U.S. Department of Justice Office on Violence Against Women

Semi-Annual Performance Report for the Electronic Service Protection Order Court Pilot

Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Electronic Service Protection Order Court Pilot Program. A report must be completed for each grant received. Grant partners may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All grantees must complete the required sections. Required questions are marked with an asterisk (*). For all other sections, grantees must answer an initial question about whether they used Electronic Service Protection Order Court Pilot (ESPOC) Program funds to support certain activities during the current reporting period. If the response is yes, then the grantee must complete that section. If the response is no, the rest of that section is skipped.

The activities of volunteers or interns should be reported if they were coordinated or supervised by Electronic Service Protection Order Court Pilot Program-funded staff or if Electronic Service Protection Order Court Pilot Program funds substantially supported their activities.

For further information on filling out this report, refer to the separate instructions, which contain detailed definitions and examples.

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Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

General Information

All grantees must complete the General Information section.

1. **Date of report**

2. **Current reporting period (6-month)**
   - January to June
   - July to December

   Current reporting period (4-digit year)

3. **Grantee name**

4. **Grant number**
   The federal grant number assigned to your Electronic Service Protection Order Court Pilot Program grant.

   This number, also called your Award Number, can be found at the top of your JustGrants Funded Award Page. Please enter the grant number exactly as it appears, including dashes.

   Examples: 15JOVW-12-GG-12345-PROG or 2000-XX-ZZ-1234

   If you have multiple active OVW program grants, please enter the grant number associated with the Electronic Service Protection Order Court Pilot Program grant you are reporting on in this form.

5. **Type of performance report**
   Indicate if this is a regular performance report or the final performance report for the grant award being reported on.

   - Final
   - Regular

6. **Point of contact**
   Provide information for the person responsible for the day-to-day coordination of the grant.

   - First name
   - Last name
   - Agency/organization name
   - Address
   - City
   - State
   - Zip code
   - Telephone
   - Email

SAMPLE

7. **Is this a faith-based organization?**

   - Yes
   - No

8. **Is this a culturally-specific community-based organization?**

   - Yes
   - No

9. **Does this grant specifically address and focus on Tribal populations?**

   - Yes
   - No

   Indicate which Tribal populations are served under your grant.

10. **Does your grant support the creation of products in languages other than English or provide services in languages other than English?**

    - Yes
      - If yes, what languages?
    - No

11. **What percentage of your Electronic Service Protection Order Court Pilot Program grant was directed to each of these areas?**
    Estimate the approximate percentage of funds (or resources) used to address each area with your Electronic Service Protection Order Court Pilot Program grant during the current reporting period. The grantee may choose how to make the determination of how to calculate this. Grantees should consider training, staff time, victims services, etc. when making this determination.

    *Throughout this form, the term **sexual assault** means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks the capacity to consent. The term **domestic violence/dating violence** applies to any pattern of abusive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress.* See separate instructions for additional victimizations and more complete definitions.

	Percentage of grant funds
Sexual assault	
Domestic violence/dating violence	
Stalking	
Total (must equal 100%)	

SAMPLE

Staff

1. **Were Electronic Service Protection Order Court Pilot Program funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?**
   Select "yes" if Electronic Service Protection Order Court Pilot Program funds were used to pay for staff salary/wages. Electronic Service Protection Order Court Pilot Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

   - Yes
   - No

2. **Staff**
   Report the total number of full-time equivalent (FTE) staff funded by the Electronic Service Protection Order Court Pilot Program *grant during the current reporting period.*
   - *Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).*
   - *FTEs should be prorated to reflect when a staff person did not work-full time and/or when was not 100% funded by the Electronic Service Protection Order Court Pilot Program grant for the entire reporting period.*
   - *Report staff by the function(s) they performed, not by title.*
   - *Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.*

Staff Function	FTE(s)
Abuser Intervention Program staff	
Administrator	
Attorney *(does not include prosecutor)*	
Case Manager	
Counselor/therapist	
Court personnel	
Information technology staff	
Investigator *(prosecution-based)*	
Law enforcement officer	
Legal advocate *(does not include attorney or paralegal)*	

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Staff Function	FTE(s)
Outreach worker	
Paralegal	
Probation officer/offender monitor	
Program coordinator	
Prosecutor	
Support staff	
Trainer	
Translator/interpreter	
Victim advocate	
Victim assistant *(governmental, includes victim-witness specialist/coordinator)*	
Other (specify):	
Total	

3. Describe how staffing (including recruitment and vacancies) impacted your ability to implement your grant-funded activities during the current reporting period.

SAMPLE

Coordinated Community Response

1. **Coordinated community response activities**
   This question is required. Select all agencies/organizations that you provided Electronic Service of Protection Orders Pilot Program-funded referrals to/received from, met with, or engaged in consultation with during the current reporting period. If Electronic Service of Protection Orders Pilot Program-funded staff participated in a task force or work group, check all attendees. If applicable, indicate the agencies or organizations with which you have a mandatory collaboration for purposes of your grant (MOU partner).

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with
Advocacy organization	
Abuser intervention program	
Corrections *(probation, parole, and correctional facility staff)*	
Court	
Dual sexual assault and domestic violence program	
Domestic violence organization	
Educational institutions/organizations	
Faith-based organization	
Governmental agency	
Health/mental health organization	
Law enforcement	
Legal organization	
Prosecutor's office	
Social service organization *(non-governmental)*	
Tribal government/Tribal governmental agency *(other than elected Tribal council or other leadership)*	
Other (specify): _____	

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2. **Discuss the effectiveness of CCR activities funded or supported by your Electronic Service Protection Order Court Pilot Program grant and provide any additional information you would like to share about your CCR activities.**

SAMPLE

Policies

1. **Were Electronic Service Protection Order Court Pilot Program funds used to develop, substantially revise, or implement policies or protocols during the current reporting period?**

    - Yes
    - No

2. **Type of organizations/agencies in which policies or protocols were developed, substantially revised, or implemented**
   Indicate the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using Electronic Service Protection Order Court Pilot Program funds during the current reporting period. Check all that apply.

    - Courts
    - Law enforcement
    - Legal services
    - Probation, parole, or another correctional agency
    - Prosecution
    - Victim services
    - Other (specify)

3. **Describe the protocols and/or policies developed, substantially revised, or implemented with Electronic Service Protection Order Court Pilot Program funds during the current reporting period.**

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Products

1. **Were Electronic Service Protection Order Court Pilot Program funds used to develop or substantially revise products during the current reporting period?**
   Select yes if Electronic Service Protection Order Court Pilot Program-funded staff developed or revised products or if Electronic Service Protection Order Court Pilot Program funds directly supported the development or revision of products.

   - Yes
   - No

2. **Describe the products developed or substantially revised with Electronic Service Protection Order Court Pilot Program funds during the current reporting period.**
   Describe what type of product it was, the title/topic of the product, as well as its intended audience. Also provide information on if the product was translated into a language other than English (including Braille).

3. **Were the products mentioned in the narrative above reviewed and approved by OVW?**

   - Yes
   - No

SAMPLE

Data Collection & Communication Systems

1. **Were Electronic Service Protection Order Court Pilot Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?**
   Select yes if Electronic Service Protection Order Court Pilot Program funds or Electronic Service Protection Order Court Pilot Program-funded staff were used to develop, install, or expand data collection and/or communication systems.

   - Yes
   - No

2. **Indicate the use of Electronic Service Protection Order Court Pilot Program funds for data collection and/or communication systems:**
   Check all that apply.

   - o Develop new data collection/communication systems
   - o Install data collection/communication systems
   - o Expand existing data collection/communication systems
   - o Link existing data collection/communication systems
   - o Share information with other community partners
   - o Manage data collection and communication
   - o Purchase computers and other equipment

3. **Describe the purpose of the Electronic Service Protection Order Court Pilot Program funded data collection and/or communication systems.**

SAMPLE

System Improvement

1. **Were Electronic Service Protection Order Court Pilot Program funds used for system improvement during the current reporting period?**
   Select yes if any Electronic Service Protection Order Court Pilot Program-funded staff engaged in system improvement activities or if Electronic Service Protection Order Court Pilot Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

   - Yes
   - No

2. **Indicate the type of system improvement efforts you engaged in during the current reporting period with Electronic Service Protection Order Court Pilot Program funds.**
   Check all that apply.

	System improvement efforts
Evaluation or performance management	
Interpreters	
Language access plan	
Languages lines	
Meetings between Tribal and non-Tribal entities	
Safety audits	
Translation of forms and documents	
Other (specify):	

3. **Describe the system improvement activities supported with your Electronic Service Protection Order Court Pilot Program funds during the current reporting period.**

SAMPLE

Courts

1. **Were Electronic Service Protection Order Court Pilot Program funds used to support court activities during the current reporting period?**

    - Yes
    - No

2. **Disposition of criminal cases**

    Report the dispositions of cases resolved using Electronic Service Protection Order Court Pilot Program funds during the current reporting period. A case should be characterized by the most serious charge (may include numerous charges or counts). In most instances, a case will refer to one victim, one offender, and one incident.

    Misdemeanor and felony domestic violence cases include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law or Tribal code does not have to name the offense "domestic violence" for it to be counted here. Similarly, sexual assault and stalking cases should be counted under the appropriate sexual assault or stalking offense listed below (e.g., felony sexual assault), even if your state law uses another name for these types of offenses, such as "sexual battery" or "harassment."

Type of Case	Dismissed	Deferred Adjudications	Convicted	Acquitted	Total
Sexual assault					
Domestic/dating violence					
Stalking					
Violation of protection order					
Violation of court order					
Other (specify) _____					
Total					

3. **Judicial monitoring**

    Report the number of offenders whose cases were reviewed by the Electronic Service Protection Order Court Pilot Program-funded court staff for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions, during the current reporting period. Also report the total number of individual review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

    - Total number of offenders reviewed
    - Number of individual review hearings conducted

SAMPLE

4. **Indicate if Electronic Service Protection Order Court Pilot Program funds were used by the courts to provide victims/survivors with following information:**
   Check all that apply.

   - Available resources
   - The legal process
   - How to obtain/enforce a no-contact order
   - Status of case
   - Sentencing/probation conditions

5. **Describe how Electronic Service Protection Order Court Pilot Program funds were used by the courts to support victims/survivors through the criminal justice system.**

6. **Civil protection orders**
   Report the total number of temporary and/or final civil protection orders granted by the Electronic Service Protection Order Court Pilot Program-funded court to victims/survivors during the current reporting period. These orders may be referred to as protection from abuse or protection from harassment or anti-harassment, or restraining orders. Include only civil orders.

	Temporary	Final
Civil Protection Orders granted		

7. **Criminal protection orders**
   Report the total number of temporary and/or final criminal protection orders granted by the Electronic Service Protection Order Court Pilot Program-funded court to victims/survivors during the current reporting period. These orders may be referred to as no-contact or stay-away orders. Include only criminal orders.

	Granted
Criminal protection orders	

8. **Discuss the effectiveness of court activities supported by your Electronic Service Protection Order Court Pilot Program grant and to provide any additional information you would like to share.**
   An example might include an increased percentage of court-monitored offenders complying with mandated offender treatment and abuser intervention programs.

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Narrative

1. **Report on your Electronic Service Protection Order Court Pilot Program grant goals, objectives, and activities as of the end of the current reporting period.**
   This question is required. Report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised. A goal or objective's status may be reported as "on hold," "not started, "pending," "ongoing," "complete," or any other descriptor as appropriate. Please do not include Personally Identifying Information (PII).

2. **What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response (including offender accountability)? (Maximum-8,000 characters)**
   This question is required for the January-June reporting period. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction. Please do not include Personally Identifying Information (PII).

3. **What has Electronic Service Protection Order Court Pilot Program funding allowed you to do that you could not do prior to receiving this funding? (Maximum-8,000 characters)**
   This question is required for the January-June reporting period. Please do not include Personally Identifying Information (PII).

4. **As you finalize your OVW award, please describe any lessons learned regarding the most effective approaches in implementing your project. (Maximum-8,000 characters)**
   This question is required if this is your final report. Please do not include Personally Identifying Information (PII).

5. **Provide additional information regarding the effectiveness of your grant-funded program. (Maximum-8,000 characters)**
   If you have any other data or information that you have not already reported that demonstrates the effectiveness of your Electronic Service Protection Order Court Pilot Program grant, please provide it below. Please do not include Personally Identifying Information (PII).

6. **Provide additional information to explain the data submitted on this form. (Maximum-8,000 characters)**
   Please do not include Personally Identifying Information (PII). If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different performance reports for the same reporting period, you may explain how the data was apportioned to each report; if you reported staff but did not report any corresponding activities, you may explain why; or if you did not use Electronic Service Protection Order Court Pilot Program funds to support either staff or activities during the reporting period, please explain how Electronic Service Protection Order Court Pilot Program funds were used.

SAMPLE