



PMT Checklist & Scenario

Office of Crime Victim Services

PMT Checklist

PMT Data Requirements

VOCA subgrantees must maintain accurate documentation that supports the information submitted in the Office for Victims of Crime Performance Measurement Tool (OVC PMT) database. The [**PMT Mapping Guide**](#) provides terminology, definitions, and examples of victim services being provided by your program. The mapping guide may be used as a resource to ensure your program collects OVC PMT specific data that must then be entered on the OVC PMT website.

Please see the [**OVC Performance Measure Dictionary and Terminology Resource**](#) for resources and terms used as part of OVC's performance data collection efforts. This resource creates a single location to find definitions and examples of terms used across programs and standardizes definitions for easier reporting.

Demographics	Type of Victimization	Direct Services
<ul style="list-style-type: none">• Age• Race/Ethnicity• Gender Identity	<ul style="list-style-type: none">• Domestic Violence• Sexual Assault• Child Abuse/Neglect• Human Trafficking• Etc.	<ul style="list-style-type: none">• Information and referral• Personal Advocacy• Emotional Support• Safety Services• Housing Services• Criminal and Civil Justice System Assistance



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Demographics

Date of Birth or Age (Self-Reported):

Race/Ethnicity (Self-Reported):

Individuals who self-report in **more than one race and/or ethnicity** category should be counted in the “**Multiple Races**” category.

If no data is collected for a category, check “NT” in that category to mark it as **Not Tracked**. This means that your agency is unable to submit data in this category, but efforts are underway to track data as requested.

	American Indian/Alaska Native
	Asian
	Black/African American
	Hispanic or Latino
	Native Hawaiian and Other Pacific Islander
	White Non-Latino/Caucasian
	Some Other Race
	Multiple Races
	Not Reported
	Not Tracked

Gender Identity (Self-Reported)

	Male
	Female
	Transgender
	Other
	Not Reported
	Not Tracked



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Types of Victimizations

(Check all that apply)

<input type="checkbox"/>	Adult Physical Assault (Include Aggravated and Simple Assault)
<input type="checkbox"/>	Adult Sexual Assault
<input type="checkbox"/>	Adults Sexually Abused/Assaulted as Children
<input type="checkbox"/>	Arson
<input type="checkbox"/>	Bullying (Verbal, Cyber, or Physical)
<input type="checkbox"/>	Burglary
<input type="checkbox"/>	Child Physical Abuse or Neglect
<input type="checkbox"/>	Child Pornography
<input type="checkbox"/>	Child Sexual Abuse/Assault
<input type="checkbox"/>	Domestic and/or Family Violence
<input type="checkbox"/>	DUI/DWI Incidents
<input type="checkbox"/>	Elder Abuse or Neglect
<input type="checkbox"/>	Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (Explanation Required)
<input type="checkbox"/>	Human Trafficking: Labor
<input type="checkbox"/>	Human Trafficking: Sex
<input type="checkbox"/>	Identity Theft/Fraud/Financial Crime
<input type="checkbox"/>	Kidnapping (Non-Custodial)
<input type="checkbox"/>	Kidnapping (Custodial)
<input type="checkbox"/>	Mass Violence (Domestic/International)

Special Classifications of Individuals (Self-Reported)

<input type="checkbox"/>	Deaf/Hard of Hearing
<input type="checkbox"/>	Homeless
<input type="checkbox"/>	Immigrants/Refugees/Asylum Seekers
<input type="checkbox"/>	LGBTQIA2S+
<input type="checkbox"/>	Veterans
<input type="checkbox"/>	Victims with Disabilities: Cognitive/Physical/Mental
<input type="checkbox"/>	Victims with Limited English Proficiency
<input type="checkbox"/>	Other
<input type="checkbox"/>	If other, please explain:



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Direct Services

Select the types of services that were provide to the victim or survivor. **Check all that apply.**

Did you assist with the crime victim compensation application? Yes or No

Check yes if you helped the victim/survivor with completing a victim compensation application, even if they did not submit the application. Assisting victims in seeking crime victim compensation benefits is a VOCA requirement and simply providing an individual with an application does **NOT** qualify as assistance.

Advocates **must** assist victims in seeking available crime victim compensation benefits. Crime Victim Compensation (CVC) is a program operated by OCVS to reimburse innocent crime victims for certain out-of-pocket expenses (mostly lost wages and medical expenses).

Information and Referral

<input type="checkbox"/>	Information about the criminal justice process
<input type="checkbox"/>	Information about victim rights, how to obtain notifications, etc.
<input type="checkbox"/>	Referral to other victim service programs
<input type="checkbox"/>	Referral to other services, supports, and resources (<i>includes legal, medical, faith-based organizations, address-confidentiality programs, etc.</i>)

Personal Advocacy/Accompaniment

<input type="checkbox"/>	Victim advocacy/accompaniment to emergency medical care
<input type="checkbox"/>	Victim advocacy/accompaniment to medical forensic exam
<input type="checkbox"/>	Law enforcement interview advocacy/accompaniment
<input type="checkbox"/>	Individual advocacy (<i>e.g., assistance in applying for public benefits, return of personal property or effects</i>)
<input type="checkbox"/>	Immigration assistance (<i>e.g., special visas, continued presence application, and other immigration relief</i>)
<input type="checkbox"/>	Intervention with employer, creditor, landlord, or academic institution
<input type="checkbox"/>	Child or dependent care assistance (<i>includes coordination of services</i>)
<input type="checkbox"/>	Transportation assistance (<i>includes coordination of services</i>)
<input type="checkbox"/>	Interpreter services

Emotional Support or Safety Services

<input type="checkbox"/>	Crisis intervention (<i>in-person, includes safety planning, etc.</i>)
<input type="checkbox"/>	Hotline/crisis line counseling
<input type="checkbox"/>	On-scene crisis response (<i>e.g., community crisis response</i>)



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	Individual counseling
	Support groups (<i>facilitated or peer</i>)
	Other therapy (<i>traditional, cultural, or alternative healing; art, writing, or play therapy, etc.</i>)
	Emergency financial assistance (<i>includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic medications, durable medical equipment, etc.</i>)

Shelter/Housing Services

	Emergency shelter or safe house
	Transitional housing
	Relocation assistance (<i>includes assistance with obtaining housing</i>)

Criminal/Civil Justice System Assistance

	Notification of criminal justice events (<i>e.g., case status, arrest, court proceedings, case disposition, release, etc.</i>)
	Victim impact statement assistance
	Assistance with restitution (<i>includes assistance in requesting and when collection efforts are not successful</i>)
	Civil legal assistance in obtaining protection or restraining order
	Civil legal assistance with family law issues (<i>e.g., custody, visitation, or support</i>)
	Other emergency justice-related assistance
	Immigration assistance (<i>e.g., special visas, continued presence application, and other immigration relief</i>)
	Prosecution interview advocacy/accompaniment (<i>includes accompaniment with prosecuting attorney and with victim/witness</i>)
	Law enforcement interview advocacy/accompaniment
	Criminal advocacy/accompaniment
	Other legal advice and/or counsel

If the client chooses to continue services with your agency you will continue to track each service provided, for example of ongoing services may be:

- Support group
- Criminal Justice accompaniment (Advocates going to future court dates, civil or criminal)
- Individually advocacy
- Material assistance (Food box, gift cards, vouchers, etc.)



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PMT Scenario

Maggie is a 24-year-old woman who identify as lesbian and multiple races and non-Hispanic. This is her first meeting with an advocate. She is staying at her sister's house because her partner threatened her with a knife last night. She did not call the police, she just got out as soon as she could. She would like to file a restraining order against her partner because she has been controlling and isolating her from friends and family. She doesn't have transportation to get to the courthouse to file a restraining order or get medications. She is undecided if she wants to file a police report, but she doesn't make enough money to move out and into a place of her own. Her girlfriend knows everything she does, she tracks her location, drives by and calls her place of employment several times throughout the day, and sends 100's of text messages.

Demographics

Your agency needs to track basic demographics from everyone receiving services from your agency (Intake Paperwork).

- Age
- Gender
- Race/Ethnicity

Victimization Type(s)

Advocates will choose the victimization type(s) that is identified:

For this scenario the victimizations are:

- Domestic and/or Family Violence
- Stalking/Harassment

Direct Services:

Next advocates **need to be tracking each activity** they do or provide to victims and survivors receiving services. In this example scenario advocates provided the following services to this survivor:

- Safety planning
- Information about restraining order and the criminal justice system
- Gift Card to get medications
- Transportation (Gas Voucher or Taxi Voucher)
- Restraining order paperwork



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- Community Resource Packet given (Referral to Clerk of Courts to file restraining order, Rental/HUD Assistance, food pantry, Legal Action etc.)
- Law enforcement interview advocacy/accompaniment (If the client chooses to file a police report and an advocate accompanies them)
- Provided crime victim compensation application and information

Example of Scenario Checklist

This is an example of how to utilize the checklist to collect the required PMT data using the information from the scenario above.

Race/Ethnicity

<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Asian
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Hispanic or Latino
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander
<input type="checkbox"/>	White Non-Latino or Caucasian
<input type="checkbox"/>	Some Other Race
<input checked="" type="checkbox"/>	Multiple Races
<input type="checkbox"/>	Not Reported

Note: All staff should be tracking this information the same way.

Gender Identity

<input type="checkbox"/>	Male
<input checked="" type="checkbox"/>	Female
<input type="checkbox"/>	Other
<input type="checkbox"/>	Not Reported



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Age

	Age 0-12
	Age 13-17
✗	Age 18-24
	Age 25-59
	Age 60 and older

Victimization Type (Check ALL that apply)

	Adult Physical Assault (Includes Aggravated and Simple Assault)
	Simple Assault
	Adult Sexual Assault
	Adults Sexually Abused/Assaulted as Children
	Arson
	Bullying (Verbal, Cyber or Physical)
	Burglary
	Child Physical Abuse or Neglect
	Child Pornography
	Child Sexual Abuse/Assault
✗	Domestic and/or Family Violence
	DUI/DWI Incidents
	Elder Abuse or Neglect
	Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)
	Human Trafficking: Labor



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	Human Trafficking: Sex
	Identity Theft/Fraud/Financial Crime
	Kidnapping (non-custodial)
	Kidnapping (custodial)
	Mass Violence (Domestic/International)
	Other Vehicular Victimization (e.g., Hit and Run)
	Robbery
✗	Stalking/Harassment
	Survivors of Homicide Victims
	Teen Dating Victimization
	Terrorism (Domestic/International)
	Other

Special Classification

	Deaf/Hard of Hearing
	Homeless
	Immigrants/Refugees/Asylum Seekers
✗	LGBTQ
	Veterans
	Victims with Disabilities: Cognitive/ Physical /Mental
	Victims with Limited English Proficiency
	Other

Direct Services Data



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Information & Referral

✗	Information about the criminal justice process
✗	Information about victim rights, how to obtain notifications, etc.
	Referral to other victim service programs
✗	Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

- Discussed procedure for restraining order, and if a police report is filed
- Discussed how to file a restraining order, and was given resources (VINE, website to view upcoming court dates and if abuser has been served)
- **Referral** Community Resource packet was given to help with rental assistance, food pantry, contact information to contact law enforcement if needed, and other resources for mental health services, etc.

Personal Advocacy/Accompaniment

	Victim advocacy/accompaniment to emergency medical care
	Victim advocacy/accompaniment to medical forensic exam
✗	Law enforcement interview advocacy/accompaniment
✗	Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
	Performance of medical or nonmedical forensic exam or interview or medical evidence collection
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
	Intervention with employer, creditor, landlord, or academic institution
	Child or dependent care assistance (includes coordination of services)
✗	Transportation assistance (includes coordination of services)
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- If police report was filed and advocate accompanied them.
- Assisted with housing application and resources
- Transportation voucher was provided to courthouse and to get medications.

Emotional Support or Safety Services

<input checked="" type="checkbox"/>	Crisis intervention (in-person, includes safety planning, etc.)
<input type="checkbox"/>	Hotline/crisis line counseling
<input type="checkbox"/>	On-scene crisis response (e.g., community crisis response)
<input type="checkbox"/>	Individual counseling
<input type="checkbox"/>	Support groups (facilitated or peer)
<input type="checkbox"/>	Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
<input checked="" type="checkbox"/>	Emergency financial assistance

- Provided and assisted with safety plan
- Gift card was provided for medications

Shelter/Housing Services

<input type="checkbox"/>	Emergency shelter or safe house
<input type="checkbox"/>	Transitional housing
<input type="checkbox"/>	Relocation assistance (includes assistance with obtaining housing)

Criminal/Civil Justice System Assistance

<input checked="" type="checkbox"/>	Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
<input type="checkbox"/>	Victim impact statement assistance
<input type="checkbox"/>	Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)



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<input checked="" type="checkbox"/>	Civil legal assistance in obtaining protection or restraining order
	Civil legal assistance with family law issues (e.g., custody, visitation, or support)
	Other emergency justice-related assistance
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
	Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
<input checked="" type="checkbox"/>	Law enforcement interview advocacy/accompaniment
	Criminal advocacy/accompaniment
	Other legal advice and/or counsel

- Explained upcoming court dates, called back to inform them of next court date.
- Assisted and provided information and paperwork to file a restraining order.
- Advocate assisted them to file police reports



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Continued Services Examples

If Maggie continues services with your agency you **must** continue to track each individual service that was provided **and** the number of times that services was provided.

Continued Services Example #2 Hotline Call

For example, the next day Maggie calls again to explain the judge granted a temporary restraining order and would like an advocate to attend her injunction hearing with her.

Then the advocate taking this phone call will need to add this service as a hotline call into your database (or tracking tool) and must be counted under Emotional Support or Safety Services in the PMT report.

Emotional Support or Safety Services

	Crisis intervention (in-person, includes safety planning, etc.)
X	Hotline/crisis line counseling
	On-scene crisis response (e.g., community crisis response)
	Individual counseling
	Support groups (facilitated or peer)
	Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
	Emergency financial assistance

Continued Services Example #3 - Financial and Civil Legal Assistance

The advocate continues to assist Maggie by providing a gift card for fuel in order to attend her injunction hearing, and the advocates goes with her to court. The advocate needs to add the additional services to the data base as well to be counted in the PMT report.



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Emotional Support or Safety Services

	Crisis intervention (in-person, includes safety planning, etc.)
	Hotline/crisis line counseling
	On-scene crisis response (e.g., community crisis response)
	Individual counseling
	Support groups (facilitated or peer)
	Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
✗	Emergency financial assistance

Or add this service to Transportation Assistance under (B) Personal Advocacy Accompaniment, pending your agency's policy and available resources.

Criminal/Civil Justice System Assistance

	Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
	Victim impact statement assistance
	Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
✗	Civil legal assistance in obtaining protection or restraining order
	Civil legal assistance with family law issues (e.g., custody, visitation, or support)
	Other emergency justice-related assistance
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
	Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
	Law enforcement interview advocacy/accompaniment
	Criminal advocacy/accompaniment
	Other legal advice and/or counsel

Continued Services Example #4 Law Enforcement Interview

Maggie calls again after attending the injunction hearing and would like assistance in filing a police report as her abuser has violated the restraining order. The advocate accompanies Maggie to the local police department to file a police report. Next, the advocate creates a safety plan with Maggie after talking to law enforcement.



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Criminal/Civil Justice System Assistance

	Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
	Victim impact statement assistance
	Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
	Civil legal assistance in obtaining protection or restraining order
	Civil legal assistance with family law issues (e.g., custody, visitation, or support)
	Other emergency justice-related assistance
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
	Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
✗	Law enforcement interview advocacy/accompaniment
	Criminal advocacy/accompaniment
	Other legal advice and/or counsel

Emotional Support or Safety Services

✗	Crisis intervention (in-person, includes safety planning, etc.)
✗	Hotline/crisis line counseling
	On-scene crisis response (e.g., community crisis response)
	Individual counseling
	Support groups (facilitated or peer)
	Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
	Emergency financial assistance

Continued Services Example #5 Ongoing Support Group

After the law enforcement interview, Maggie decides she would like to come to support group and ongoing one-on-one meetings with her advocate.



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Emotional Support or Safety Services

	Crisis intervention (in-person, includes safety planning, etc.)
	Hotline/crisis line counseling
	On-scene crisis response (e.g., community crisis response)
	Individual counseling
X	Support groups (facilitated or peer)
	Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
	Emergency financial assistance

If Maggie continues to come to support group on a weekly basis for one month, then Maggie will be counted 4-5 times for support group on the PMT Report.

Personal Advocacy/Accompaniment

	Victim advocacy/accompaniment to emergency medical care
	Victim advocacy/accompaniment to medical forensic exam
	Law enforcement interview advocacy/accompaniment
X	Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
	Performance of medical or nonmedical forensic exam or interview or medical evidence collection
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
	Intervention with employer, creditor, landlord, or academic institution
	Child or dependent care assistance (includes coordination of services)
	Transportation assistance (includes coordination of services)
	Interpreter services

If Maggie continues to attend one-on-one meetings with the advocate, then Maggie will be counted for each time the advocate met with her on the PMT Report.



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PMT DATA Entry for Maggie (all services provided)

Information & Referral

1	Information about the criminal justice process
1	Information about victim rights, how to obtain notifications, etc.
0	Referral to other victim service programs
1	Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

Personal Advocacy/Accompaniment

0	Victim advocacy/accompaniment to emergency medical care
0	Victim advocacy/accompaniment to medical forensic exam
1	Law enforcement interview advocacy/accompaniment
1	Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
0	Performance of medical or nonmedical forensic exam or interview or medical evidence collection
0	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
0	Intervention with employer, creditor, landlord, or academic institution
0	Child or dependent care assistance (includes coordination of services)
0	Transportation assistance (includes coordination of services)
0	Interpreter services

Emotional Support or Safety Services

2	Crisis intervention (in-person, includes safety planning, etc.)
2	Hotline/crisis line counseling
0	On-scene crisis response (e.g., community crisis response)
0	Individual counseling
4	Support groups (facilitated or peer)
0	Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
2	Emergency financial assistance



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Shelter/Housing Services

0	Emergency shelter or safe house
0	Transitional housing
0	Relocation assistance (includes assistance with obtaining housing)

Criminal/Civil Justice System Assistance

0	Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
0	Victim impact statement assistance
0	Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
2	Civil legal assistance in obtaining protection or restraining order
0	Civil legal assistance with family law issues (e.g., custody, visitation, or support)
0	Other emergency justice-related assistance
0	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
0	Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
2	Law enforcement interview advocacy/accompaniment
0	Criminal advocacy/accompaniment
0	Other legal advice and/or counsel



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Overview of Continued Services

Information and Referral

- Referral to Clerk of Courts, rental/HUD assistance, food pantry, Legal Action etc.
- Information about victim's right and how to obtain a restraining order
- Information about the criminal justice process

Hotline Calls

- Maggie called to request an advocate to accompany her to the restraining order (injunction) hearing
- Maggie called again when her abuser violated the restraining order and requesting accompaniment to court

Emergency Financial Assistance or transportation assistance

- Gift Card for medication
- Gift Card or Taxi Voucher for Maggie to get to court

Civil Legal Assistance in obtaining a restraining order

- The advocate assisted Maggie in filing the restraining order
- The advocate provided accompaniment to court for the restraining order

Crisis Intervention

- 1 service for safety planning after law enforcement interview
- 1 service for each one-on-one meeting and safety planning

Law Enforcement Interview Advocacy or Accompaniment

- Advocate provided accompaniment to meet with law enforcement about her abuser violating the restraining order.

Support group

- Maggie attended 4 support groups (ongoing services)



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