAG as a result of an exception request on the FY 2018-2019 SAPCS-State grant application, all grantees must report outcomes for Direct Victim Services. Grantees shall report on outcomes selected in the FY 2018-2019 SAPCS-State Application Kit and any additional outcomes for activities provided with grant funds.

Example: Agency A provides Direct Victim Services and Outreach with SAPCS-State grant funds, Agency A should provide outcomes for Sections 6.1, 6.2, and 6.3.

6.1 Direct Service Outcomes: Increase in knowledge of crime victims' rights.

6.2 Direct Service Outcomes: Increase in knowledge of Community Resources and Services.

6.3 Outreach Outcome: Increase in knowledge of Community Resources and Services.

6.4 Training Outcome: Increase in knowledge of Community Resources and Services.

Measuring Outcomes

Collecting information on outcomes involves asking victims, service providers or others to tell you whether, what type and how much impact your program or services have made on victims and their families.

In order to determine if your program is impacting individuals in a specific and positive way, you need to find a way to determine that a positive change is occurring for the individual in the area of services provided. You can identify change through observation of individual's behavior as well as by asking individuals if they feel different (i.e., more confident) or they believe they have changed (i.e., I know more now...).

Some examples of how to measure outcomes are: surveys, self-reporting measures, and observational methods that focus on the impact of a service.

Reporting Outcome Measures

The outcomes being measured have been pre-filled with information from your application; if any changes are necessary contact your grant manager to discuss.

The following information needs to be entered for each outcome being measured:

Number of Instruments given to Individuals – If applicable; report the number of instruments given to individuals, i.e. survey. If a method other than survey was used to measure outcomes and the data cannot be reported in “instruments given”, such as observation, estimate a number of persons observed.

Number of Instruments Completed by Individuals – Report the number of instruments completed by individuals. If there was not an instrument given to individuals, for example, you should report the number of individuals that were measured through other methods, such as observation or self reporting.

Individuals Reporting the Desired Outcome – Report the number of individuals who reported the desired outcome from the number of individuals that were measured.

Outcome Narrative – Provide a detailed description of the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality

control testing used to track and measure the outcome being reported. Grantees may include any additional information they feel necessary.

With this information the performance level (%) will be auto-calculated. The performance level is the percentage of individuals reporting the desired outcome out of the number of individuals completing the instrument.

Performance Level Example:

12 surveys are handed out, 10 are completed and returned. Out of the 10 surveys completed and returned, 8 demonstrate the desired outcome. To calculate: $8 \div 10 = .80$ or 80%. Therefore, the performance level would be 80% for the Performance Report that month.

Section 7. Grant Related Activities for Reporting Period

Sub-Section 7.1 Volunteer Involvement

All non-profits must complete this section. Report numbers for the agency as a whole, not just for the project funded by SAPCS-State for this section.

Sub-Section 7.2 Grant Funded Activities Detail Narrative

Use this sub-section to expound upon the quantitative data entered previously in the report.

Sub-Section 7.3 Successes During the Reporting Period

Use this sub-section to describe any successes you had with regard to meeting your goals, objectives, and targets.

Sub-Section 7.4 Challenges You Encountered During the Reporting Period

Use this sub-section to explain any issues that made it difficult or challenging for you to meet your goals, objectives, and targets. This might include difficulties in hiring staff, purchasing equipment, etc. Also include any actions you took to overcome these challenges.

Sub-Section 7.5 Program Impact Narratives

This is qualitative information that can be conveyed to those interested in knowing what impact the program is having on victims and their families.

Use this section to include at least one narrative per quarter about a client who staff on the grant helped, or services your agency provided with SAPCS-State funds that made a difference in someone's life.

You can also include stories about ways in which your program is making a difference in the community such as changes in policies, protocols, cooperation and/or awareness.

Do not use more space than is provided. These summaries are instrumental in demonstrating the importance of grant-funded services provided to victims to aid in their recovery.

Also, mail or email copies of any letters from victims or newspaper clippings about your program that you would like to share with the OAG. (Be sure to include your contract number on any documents sent.)

Sub-Section 7.6 Key Personnel

Describe any changes in key personnel that may have occurred during the reporting period.

Sub-Section 7.7 Positions Left Vacant

If applicable, explain any grant-funded positions left vacant for more than three months, and what is being done to fill the position.

Section 8. Data Verification

The Grant Contact or Authorized Official must review and approve the accuracy of the data in the Performance Report before submitting it to the OAG. One of these two individuals must type her or his initials and the date the report was reviewed to indicate the appropriate review was completed.

III. DEFINITIONS

24 Hour Crisis Hotline – a telephone line answered 24 hours a day, 7 days a week by trained Sexual Assault Program staff or volunteers to provide immediate, confidential, non-judgmental support, crisis intervention, and information and referrals.

24-Hours Crisis Hotline calls – sexual assault related calls received on the organization’s 24-hour crisis hotline.

Accompaniment – to hospitals, law enforcement offices, prosecutors’ offices and courts – in-person support, assistance and provision of information about crime victims’ rights during the survivors’ interaction with medical or criminal justice professionals at hospitals, law enforcement offices, prosecutors’ offices and courts. To qualify as an Accompaniment to a Hospital, a minimum of 45 minutes must be spent with the survivor.

Advocacy – in-person or via telecommunication assistance provided on behalf of victims of sexual assault to third parties (e.g., schools, employers, law enforcement agencies, housing authorities, health care professionals, prosecutors; offices, CVC).

Assistance with Crime Victims' Compensation – assistance provided to a victim or claimant, as defined by Texas Code of Criminal Procedure Art 56.32 (a) (2) and 56.32 (a) (11), that may include explaining Crime Victims’ Compensation (CVC) forms, processes, or completing the appropriate forms. Providing general information on CVC should be counted under “Information and Referral.”

Assistance with Texas Statewide Automated Victim Notification Service (SAVNS) – assistance provided to a victim of sexual assault explaining Texas SAVNS and/or registering or accessing information. Providing general information on Texas SAVNS should be counted under “Information and Referral.”

Assistance with Victim Impact Panels – assistance provided to a victim of sexual assault to prepare a victim to present on a Victim Impact Panel.

Assistance with Victim Impact Statements – assistance provided to a victim of sexual assault explaining the Victim Impact Statement identified in Art. 56.03 Code of Criminal Procedure and/or completing the appropriate forms. Providing general information on Victim Impact Statements should be counted under “Information and Referral.”

Crisis Intervention – in person or via telecommunication assistance provided to a victim of sexual assault to reduce stress and provide immediate, short-term support to reduce the impact of the crime.

Direct Victim Services – include but are not limited to the following:

- 24-Hour Crisis Hotline
- Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors’ Offices and Courts.
- Advocacy
- Assistance with Crime Victims’ Compensation

- Assistance with Texas SAVNS
- Assistance with Victim Impact Panels
- Assistance with Victim Impact Statements
- Crisis Intervention
- Groups (Support, Therapeutic)
- Individual Counseling
- Information and Referral
- Lodging
- Peer Support Services
- Transportation
- Other Direct Victim Services

Education – For purposes of this grant includes the following:

- Outreach – is victim related and includes but is not limited to public speeches, information booths, media interviews, public service announcements, newsletters, articles, editorials, and website visits conducted for the purpose of generally informing the public about sexual assault related topics and available victim services.
- Training – is victim related and includes general training sessions, video conference training sessions, and computer based training sessions conducted to train on sexual assault. Training is designed to increase knowledge on sexual assault related topics, impact the skills of individuals interacting with victims, including victim service training, or to improve the overall response to sexual assault. Training may be provided internally to volunteers and staff, or externally to the public.
- Prevention – includes education and other activities (i.e. community mobilization, policy education and social norms change) related to the prevention of sexual violence.

Note: What was historically captured as Structured Education should be captured either under training or prevention depending on content.

Grant Contact – each grantee must designate a Grant Contact. The grant contact may not be the same person as the Authorized Official. The grant contact must be an employee of the grantee who is responsible for operating and monitoring the project and who is able to readily answer questions about the project’s day-to-day activities. All grant related information will be sent to the grant contact.

Individual Counseling – provided to a victim of sexual assault by a licensed professional and uses one-on-one psychological and/or therapeutic methods of treatment for a minimum of 45 minutes.

Information Booth – Events where organizations staff booths to provide information to the general public about different topics. This may include but is not limited to community fairs, conferences, or other public gatherings.

Information and Referral – all forms of contact with victims of sexual assault in which services and available support (provided by the Applicant or the community) are identified and/or offered. This service may be provided in addition to or along with other Direct Victim Services such as Advocacy, Peer Support Services, Assistance with Crime Victims’ Compensation, etc.

Lodging – arranging and/or providing lodging for a victim of sexual assault, to include but not limited to emergency housing assistance. For example, the number of victims who received lodging as arranged by grant funded staff.

OAG Sexual Assault Training Program (SATP) – training conducted with employees/volunteers of a sexual assault program that meets the OAG SATP Training Certification Requirements as identified in the OAG SATP Certification Guide.

Outcome – specific changes in knowledge, attitudes, skills, behavioral intentions, behaviors, or other that are expected as a result of program activities. Example: 80% of unique victims served (output) this year showed an "Increase in knowledge of crime victims' rights" (outcome).

Output – products of program activities, including services delivered by a program. Examples include:

- The number of unique victims served (outputs) last month. Example: 25 is the number of unique victims served (output) last month.
- The number of instances a service was provided. Example: 100 counseling sessions were provided (output) last month.

Output Target – estimate of the number of program activities, including services the organization plans to deliver in a given time period. Examples include:

- The organization plans to serve 30 unique victims in FY 2018.
- The organization plans to provide 25 accompaniments in FY 2018.

Peer Support Services – one-on-one peer support provided by trained staff and/or volunteers to increase client functionality and facilitate empowerment in meeting his/her physical, medical, legal, and or psychological needs.

Support Groups – groups for victims of sexual assault led by trained staff, volunteers or peer facilitators covering educational material or issues brought up by the group.

Survivor/Victim – this term is used interchangeably in this Application Kit and includes an individual who is a victim of a sexual assault, regardless of whether a report or conviction is made in the incident and other individuals affected by sexual violence.

Texas Statewide Automated Victim Notification Service (SAVNS) – a free and confidential statewide service that provides registered victims of crime and concerned citizens' information and notification about offender custody status and related court events and cases.

Therapeutic Groups – groups facilitated by a licensed professional and includes therapeutic/counseling and/or psycho-educational content for victims of sexual assault.

Transportation – arranging and/or providing transportation for a victim of sexual assault for planned activities to one or more destinations in a single trip, or to an unplanned or crisis situation to or from locations such as medical facilities, shelters, or police stations.

Unique Victims Served – a victim of sexual assault that receives any direct victim service from staff funded on this grant counted only once per fiscal year.

Volunteer – a person who provides an unpaid service to the organization.