

## Tips and Error Checks for OVC PMT

### POPULATION DEMOGRAPHICS

\*Tip: If you do not complete a **REQUIRED** field no error message will appear, but all required fields must be completed before the report can be marked as complete. ***Be sure and enter a number (0 is an acceptable response) or NT in each field marked REQUIRED.***

\*Tip: The data in this section pertains to the number of individuals served during the reporting period as reported in question #1.

2. If you are able to track ***new*** and ***continuing*** individuals by federal fiscal year, then you will be directed to respond to question 4. In the October-December quarter, the number of individuals reported in #4 should be the same as the number of individuals reported in #1. In the remaining 3 quarters of the federal fiscal year, the number of individuals reported in #4 cannot be greater than the number of individuals reported in #1 AND the number of individuals reported in #1 should be greater than or equal to the number of individuals reported in #4.

2. If you are NOT able to track ***new*** and ***continuing*** individuals by federal fiscal year, then you will be directed to respond to question #3. If you check YES in question #3 then the same criteria described above for the number of individuals reported in questions #1 and #4 are the same.

2. If you are NOT able to track ***new*** and ***continuing*** individuals by federal fiscal year, then you will be directed to respond to question #3. If you check NO then you will be directed to question #6 and will not be required to report population demographics.

5A. Must be equal to #4. PMT will provide an error check.

5B. Must be equal to #4. PMT will provide an error check.

5C. Must be equal to #4. PMT will provide an error check.

6A. This section does not have a TOTAL field nor an error check. However, the sum total must be greater than or equal to the number entered in question #1.

*Hate Crime* and *Other* are not **Required** fields so don't miss these; explanations are required if numbers > 0 are entered and the page cannot be saved without entering explanations. *Other* requires a description AND a number for each type of victimization.

6B. This question does not have an error check. However, the number entered in this question must be less than or equal to #1 (it would only be equal to #1 if every individual served presented with more than one type of victimization; in most cases, the number entered will be less than #1).

6C. This section does not have a TOTAL field nor an error check. However, the total in each category should be less than or equal to #1.

## DIRECT SERVICES

- \*Tip: The data in this section pertains to ***all*** individuals receiving services during the reporting period, not just ***new*** individuals.
- \*Tip: If you do not complete a **REQUIRED** or **NUMBER** field no error message will appear, but all required and number fields must be completed before the report can be marked as complete. ***Be sure and enter a number (0 is an acceptable response) or NT in each field marked REQUIRED or NUMBER.*** If you do not complete all these fields, when you click ***Save & Continue*** you will see the Review page with an Alerts column on the far right. Click on the **Required** link(s) and enter all requested data.
7. There is no error check for this question – report only ***new*** individuals who receive CVC assistance; an individual should be reported only *once* in an October-September reporting period.
  8. If a box is checked you must include services in the corresponding sections in #9.
  9. This section does not have a **TOTAL** field or an error check; please note the following:
    - \* The number of individuals reported as receiving services in each category (A, B, C, D, E) must be less than or equal to the number of individuals reported as served in #1.
    - \* The sum total of A1-A4, B1-B10, C1-C7, D1-D3, and E1-E11 must be greater than or equal to the numbers entered in the respective section header boxes, *“Enter the number of individuals who received services in this category.”*

## REPORT SUBMISSION

1. When you have entered all **Required** data (number, 0, NT, as appropriate) and clicked ***Save & Continue***, you will see the Review page with a **CONFIRMATION** box. Check the box *“Mark data entry as complete. The record will be locked for further data entry”* and click **SAVE**.
2. Contact your Fund Coordinator if you need to make any changes to a report that has been marked as complete.
3. The State is required to certify and approve Grantee reports prior to submission to OVC. Should CVSD find errors in a report, the Fund Coordinator will **UNLOCK** the report and send it back to the Grantee for corrections.
4. The Grantee should make the requested corrections and then follow the instructions in #1 above to mark the report as complete.
5. OVC PMT will also complete a quarterly review process and will flag any potential errors and notify the State of these potential errors. If necessary, CVSD will **UNLOCK** the report and communicate with the Grantee for corrections and resubmission.