

**Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions**

**Office of the Attorney General
FY 2009 Performance Report Instructions
for
Sexual Assault Prevention and Crisis Services – Federal
(SAPCS-Federal)**

I. General Instructions

Appendix I. Definitions

**Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions**

I. General Instructions

The Performance Report Form is to be used to report only the activities of the personnel funded by the Sexual Assault Prevention and Crisis Services-Federal (SAPCS-Federal) Program.

Activities including number of professional training and educational seminars conducted by SAPCS-Federal funded personnel and reported on this report should not be entered into the ITS system. Do not send information based on the agency as a whole (except Section 8 Volunteer Involvement). Additionally, there is an optional question in Section 2 that gives the opportunity to describe primary prevention activities of staff that are not funded through this contract.

Instructions for submission:

- The performance report must be submitted electronically by the indicated due date for each quarter.
 - 1st Quarter – December 30, 2008
 - 2nd Quarter – March 30, 2009
 - 3rd Quarter – June 30, 2009
 - 4th Quarter – September 30, 2009
- The following must appear in the subject line of the email: SAPCS-Federal, your grant number and the reporting period (example subject line: “SAPCS-Federal #0800000, 1st Quarter Performance Report”).
- Send the email to OAG-Grants@oag.state.tx.us. Questions regarding the contract and/or the performance report should be directed to the agency’s grant manager.

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 request on letterhead with an original signature. For all other changes submit a request via email to your grant manager. The Primary Prevention Coordinator and the Primary Prevention Coordinator Email can be changed on the report form as appropriate.

Section 2. Primary Prevention Planning/Activities

This section must be completed in detail for each reporting period. Do not use more space than is provided on the form.

- Community Mobilization Efforts – describe how you identify and engage community stakeholders, community leaders and community-based organizations to develop a joint vision and commitment for the primary prevention of sexual violence in the community.
- Primary Prevention Planning Process – describe the agency’s primary prevention planning activities including identifying partners and key stakeholders.
- Organizational Policy and Norms Change Activities – describe how the agency is working to change organizational policies, norms, behaviors, and practices that influence the circumstances or environments in which sexual violence occurs.
- Describe Community Readiness Activities – community readiness efforts increase the communities understanding of the need for primary prevention and social change efforts.

Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions

- (Optional) Primary Prevention Activities of Agency – describe primary prevention activities that are conducted by the agency’s staff and/or volunteers that are not funded by the SAPCS-Federal contract.

Section 3. Rape/Sexual Violence Prevention & Education Activities

Estimate the percentage of the agency’s total SAPCS-Federal budget that was spent on each of the listed activities. Percentages must total 100%.

Section 4. Approved Activities

This section requests information regarding 1) Professional Training, 2) Educational Sessions, and/or 3) Informational Materials. There are six Approved Activities listed on the SAPCS-Federal Application and in the Appendix I of these instructions. When reporting, each Approved Activity should fit into one of the three categories listed above. Agencies are not required to conduct activities in all of the categories. This section also reflects target information submitted on the agency’s application and has been pre-filled by the OAG.

Contact your grant manager with specific questions regarding targets or how to report an Approved Activity.

- **Professional Training:**
 - Enter total number of professional trainings conducted and total number of participants.
 - Specify the number of trainings by type as indicated. For example if your organization conducted 50 professional trainings indicate the number of trainings that were “Single topic/single session training”, etc.
 - Complete Professional Training narrative questions within the space provided. There are five (5) components to this question. Grantees must complete each component. The rationale for conducting RPE training with the professional groups or organizations selected must be related to the organization’s primary prevention planning process.
- **Education Sessions**
 - Enter the total number of Education Sessions conducted and total number of participants. Important notes:
 - If you are conducting an educational series which includes multiple sessions in which you introduce a different primary prevention topic each session, count each week’s session as one (1) educational session and add each week’s number of participants into the Total Number of Participants category.
 - Count all educational sessions that are conducted by SACPS-Federal personnel on the SAPCS-Federal report whether they are one time presentations or part of a series
 - Enter breakdown of sessions conducted to students (this section is a subset of the total number of participants recorded in the line above).

Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions

- Specify the number of educational sessions by type as indicated. For example, if your organization conducted 100 educational sessions, indicate the number of sessions that were Single topic/Single session training, etc.
- Complete Education Sessions narrative questions within the space provided. There are four (4) components to this question. Grantees must complete each component. The rationale for conducting educational sessions with the audience(s) selected must be related to the organization's primary prevention planning process.
- **Informational Materials**
 - Enter total number of informational units *distributed* using SAPCS-Federal funds. Enter only informational materials that are primary prevention focused.
 - Enter total number of informational materials *developed* using SAPCS-Federal funds.
 - Complete Informational Materials narrative question. List types and topics of primary prevention informational materials *distributed*. This should include materials purchased and/or developed using SAPCS-Federal funds.
 - Complete Informational Materials narrative question listing types and topics of primary prevention informational materials *developed* using SAPCS-Federal funds.

Section 5. CDC Life Stages

For each quarter, estimate the percent (%) of participants that fall into each category. The estimate should include all Approved Activities conducted with SAPCS-Federal funds.

Section 6. RPE Faith-based Activities

- Enter number of partnerships with faith based organizations (including partnerships to facilitate delivery of educational sessions), number of presentations to clergy, number of clergy trained, number of presentations to youth groups in faith based organizations, and number of youth group participants. The CDC is requesting this information to increase their understanding and knowledge about collaboration with faith based organizations. This information will not be used for monitoring and/or evaluation purposes. Numbers provided here should also be included in the appropriate category under the Approved Activities section.
- Complete Faith-based Activities narrative question. Describe the nature of the partnership with faith-based organizations and detail training/presentation topics per audience type. If space allows, list faith-based organizations by name.

Section 7. Professional Training and Education Sessions Outcomes

The target level is the percentage of participants you expect will report the desired outcome. This cell has been pre-filled by the OAG based on information provided by your organization.

All Grantees are required to measure one outcome which has been pre-filled by the OAG. In addition to the required outcome, all Grantees have the option to report on two additional outcomes that measure a change in attitude or behavior. If applicable, the optional outcome(s) being measured has been pre-filled with information provided by your organization. If any changes are necessary contact your grant manager to discuss.

Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions

- Clearly state the outcome instrument used (pre-post tests, surveys, etc) and the following information: the number of instruments given to participants, the number of instruments completed by participants, and the number of participants demonstrating the desired outcome.
- The Performance level % is the percentage of participants reporting the desired outcome. This field will auto calculate.
- Complete the “Outcome Narrative”. Describe the systems, tool/method, and/or processes that are used to measure the outcome.

Section 8. Successes and Challenges

Describe both successes and challenges encountered in the primary prevention program during the reporting period. Agencies should share what worked and equally important what didn't work so that others can benefit from the experience. Do not use more space than is provided on the form.

Section 9. Volunteer Involvement

Describe how the agency utilized volunteers during this report period. This information should reflect volunteer's contributions to the agency as a whole not just in primary prevention efforts.

Section 10. Project Impact Narrative

Describe the impact primary prevention activities had on the participants and/or the community. Do not use more space than is provided on the form.

Section 11. 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. By initialing and dating, the Grant Contract or Authorized Official attests that the data and information contained in this report is true and accurate to the best of their knowledge and understanding. The report will not be accepted as complete without this data verification.

**Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions**

Appendix I. Definitions

Activities – are specific actions that focus on changes in the environment that support those behaviors you want individuals, communities, or society to change and/or adopt.

Approved Activities – the OAG will allow programs to apply for funding for the following activities, which have been approved by the U.S. Congress, to be used in the prevention of sexual assault and/or sexual violence:

- Educational seminars
- Training programs for professionals
- Preparation of information material
- Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities
- Education to increase awareness about drugs used to facilitate rapes or sexual assaults
- Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 [42 U.S.C. 12102])

Comprehensive Primary Prevention Planning – a planning process to use primary prevention in order to address sexual assault and/or sexual violence by assessing current programs and developing and implementing primary prevention strategies/activities that stop sexual violence before it occurs. The planning process should result in strategies/activities that are community-based, comprehensive, multi-faceted, theory-based, includes public health behavior change principles and addresses multiple levels of influence within an ecological model.

Ecological Model – the ecological model used by the CDC; includes four levels of influence: individual, relationship, community, and societal. Working within this model, individual risk factors as well as the norms, beliefs, and social and economic systems that create the conditions for sexual assault and/or sexual violence to occur can be identified. Effective strategies and activities can then be developed that work to change or eliminate the risk factors that support the occurrence of sexual assault and/or sexual violence. Directing activities at all levels of influence provide a comprehensive approach to primary prevention.

Outcome and Process Evaluation – indicators and measures that document a change in individual and community attitudes, behaviors and norms related to sexual assault and/or sexual violence.

Primary Prevention of Sexual Assault and/or Sexual Violence – population-based and/or environmental and system-level strategies, policies and actions that prevent sexual assault and/or sexual violence from initially occurring.

- Primary prevention efforts work to modify and/or reduce the events, conditions, situations, or exposure to risk factors associated with the initiation of violence and subsequent injuries, disabilities, and deaths.

**Office of the Attorney General
FY2009 SAPCS-Federal Performance Report Instructions**

- Prevention efforts seek to identify and enhance protective factors that may prevent violence not only in at-risk populations, but also in the community at-large.

Protective factors are an attribute, situation, condition, or environmental context that works to decrease the likelihood of the occurrence of a health problem or behavior such as sexual violence.

Public Health Approach – a four step process that includes:

- Defining the problem based on collecting and analyzing data about a health issue
- Identifying risk and protective factors
- Developing and testing prevention strategies
- Assuring widespread adoption

Risk Factors – are an attribute, situation, condition or environmental context that increases the likelihood of the occurrence of a health problem or behavior such as sexual violence.

Risk Reduction – education efforts that focus solely on reducing the risk of an individual in becoming a victim of sexual assault and/or sexual violence.

Sexual Violence – as used by the CDC, sexual violence is a wide range of acts that occur in a variety of settings, consisting of four types: (1) A completed sex act without the victim's consent, or involving a victim who is unable to provide consent or refuse; (2) An attempted (but not completed) sex act without the victim's consent, or involving a victim who is unable to provide consent or refuse; (3) Abusive sexual contact including intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse; and (4) Non-contact sexual abuse including voyeurism; intentional exposure of an individual to exhibitionism; pornography; verbal or behavioral sexual harassment; threats of sexual violence to accomplish some other end; or taking nude photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse.

Strategy(ies) is defined as an approach to reduce sexual violence behavior, such as social skills training, mentoring, social marketing or policy changes.