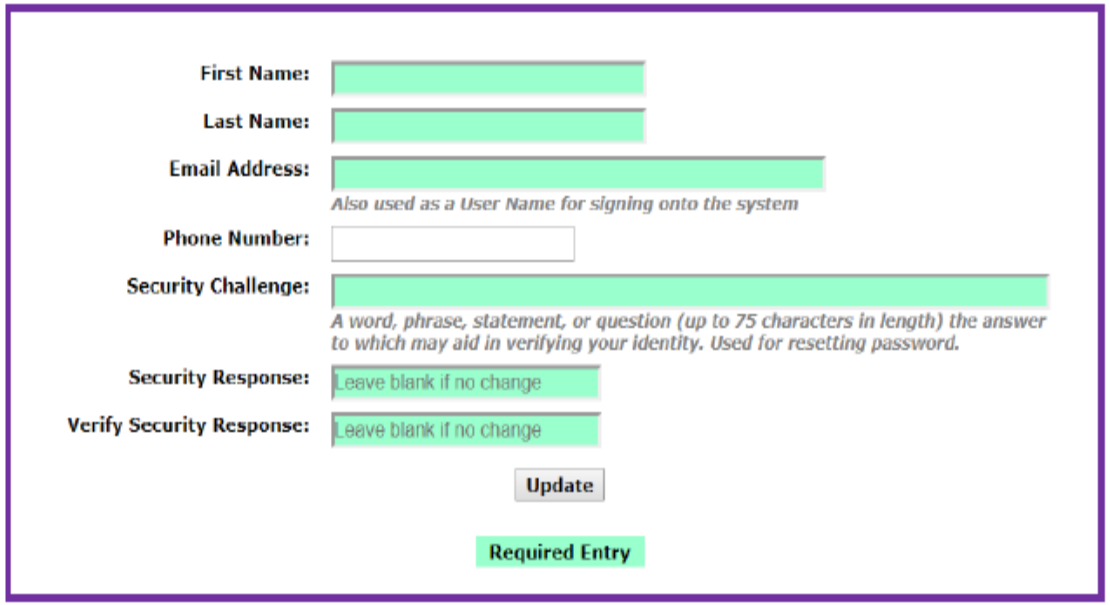
VOCA SubAward Report (SAR) Instructions

2.2 Updating Your User Account

For security purposes, each individual using the PMT should have their own user account. Users should not share accounts.



User account data fields are—

Full Name – Include your first and last name.

Email Address – Please enter your work email address. User registration confirmation, and any communications sent from the system will go to this email.

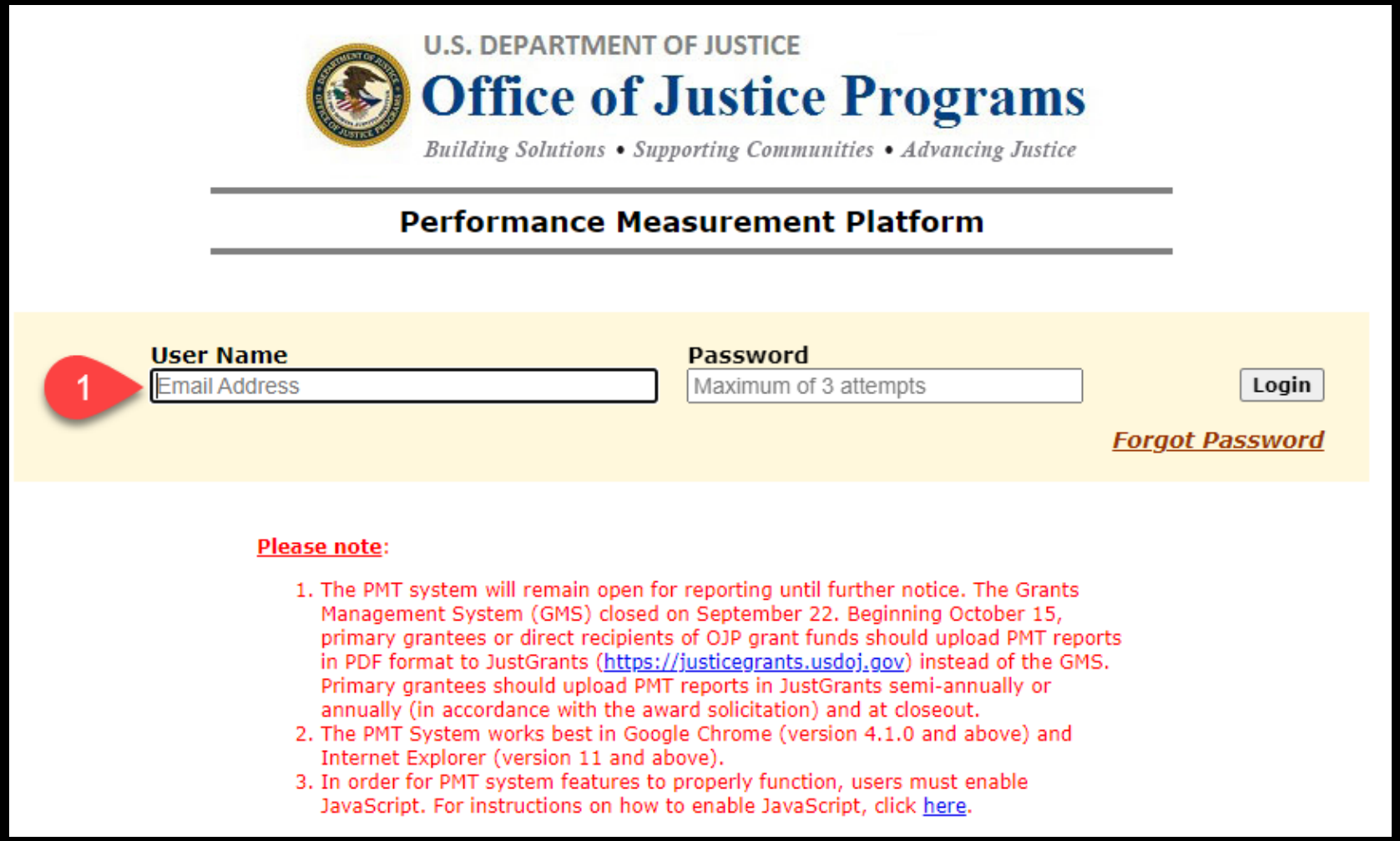
Phone Number – Please enter your work phone number or the best daytime number.

Security Challenge and Response – A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity in case you forget your password.

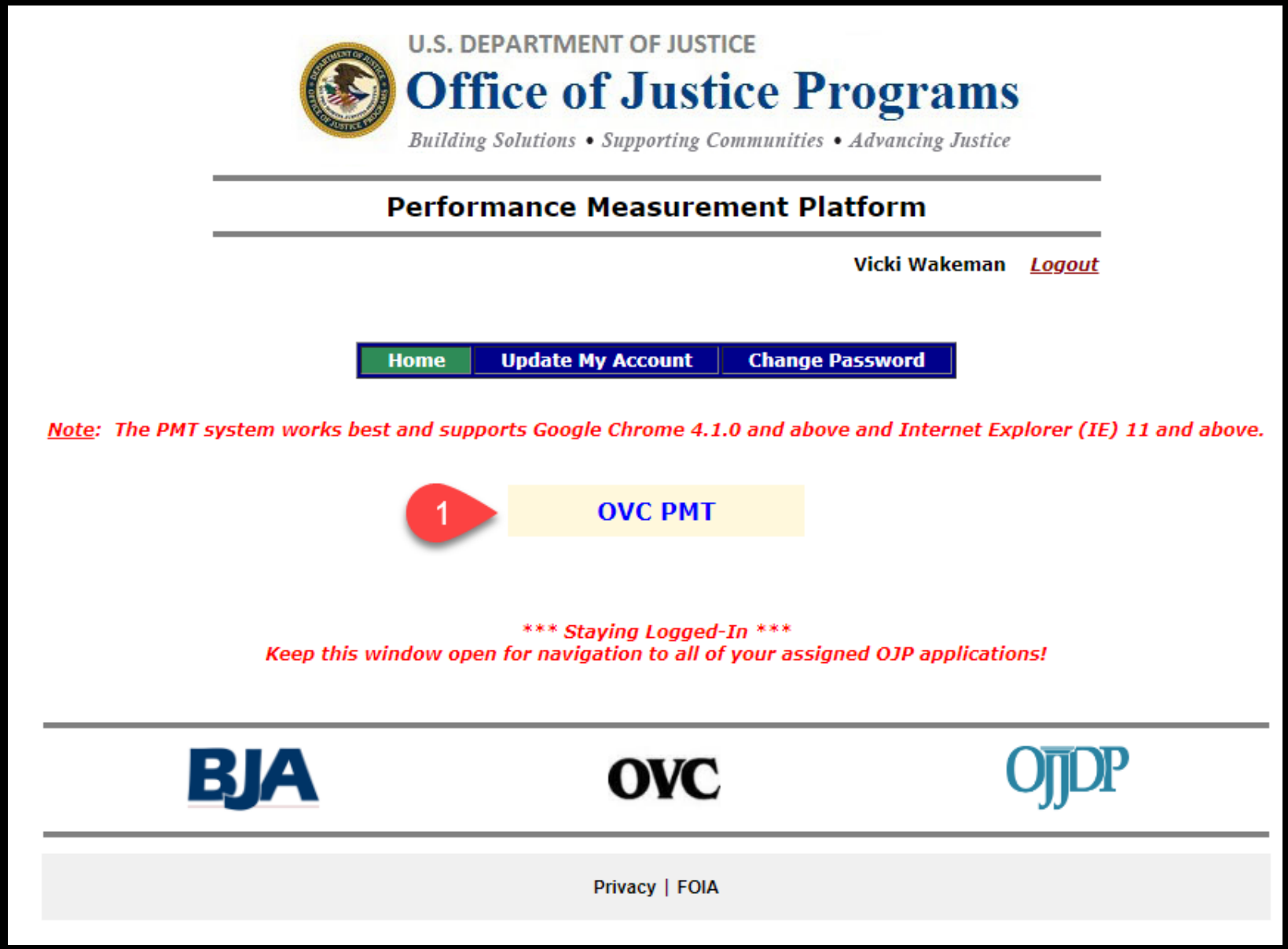
Grantee receives automated email with instructions from the OJP PMT Administrator (ojpsso@usdoj.gov) once an account is created. If you have not received this email please contact DVS at MDHHS-DVS@michigan.gov so we can determine next steps.

During account set up you will be able to edit your account data fields as needed (see screenshot with data field explanations) After initial account set up users can sign in using the link below:

OJP PMP Login

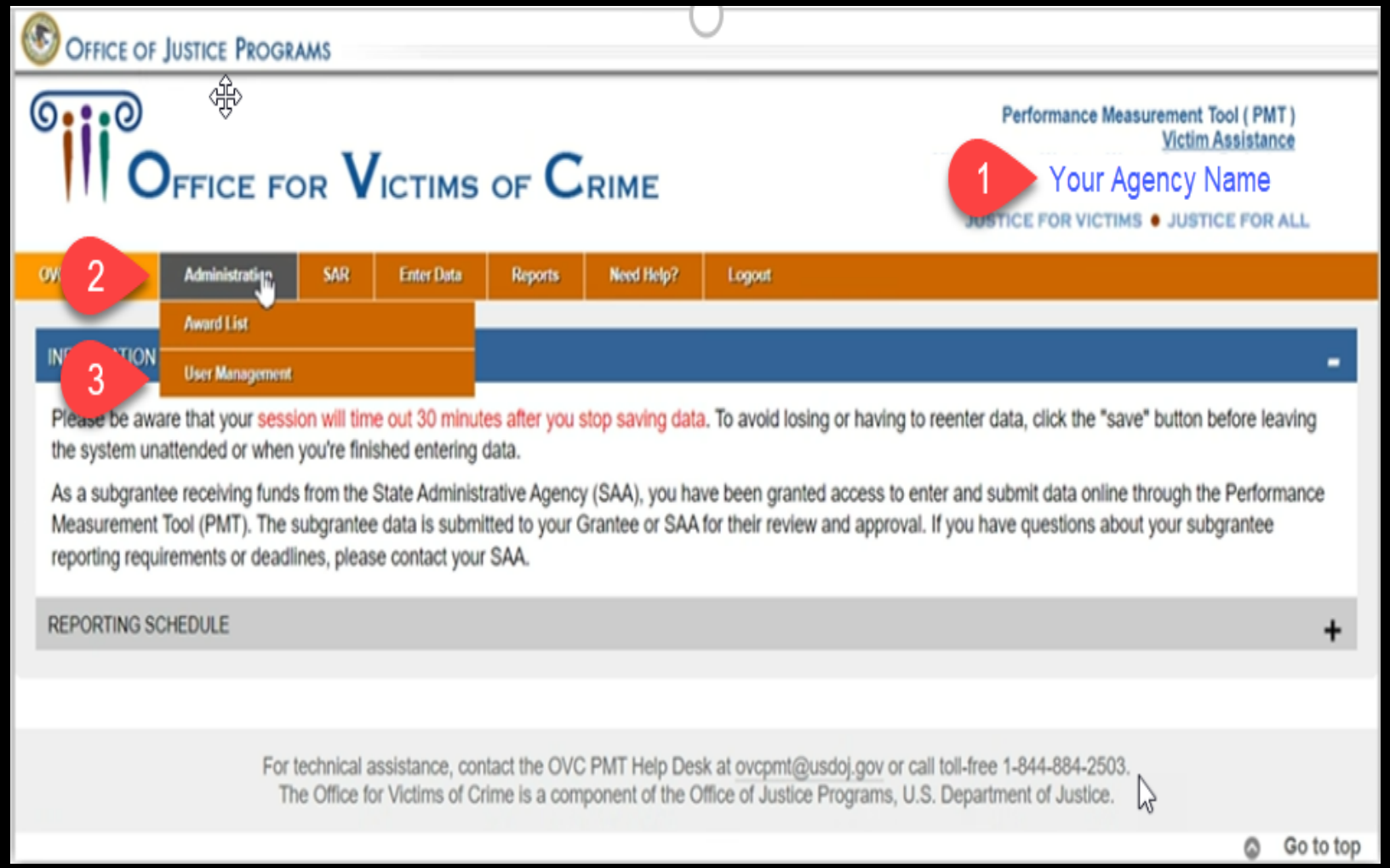


1. Log into the OVC PMT website using Google Chrome 4.1.0 and above or Internet Explorer (IE) 11 and above. OJP PMP Login



1. Click on OVC PMT.

To Add or Delete a User

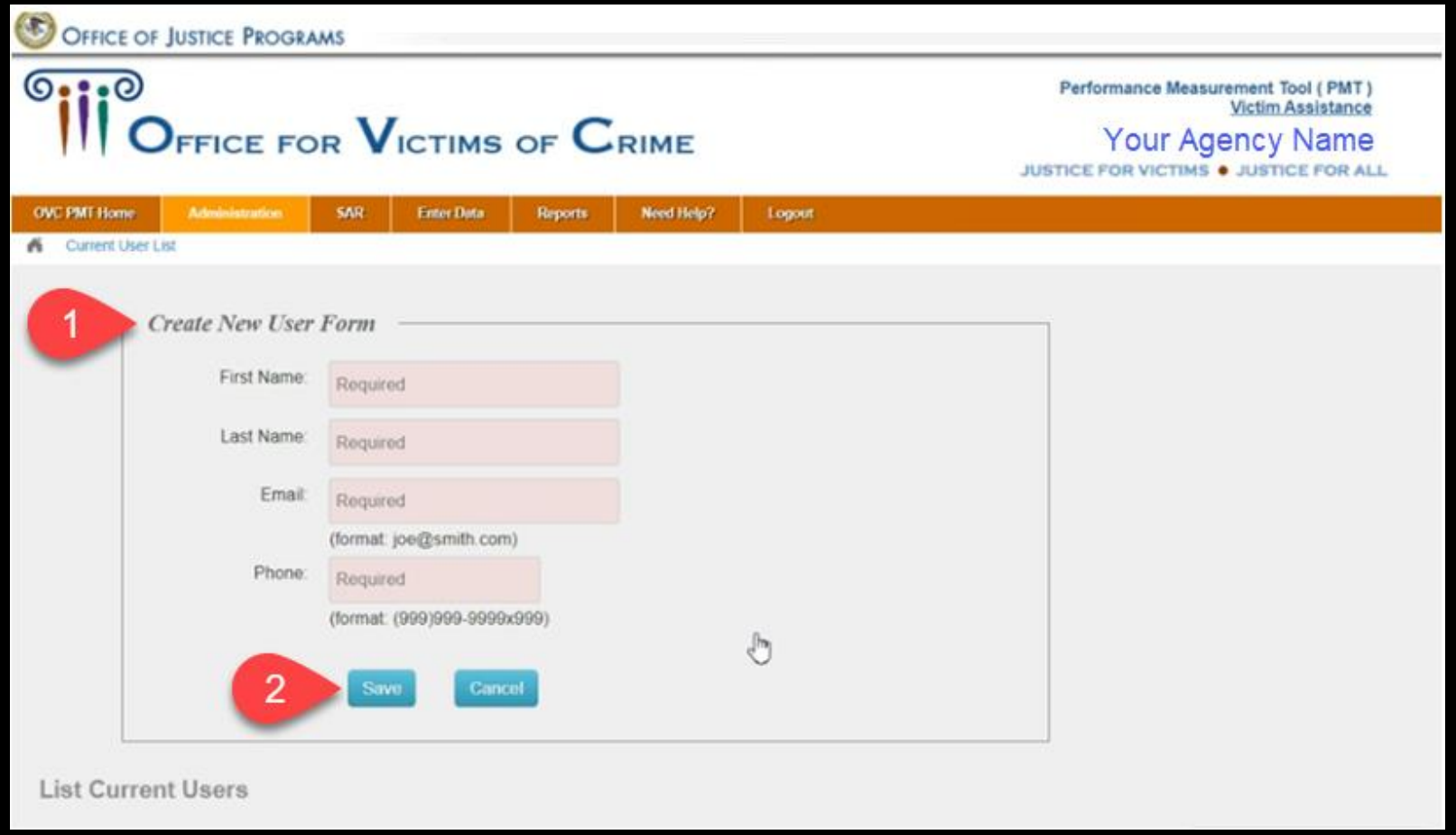


1. You will see your agency name here.
2. Click on Administration.
3. On the drop down, click on User Management.

To Add or Delete a User

1. This screen shows the current active users for your organization.
2. List of current users.
3. These three columns show the user name, their individual phone number, and their email.
4. To delete a current user, select the Delete button next to their name.
5. To add a new user to your organization, click here.

To Add or Delete a User

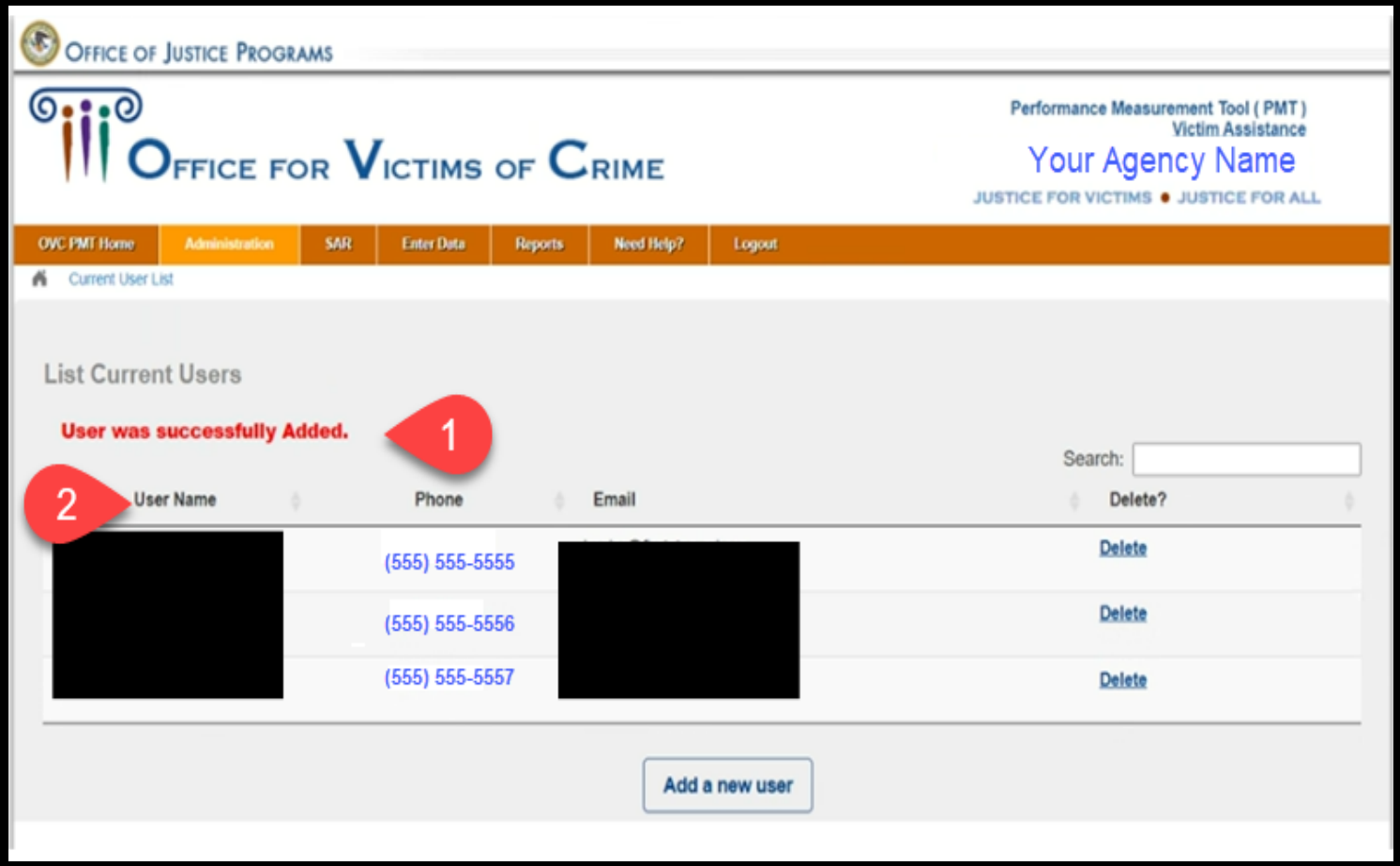


1. Complete the Create New User Form. All fields are required. To include an extension, use the following format:

   (555)555-5555x111

2. Click the Save button to complete the registration process.

To Add or Delete a User

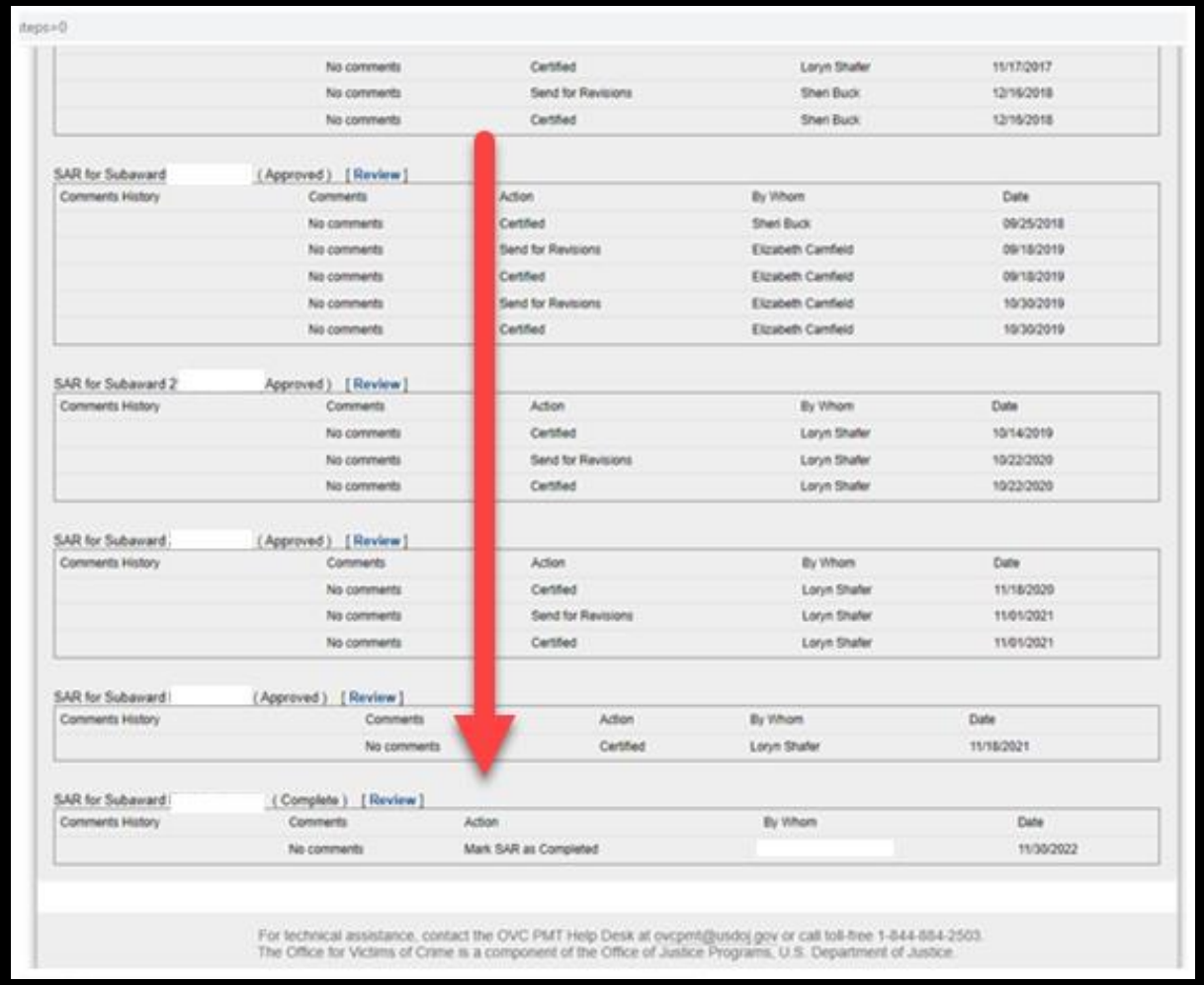


1. This notification show you have successfully added the new user.
2. The new user and their information is now listed.

To Enter SAR Data

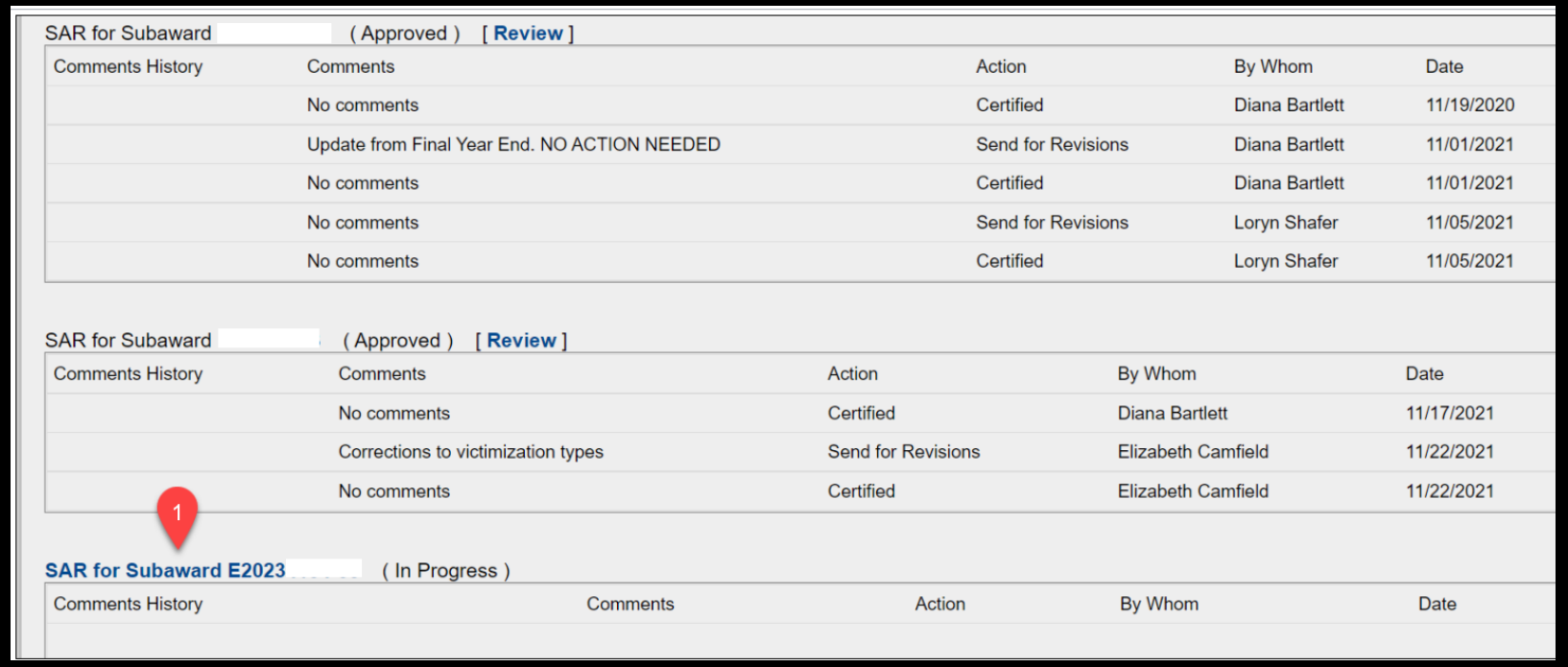
1. To begin the data entry process, click on SAR.

To Enter SAR Data



1. Scroll all the way down to the bottom. All VOCA awards requiring a SAR will be at the bottom. If your agency has more than one VOCA award you will see multiple.

To Enter SAR Data



SAR for Subaward (Approved) [**Review**]

Comments History	Comments	Action	By Whom	Date
	No comments	Certified	Diana Bartlett	11/19/2020
	Update from Final Year End. NO ACTION NEEDED	Send for Revisions	Diana Bartlett	11/01/2021
	No comments	Certified	Diana Bartlett	11/01/2021
	No comments	Send for Revisions	Loryn Shafer	11/05/2021
	No comments	Certified	Loryn Shafer	11/05/2021

SAR for Subaward (Approved) [**Review**]

Comments History	Comments	Action	By Whom	Date
	No comments	Certified	Diana Bartlett	11/17/2021
	Corrections to victimization types	Send for Revisions	Elizabeth Camfield	11/22/2021
	No comments	Certified	Elizabeth Camfield	11/22/2021

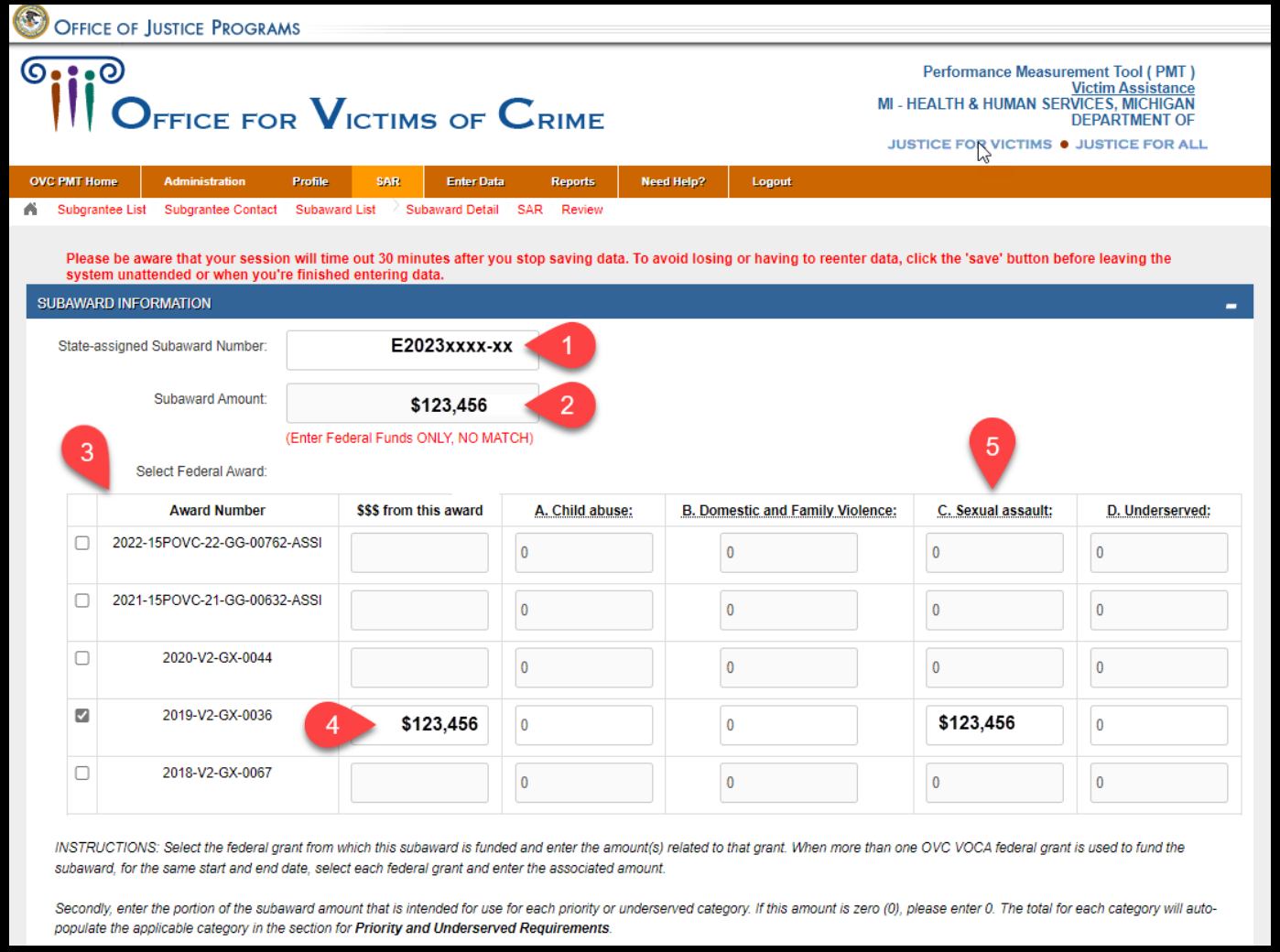
1

SAR for Subaward E2023 (In Progress)

Comments History	Comments	Action	By Whom	Date

1. Click on the blue SAR for Subaward. This will take you into the data entry screens.

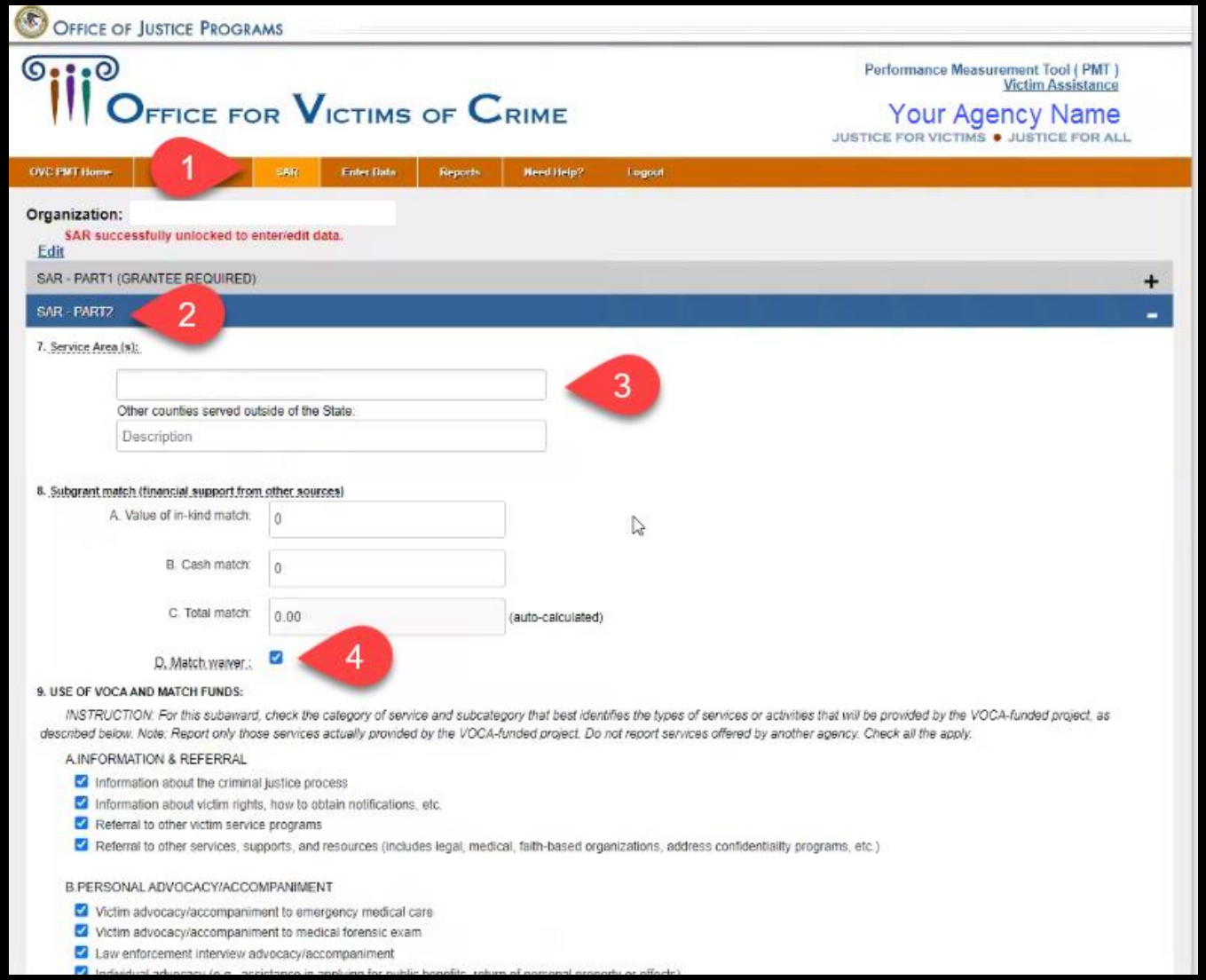
To Enter SAR Data



PART1-The Subaward Information was entered by DVS and will be pre-populated when you open this screen.

1. This is the contract number. It will match your contract number from EGrAMS.
2. The subaward amount will also match.
3. DVS will identify the federal award that is funding your subaward.
4. Some grants may be split among multiple federal grant years. In this example, the entire subaward is funded by the 2019 federal grant.
5. A, B, C, and D are the federal priority areas that VOCA funds must serve. Some grants may fund more than one priority area (i.e., sexual assault of children and adults may include funds in both A and C). In this example the entire subaward funds sexual assault services.

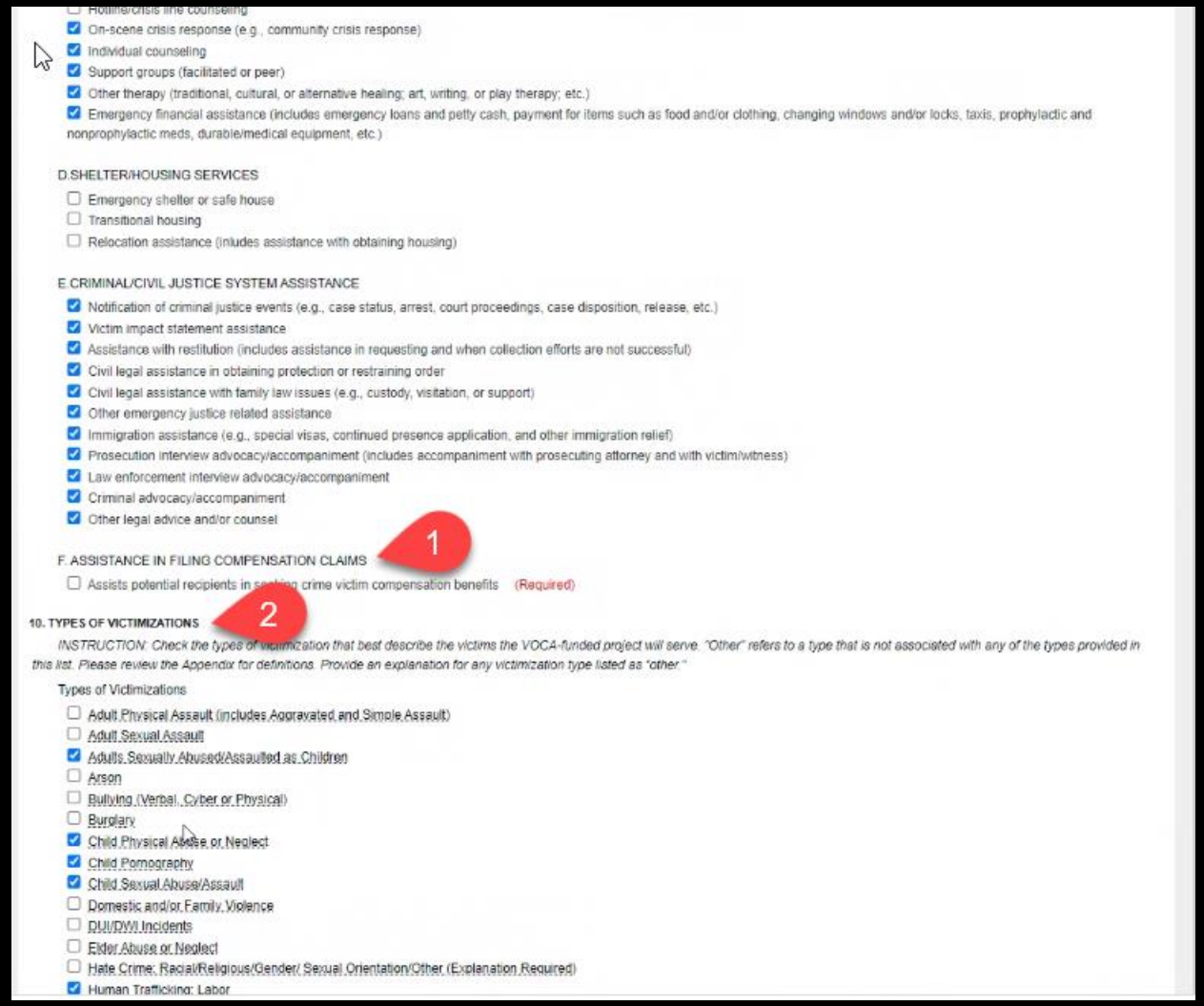
To Enter SAR Data



1. This is the SAR screen.
2. You will complete PART2. PART1 was completed by DVS. (see previous slide for example)
3. Service Area – This box will indicate the county(ies) you serve.
4. Make sure to click Match Waiver. If you don't, you won't be able to submit.

*Please note, your session will time out 30 minutes after you stop actively entering data. If you need to take a break or step away, make sure to click save at the bottom of the page. You can go back in and continue to enter data but if it times out, data will not be saved.

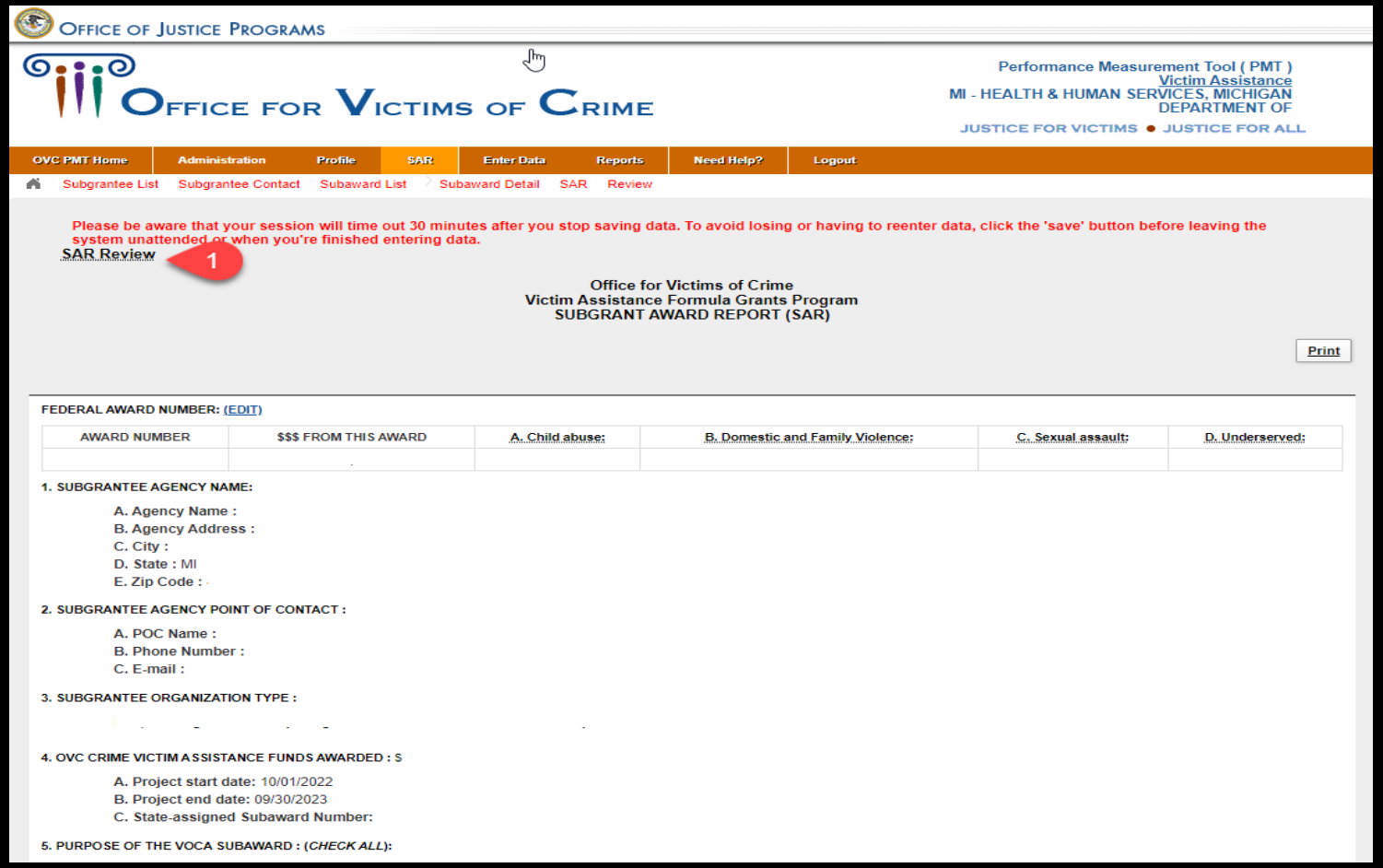
To Enter SAR Data



All of the information in questions 7-11 mirrors the spreadsheet that was used previously.

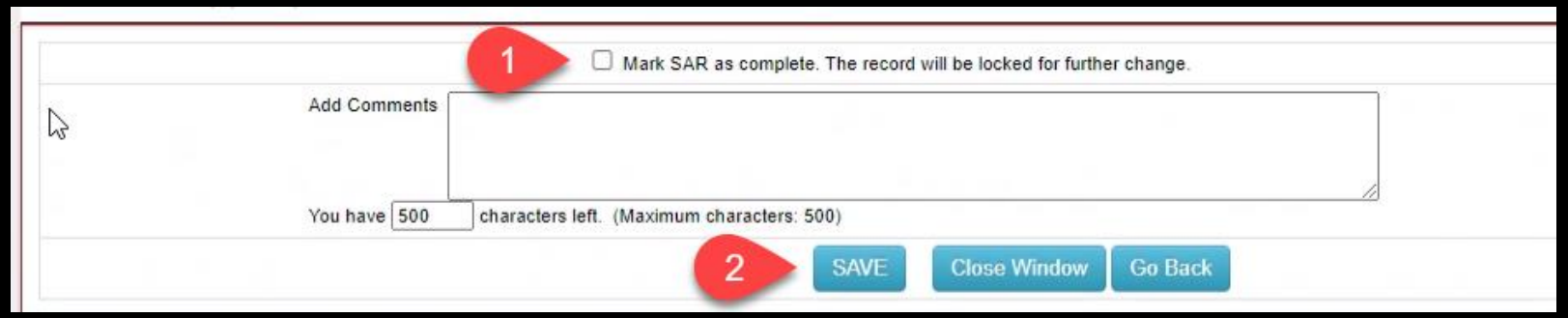
1. Make sure to click the box under letter F. This is a required service, and you won't be able to submit if you don't.
2. While VOCA funds four priority areas, we recognize grantees serve a variety of victimizations. Include victimizations types covered by your VOCA grant.

To Enter SAR DATA



1. Check all the data entered. If need be, you are able to go back and adjust the data entered by the program.

To Enter SAR Data



1. When satisfied with the accuracy of your data, check the box next to “Mark SAR as complete.”
2. Click the SAVE button to submit.

Questions or Concerns?

Email us at MDHHS-DVS@michigan.gov and we're happy to help!