

How to Download PMT Report

First, you will need a copy of your PMT report. To find it, click on “Reports” in the PMT system. Make sure the right reporting period is selected.

The screenshot shows the PMT system interface. At the top, there is a navigation bar with the following items: OVC PMT Home, Administration, Profile, SAR, Enter Data, **Reports** (highlighted with a red circle), Need Help?, and Logout. Below the navigation bar, there is a dropdown menu for 'Select Reporting Period:' with the value '01/01/2021 - 03/31/2021' selected (circled in red). The main content area contains instructions on how to use the PMT system, including a note about locking data entry and a list of instructions for handling changes. At the bottom, there is a table with the following columns: Reporting Period, Total Subgrantees, Subgrantee Completed, Subgrantee In Progress, Subgrantee Not Required, Subgrantee Not Started, and Quarterly Reports.

Scroll to the bottom of the page and click on the plus sign to open the Subgrantee Complete or In Progress PMT reports.

The screenshot shows a summary table with the following data:

| Reporting Period | Total Subgrantees | Subgrantee Completed | Subgrantee In Progress | Subgrantee Not Required | Subgrantee Not Started | Quarterly Reports |
|-------------------------|-------------------|----------------------|------------------------|-------------------------|------------------------|--|
| 10/01/2015 - 12/31/2015 | 72 | 37 | 0 | 35 | 0 | Data Export Completed |

Below the table, there is a warning message: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below the warning, there are three expandable sections:

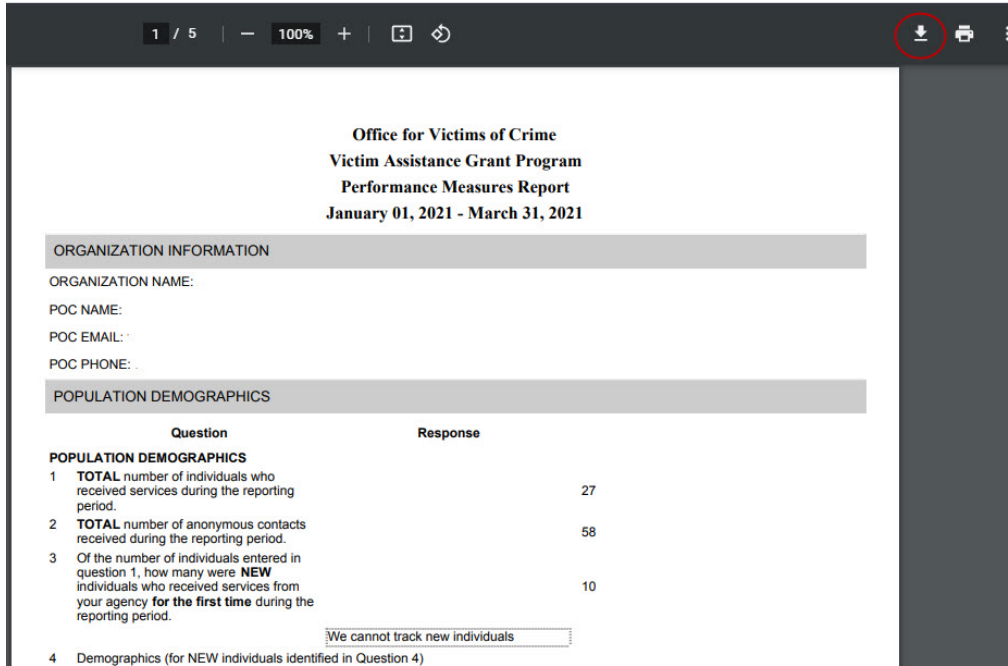
- SUBGRANTEE COMPLETED OR IN PROGRESS (+)
- SUBGRANTEES NOT REQUIRED TO REPORT (+)
- SUBGRANTEES NOT STARTED DATA ENTRY (+)

Find your report and click on the PDF link on the right hand side.

The screenshot shows a list of reports under the heading "SUBGRANTEE COMPLETED OR IN PROGRESS". The table has the following columns: Subgrantee Name, Reporting Period, Data Entry Status, Last Modified, and Quarterly Reports. The first row is highlighted:

| Subgrantee Name | Reporting Period | Data Entry Status | Last Modified | Quarterly Reports |
|--|-------------------------|--------------------|---------------|---|
| ABUSED PERSONS OUTREACH CENTER #3 | 01/01/2021 - 03/31/2021 | Complete Unlock | 04/06/2021 | PDF Excel |
| BOTTINEAU COALITION D/B/A FAMILY CRISIS CENTER VIA #31 | 01/01/2021 - 03/31/2021 | Complete Unlock | 04/09/2021 | PDF Excel |
| BOTTINEAU COALITION D/B/A FAMILY CRISIS CENTER DV #17 | 01/01/2021 - 03/31/2021 | Complete Unlock | 04/09/2021 | PDF Excel |

In the upper right hand corner click on the download button. Save the report on your computer.



Office for Victims of Crime
Victim Assistance Grant Program
Performance Measures Report
January 01, 2021 - March 31, 2021

ORGANIZATION INFORMATION

ORGANIZATION NAME:
POC NAME:
POC EMAIL:
POC PHONE:

POPULATION DEMOGRAPHICS

| Question | Response |
|--|----------|
| POPULATION DEMOGRAPHICS | |
| 1 TOTAL number of individuals who received services during the reporting period. | 27 |
| 2 TOTAL number of anonymous contacts received during the reporting period. | 58 |
| 3 Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period. | 10 |
| We cannot track new individuals | |
| 4 Demographics (for NEW individuals identified in Question 4) | |