

# OJJDP Court Appointed Special Advocates Grant Program Grid

The following pages outline the performance measures for the OJJDP Court Appointed Special Advocates (CASA) grant program and the data that the grantee must provide to calculate the performance measures. The OJJDP Performance Measures Tool (PMT) automatically performs the calculations on the grid with the values entered. Examples of calculated values include percentages, total amounts, and averages.

The grantee and/or its subrecipients are required to provide data for the indicators in the Data Grantee Reports column.

The performance measures for activities funded under the CASA grant program are reported in the OJJDP PMT semiannually.

The activities funded by the CASA grant program are organized into two program categories: Local CASA-funded projects and National CASA projects. The grantee is asked to select the program categories that correspond to the activities approved in the OJJDP application. The system then generates performance measures for each respective category. The grid that follows is divided into the two program categories and the corresponding measures for each.

After entering data in the PMT, the grantee is responsible for creating a *Performance Data Report* from the DCTAT in January and July of each calendar year. The grantee then submits this report to OJJDP through the Grants Management System (GMS).

If you have any questions about the OJJDP PMT or performance measures, please call the **OJJDP PMT Help Desk at 1-866-487-0512**, or send an e-mail to: [ojdppmt@ojp.usdoj.gov](mailto:ojdppmt@ojp.usdoj.gov).

For questions about the CASA grant program, please contact your OJJDP Program Manager, found at: <http://www.ojjdp.gov/statecontacts/resourcelist.asp>.

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**Demographics by Race, Ethnicity, or Cultural Group**

The matrix below allows NCASA’s subrecipients to show the number of volunteer advocates to children by race, ethnicity, or cultural group; it then provides the ratio of volunteers to children. This data should be collected from local CASA project activities.

<b>Diversity Matrix</b>			
<b>Race/Ethnicity/ Cultural Group</b>	<b>Number of Volunteer Advocates</b>	<b>Number of Children</b>	<b>Ratio Volunteers : Children</b>
<b>African American</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Asian/Pacific Islander</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Caucasian/Non-Latino</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Do not know</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Hispanic/Latino</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Multiracial</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Native American</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Other</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0 : 0</b>

Use program records to identify children by race, ethnicity, or cultural group. Adults may be self-identified. Count each person in only one race, ethnic, or cultural group. If a person identifies in more than one group, for this federal reporting, count that person in the multiracial category. Use the “other” category to count people who identified in all other racial, ethnic, or cultural groups not listed.

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**PA 1: Local CASA Funded Projects**

This table represents measures to be reported by local CASA projects awarded OJJDP funds.

#	Measure	Definition	Data Grantee Reports	Record Data Here
1	Number of program youth served	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	
2	Number of enrolled parents or guardians served during the reporting period	An unduplicated count of the number of enrolled parents or guardians served by the program during the reporting period. Program records are the preferred data source.	A. Number of enrolled parents or guardians carried over from the previous reporting period B. New admissions during the reporting period C. Total of enrolled parents and guardians served during the reporting period (A+B)	
3	Number of additional family members served during the reporting period	An unduplicated count of the number of additional family members (youth and adults) served by the program during the reporting period. Program records are the preferred data source.	A. Number of additional family members carried over from the previous reporting period B. New admissions during the reporting period C. Total (A+B)	
4	Number and percent of new children receiving CASA volunteer advocacy services	An unduplicated count of the number of children who started receiving services by the CASA volunteer during the reporting period. Definition of the number of children served for a reporting period is the number of children carried over from the previous reporting period, plus new children who started receiving services by a CASA volunteer advocate during the reporting period.	A. Total number of children who started receiving services during the reporting period B. Total number of children served during the reporting period C. Percent of new children served during the reporting period (a/b) AUTO-CALCULATED	
5	Number and percent of new advocate volunteers available to serve children	The number of new advocate volunteers recruited and available to serve children during the reporting period. New volunteer advocates defined as those volunteers that became available to serve during the reporting period.	A. Total number of new volunteer advocates available to serve children during the reporting period B. Total number of volunteer advocates recruited and available to serve (new and existing). C. Percentage of new volunteer advocates available to serve children (a/b) AUTO-CALCULATED	

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This table represents measures to be reported by local CASA projects awarded OJJDP funds.

#	Measure	Definition	Data Grantee Reports	Record Data Here
6	Number and percent of active and new CASA local programs	The number of active and new CASA local programs implemented during the reporting period. Preferred data source is program records.	A. Total number of local CASA programs active during the reporting period B. The total number of new local CASA programs active during the reporting period. C. Percent of new local CASA programs (a/b) AUTO-CALCULATED	
7	Number and percent of all children with a current report of substantiated or indicated child abuse and/or neglect during the reporting period (short term)	An unduplicated count of the number of children who were victims of substantiated or indicated child abuse and/or neglect served during the reporting period.	A. Number of youth served during the reporting period B. Number of those youth served during the reporting period with a current report of substantiated child abuse or neglect C. Percent of youth served during the reporting period with substantiated abuse or neglect reports (b/a) AUTO-CALCULATED	
8	Number and percent of all children with a current report of substantiated or indicated child abuse and/or neglect during the reporting period (long term)	An unduplicated count of the number of children who were victims of substantiated or indicated child abuse and/or neglect served during the reporting period.	A. Number of youth who ended services 6 to 12 months previous to the reporting period. B. Number of those youth who ended services 6 to 12 months previous to the reporting period with substantiated child abuse or neglect reports C. Percent of youth who ended services 6 to 12 months previous to the reporting period with substantiated abuse or neglect reports (b/a) AUTO-CALCULATED	
9	Number and percent of children who exited CASA programs either to reunification, adoption, or legal guardianship. (Since the most recent date of admission to foster care)	Of the total number of children who exited CASA programs, the number to exit either to reunification, adoption, or legal guardianship. Program records are the preferred data source.	A. Number of CASA youth, at the time of their most recent entry into foster care, who left foster care during the reporting period. B. Number of those CASA youth, at the time of their most recent entry into foster care, who left foster care during the reporting period either to reunification, adoption, or legal guardianship. C. Percentage of CASA youth in foster care during the reporting period that left to either reunification, adoption, or legal guardianship (a/b) AUTO-CALCULATED	

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**PA 2: National CASA Projects**

This table represents measures to be reported for activities conducted by the National CASA organization with OJJDP funding.

#	Measure	Definition	Data Grantee Reports	Record Data Here
1	Number of program materials developed	The number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Count of number of materials developed	
2	Number and percentage of program staff or other relevant volunteer/advocates trained. (CASA)	Number and percentage of program staff or other relevant volunteer/advocates trained during the reporting period. The number is the raw number of program staff/volunteers/advocates receiving any formal training relevant to the program or their position as program staff/volunteer/advocate. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. To obtain the percentage trained, divide the raw number by the total number of program staff. Preferred data source is program records.	A. Number of program staff or other relevant volunteers/advocates who participated in training B. Total number of program staff/volunteers/advocates. C. Percent (A/B) AUTO-CALCULATED	
3	Number of hours of training program staff or other relevant volunteers/advocates received. (CASA)	The number of training hours provided to program staff or other relevant volunteers/advocates during the reporting period. Training hours include both in-house and external training. Preferred data source is program records.	A. Number of hours of program staff (or other relevant volunteers/advocates) training delivered by program B. Number of hours of program staff/volunteers/advocates training delivered by any other source C. Total number of hours of training received (A+B) AUTO-CALCULATED	
4	Number and percent of programs/initiatives employing evidence-based practices or programs	Report the number and percent of programs/initiatives employing evidence-based programs or practices. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (Blueprints for Violence Prevention, CrimeSolutions.gov, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	A. Number of programs and/or agencies that have implemented a best practice model during the reporting period B. Number of programs and/or agencies C. Percent (A/B) AUTO-CALCULATED	
5	Number or percentage of participants trained who are satisfied with the training	The number of participants who report being satisfied with the training in areas such as content, pacing, relevance to delinquency-related programming, applicability, and related areas. Preferred data source is self-report data collected using training evaluation or assessment forms.	A. Number of participants trained during the reporting period who report being satisfied with the training B. Number of participants who returned surveys or assessments C. Percent (A/B) AUTO-CALCULATED	