

FY2009
Concurrence Report Instructions
for
Sexual Assault and Prevention Crisis Services-State (SAPCS-State)
Programs

I. General Instructions

II. How to Report

A. Outcomes

B. Grant Related Activities for the Reporting Period

C. Challenges You Encountered During the Reporting Period

D. Program Impact Narratives

I. General Instructions

Concurrence Reports are quarterly reports generated from the Integrated Tracking System that were submitted by sexual assault programs each month to HHSC.

Please use the reports module *SAPCS Sexual Assault Program Monthly Report* downloaded from the ITS Website located at <http://www.hhsc.state.tx.us/refugee/its> to verify the following services:

- Criminal Justice Accompaniment – OAG
- Crisis Intervention – OAG
- Individual Counseling – OAG
- Law Enforcement Accompaniment – OAG
- Medical Accompaniment – OAG
- Peer Support Services – OAG
- Crisis Intervention (by Telephone) – OAG
- Hotline Calls From or About Victims of Sexual Assault
- Sexual Assault Hotline Call – OAG

Instructions to Complete the OAG Concurrence Report:

Complete the Direct Service Outcomes Report and the Concurrence Report. Submit both; otherwise, your report will be considered incomplete. Due dates are included in the emails containing the Concurrence Report and Direct Service Outcomes Report. The Authorized Official or Grant Contact is required to sign the reports. Include the Person to Contact for Corrections, their telephone number, and their email address. This does not need to be the Authorized Official or the Grant Contact, but the person who completed the report.

- Fax the signed report to (512) 370-9967.
- Email the Direct Service Outcomes Report to OAG-Grants@oag.state.tx.us

Please contact your grant manager if you have questions about the Concurrence Reports or Elaine Knotts with HHSC at (512) 206-5111 for questions about the Integrated Tracking System.

II. How to Report

- Verify the information in the report using the *SAPCS Sexual Assault Program Monthly Report* downloaded from the ITS Website located at <http://www.hhsc.state.tx.us/refugee/its> for each month.
- Cross out incorrect data and write in corrections.
- If there are any discrepancies greater than 10% submit the Monthly Reports for the quarter from the *SAPCS Sexual Assault Program Monthly Report*

A. Outcomes

This section should reflect information from your application. On your application, you were required to select two outcomes and were given an option for a third outcome to be measured. .

All Grantees are required to measure two outcomes. In addition to the two required outcomes, all Grantees have the option to report on one additional outcome. The outcome being measured should be completed with information from your application. Clearly state the outcome being measured, the outcome instrument being used, the target level (%), and, if applicable, the following information: the number of victims offered the instrument, the number of victims completing the instrument, and the number of victims demonstrating the desired outcome. With this information the performance level (%) will be auto-calculated. Any additional information may be included in the “Outcome Narrative”.

The target level is the percentage of victims you aim to have report the desired outcome.

The performance level is the percentage of victims reporting the desired outcome out of the number of victims 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.

If surveys are not used, enter the data for the instrument used. Describe in detail in the “Outcome Narrative” what tool/method was used to measure the outcome.

B. Grant Related Activities During the Reporting Period

The data and numbers provided in the rest of this report cannot fully illustrate all of the work achieved through your SAPCS-State project. To give a fuller picture of the additional work performed through this grant, report meetings (internal to your agency or with community representatives), community collaborations on victim service-related projects, or other activities that support the SAPCS-State project.

C. Challenges You Encountered During the Reporting Period

Use this 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.

D. 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.)