

OJJDP Court Appointed Special Advocates (CASA)
DCTAT Data Collection Form

Reporting Period: _____

This document is for your use to assist with gathering information that should be reported into the DCTAT tool. It is not necessary to submit this form to OJJDP. It is only for your information.

Award Information

1. Federal Award Number:
2. Total Amount of Grant (Federal Funds Only): \$
3. Project Title:
4. Organization Name:
4. Implementing Organization Name:
5. Award Period Start Date:
6. Award Period End Date:
7. Federal Congressional District:
8. Was the project operational during the reporting period? Yes No
9. Does the subgrant implement an evidence-based program? Yes No
10. If yes, select one source from which the program model was cited:
 - a. Blueprints for Violence Prevention
 - b. CASEL (Collaborative for Academic, Social, and Emotional learning)
 - c. Centers for Disease Control and Prevention
 - d. Community Guide to Helping America's Youth
 - e. Department of Education Safe, Disciplined, and Drug-free Schools
 - f. Drug Strategies, Inc.
 - g. Making the Grade
 - h. Hamilton Fish Institute
 - i. Institute for Medicine
 - j. NIDA Preventing Drug Abuse
 - k. National Institute of Justice What Works Report
 - l. OJJDP Model Programs Guide
 - m. Promising Practices Network
 - n. SAMSHA Model Programs
 - o. Surgeon General's Youth Violence Report
 - p. Other (e.g., State model program resources)

Target Population for this Subgrant

Please check the appropriate boxes to indicate for this subgrant:

1. The population actually served during the reporting period; and
2. The populations, if any, to which the program offers targeted services.

Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g., gender specific, culturally based, developmentally appropriate services).

Table 1: Target Population Information

	Population	1. Did you serve this group during the reporting period?	2. Did this Subgrant provide targeted services for any of the following groups?
R A C E / E T H N I C I T Y	African American	<input type="checkbox"/>	<input type="checkbox"/>
	Asian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
	Caucasian/Non-Latino	<input type="checkbox"/>	<input type="checkbox"/>
	Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>
	Native American	<input type="checkbox"/>	<input type="checkbox"/>
	Multi-Racial	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
	Do not know	<input type="checkbox"/>	<input type="checkbox"/>
	G E N D E R	Male	<input type="checkbox"/>
Female		<input type="checkbox"/>	<input type="checkbox"/>
A G E	Birth to 5	<input type="checkbox"/>	<input type="checkbox"/>
	6 - 11	<input type="checkbox"/>	<input type="checkbox"/>
	6 - 7	<input type="checkbox"/>	<input type="checkbox"/>
	12 - 17	<input type="checkbox"/>	<input type="checkbox"/>
	18 and over	<input type="checkbox"/>	<input type="checkbox"/>
	Do not know	<input type="checkbox"/>	<input type="checkbox"/>
G E O	Rural	<input type="checkbox"/>	<input type="checkbox"/>
	Suburban	<input type="checkbox"/>	<input type="checkbox"/>
	Tribal	<input type="checkbox"/>	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	<input type="checkbox"/>

Diversity Matrix

Table 2: Diversity Matrix

Racial/Ethnic/Cultural Group	Number of Volunteer Advocates	Number of Children
African American		
Asian/Pacific Islander		
Caucasian/Non-Latino		
Do not know		
Hispanic/Latino		
Multi-Racial		
Native American		
Other		
Total		

Specify Program Category

Select each program category applicable to your award and indicate the amount of funds budgeted for that activity.

Table 3: Specify Program Category

Program Category	Allocated Amount
<input type="checkbox"/> 1 – OJJDP Funded CASA Grant Projects (Subgrantee Level)	\$
<input type="checkbox"/> 2 – OJJDP Funded CASA Diversity and Cultural Competency Grants (Subgrantee Level)	\$
<input type="checkbox"/> 3 – System Improvement (Grantee Level Only)	\$

Select Indicators for the Program Categories selected

(see next page)

Court Appointed Special Advocates Grant Program PERFORMANCE MEASURES
OJJDP-funded CASA Grant Projects
OUTPUT PERFORMANCE MEASURES

Bold indicates mandatory indicators.

Table 4: CASA Grant Projects Output

#	Output Measure	Definition	Reporting Format
1	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)
2	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).
3	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)

Court Appointed Special Advocates Grant Program PERFORMANCE MEASURES
OJJDP-funded CASA Grant Projects
OUTCOME PERFORMANCE MEASURES

Table 5: CASA Grant Projects Outcome

#	Outcome Measure	Definition	Reporting Format	Reporting Term
4	Number and percent of all children with a current report of substantiated or indicated child abuse and/or neglect during the reporting period.	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)	Short
5	Number and percent of children who exited CASA programs either to reunification, adoption, or legal guardianship. (Since the most recent admission to foster care date)	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, that left foster care during the reporting period. B. Number of those CASA youth, at the time of their most recent entry into foster care, that 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)	Short
6	Number and percent of all children with a current report of substantiated or indicated child abuse and/or neglect during the reporting period.	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)	Long

Court Appointed Special Advocates Grant Program PERFORMANCE MEASURES
OJJDP-funded CASA Diversity and Cultural Competency grants
OUTPUT PERFORMANCE MEASURES

Table 6: Diversity and Cultural Competency Grants Output

#	Output Measure	Definition	Reporting Format
1	OJJDP federal funds awarded for diversity and cultural competency grants .	The amount of OJJDP federal funds in whole dollars that are awarded for the diversity and cultural competency initiatives to improve practices, policies, and/or procedures on a system-wide basis. Preferred data source is program records.	A. OJJDP federal funds awarded to CASA subgrantees for activities
2	Number of diversity grants awarded.	The number of current diversity grants implemented during the reporting period. Preferred data source is program records.	A. Number of diversity grants awarded.
3	Number and percentage of volunteers trained	Number and percentage of volunteers trained during the reporting period. The number is the raw number of volunteer staff receiving any formal training relevant to the program or their position as volunteer. 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 volunteers. Preferred data source is program records.	A. Number of volunteers who participated in training B. Total number of volunteers C. Percent A/B
4	Number of hours of training volunteers received	The number of training hours provided to volunteers during the reporting period. Training hours include both in-house and external training. Preferred data source is program records.	A. Number of hours of volunteer training delivered by program B. Number of hours of volunteer training delivered by any other source C. Total number of hours of training received (A+B)
5	Count of the number of program materials developed	The number of program materials related to child victimization improvement 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 tracking forms. Count the number of pieces developed. The term developed here is the number of original program materials created. Preferred data source is program records.	A. Count of the number of materials developed.

Court Appointed Special Advocates Grant Program PERFORMANCE MEASURES
OJJDP-funded CASA Diversity and Cultural Competency grants
OUTCOME PERFORMANCE MEASURES

Table 7: Diversity and Cultural Competency Grants Outcome

#	Outcome Measure	Definition	Reporting Format	Reporting Term
6	Number or percentage of volunteers who are satisfied with program training.	The number of volunteers who report being satisfied with the training in terms of areas such as content, pacing, relevance to child victimization-related programming, applicability, and related areas. Preferred data source is self-report data collected using training evaluation or assessment forms.	A. Number of volunteers trained during the reporting period who report being satisfied with the training B. Number of volunteers that received training services C. Percent A/B	Short

Court Appointed Special Advocates Grant Program PERFORMANCE MEASURES

System Improvement

OUTPUT PERFORMANCE MEASURES

Table 8: System Improvement Output

#	Output Measure	Definition	Reporting Format
1	OJJDP grant funds awarded for system-level improvement	The amount of OJJDP grant funds in whole dollars that are awarded to initiatives to improve child victimization system practices, polices, and/or procedures on a system-wide basis. Preferred data source is program records.	A. OJJDP grant funds awarded for services
2	Number of Memoranda of Understanding developed	The number of Memoranda of Understanding developed during the reporting period. Include all formal partnering or coordination agreements. Preferred data source is program records	A. Number of MOUs developed
3	Number of system-level initiatives implemented	The number of current system-level initiatives implemented during the reporting period. Preferred data source is program records.	A. Number of current system-level initiatives
4	Number of system-wide IT improvements initiated	The number of system-wide information technology improvements (development, operation, maintenance, and incorporation of new technologies) implemented during the reporting period. Preferred data source is program records.	A. Number of system-level IT improvements implemented
5	Number of other system-level improvement initiatives implemented	The number of other (non-IT) system-wide initiatives implemented during the reporting period. Preferred data source is program records	A. Number of other system-level improvements implemented
6	Number and percentage of program staff or other relevant youth-serving professionals trained	Number and percentage of program staff or other relevant youth-serving professionals trained during the reporting period. The number is the raw number of program staff receiving any formal training relevant to the program or their position as program staff. 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 professionals who participated in training B. Total number of program staff C. A/B
7	Number of hours of training program staff or other relevant youth-serving professionals trained	The number of training hours provided to program staff or other relevant youth-serving professionals 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 youth-serving professionals) training delivered by program B. Number of hours of program staff training delivered by any other source C. Total number of hours of training received (A+B)
8	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
9	Number of system planning activities conducted	Number of system planning activities undertaken during the reporting period. Planning activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc.. Preferred data source is program records	A. Number of system planning activities undertaken

#	Output Measure	Definition	Reporting Format
10	Number of agency policies or procedures created, amended, or rescinded	The number of cross-program or agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Preferred data source is program records	A. Number of program/agency policies or procedures created, amended, or rescinded
11	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. A/B
12	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)

Court Appointed Special Advocates Grant Program PERFORMANCE MEASURES

System Improvement

OUTCOME PERFORMANCE MEASURES

Table 9: System Improvement Outcome

#	Outcome Measure	Definition	Reporting Format	Reporting Term
1	Number of programs and/or agencies that are implementing an evidence-based program or practice	Number and percentage of programs and/or agencies that have implemented an evidence-based program or practice model during the reporting period. Evidence-based program or practice models include program models 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 (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, 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. A/B	Short
2	Number of youth or youth and families served with whom an evidence based program or practice was used	The number and percent of youth with whom an evidence based program or practice was used. Evidence based program and practice models include program models 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 (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.)	A. Number and percentage of youth and youth and families with whom an evidence based program or practice was used during the reporting period.	Long
3	Number of programs and/or agencies that are sharing automated data	Number and percentage of programs and/or agencies using automated data systems that enable the appropriate sharing of justice information during the reporting period	A. Number and percentage of programs and/or agencies that are sharing automated data	Short
4	Number of programs and/or agencies that have agreements to use common intake and/or assessment forms	Number of programs and/or agencies that have established agreements to use common intake forms or assessment tools during reporting period. Preferred data source is program records	A. Number of programs and/or agencies	Short
5	Number of systems that have established inter-agency planning bodies	Number of planning bodies or inter-agency coordinating groups established during the reporting period	A. Number of planning bodies or inter-agency coordinating groups established during the reporting period	Short
6	Number or percentage of participants trained who are satisfied with the training	The number of participants who report being satisfied with the training in terms of 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. A/B	Short
7	Number of system-level recommendations that have been implemented	Number of system-level recommendations that have been implemented	A. Count of number of recommendations implemented	Intermediate

#	Outcome Measure	Definition	Reporting Format	Reporting Term
8	Number of percentage of youth who (re) offend	The number and percent of youth who were rearrested or seen at the juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offender B. Number of children in the program C. A/B	Long
9	Number of percentage of youth who are (re) victimized	The number and percent of youth who were victimized or re-victimized during the reporting period.	A. Number of program youth with an incident of victimization re-victimization during the reporting period B. Number of youth in the program C. A/B	Long
10	Number of programs within a system that have modified their policies and/or procedures based on a system recommendation	Number of program modifications made due to results of evaluations or research studies	A. Count of number of program modifications	Intermediate
11	Number or percentage of children while enrolled in the program were victimized/revictimized during the reporting period.(CASA)		A. Number of children while enrolled in the program were victimized/revictimized during the reporting period B. Total number of children enrolled in the program during the reporting period C. Percent (A/B)	Short
12	Number or percentage of children who exited the program 6 to 12 months previously and were (victimized) revictimized during the reporting period.(CASA)	The number and percent of youth who were (victimized or) re-victimized during the reporting period.	A. Number of children with an incident of victimization or re-victimization during the reporting period B. Number of children in the program. C. A/B	Long