

## ABOUT

A core element of the Enhanced Collaborative Model (ECM) program is the use of a data-driven approach. Task forces should routinely collect and analyze a range of data to help guide efforts and strategy.

**Deliverable:** All task forces are required to submit annual reports documenting how the task force is using data, although the language may differ from year to year as the program continues to evolve.

**Per the Office for Victims of Crime (OVC) ECM Grant Management Staff:** *“Briefly describe how your task force has been using data to inform task force efforts, how you are using the data you collect and submit as part of the ECM Performance Metrics, and how has data collection and analysis made any impact on your task force efforts – either provision of services, outreach conducted or planned, or operations.”*

## FREQUENTLY ASKED QUESTIONS

Is this the community assessment?

No. However, you CAN mention working on the community assessment in the annual report! If you have collected any data or identified potential vulnerabilities, then let OVC know!

How is this different from the community assessment?

The community assessment is the first official data collection task for your task force and sets the baseline to understand vulnerability in your geography. *See the Community Assessment Quick Guide.*

Is this the same as the semi-annual report?

No. But the narrative of the semi-annual reports may include information on your use of data that you can pull into the annual report.

Does the annual report overlap with other reporting?

Yes. There is overlap with other reports, including the quarterly and semi-annual reports.

When is the annual report due?

TA providers suggest finishing by October 30 each year, which is 30 days after the close of the federal fiscal year. However, check with your grant manager! They might request a different date.

Can we submit all three reports at once at the end of the award period?

No. Submit one per year.

How long should the annual report be?

As long or as short as you want! Just keep in mind the purpose as stated by OVC: ***Briefly*** describe how your task force has been using data to inform task force efforts.

# GUIDANCE

*Ultimately, the annual report content is at your discretion, in consultation with your OVC Grant Manager. This page offers general guidance on sections to include in the report. However, you may want to exclude or include additional information based on your jurisdiction/geography.*

## SECTION 1: DATA COLLECTED

***Provide a high-level summary of what types of data were collected.***

In particular, highlight any types of data outside of normal performance metrics.

*There is no need to restate the actual numbers; this suggested section is solely to provide additional context for the examples included in Section 2.*

## SECTION 2: HOW DATA INFORMED EFFORTS

***Provide a few examples of how data collected informed efforts.***

Examples:

1. The task force surveyed all members to identify areas of interest and need. Of the 50 respondents, 27 indicated an interest in more training on labor trafficking, so the task force arranged for a training on labor trafficking in Q2 of next year.
2. The task force analyzed the prosecution outcomes of all cases from 2016 through 2020. Results indicated that....
3. The task force examined all referrals from 2018 and 2020 and discovered that no referrals for labor trafficking were received. As a result, we convened a Labor Trafficking Committee to focus on building capacity throughout our geography.
4. The task force examined all referrals and investigations from 2019 and discovered that the most reported type of trafficker was familial. As a result, we increased time spent on familial trafficking in each of our training and outreach events to ensure that the professionals screening for trafficking are also looking closely at familial relationships.
5. In reviewing referrals, the task force identified a lack of referrals from juvenile detention centers. This raised concerns given our knowledge of the vulnerability of youth, especially those who are justice-involved. As a result, we have a pilot project starting in a county with a detention center and youth court judge. Our evaluator has trained intake staff on screening for trafficking.
6. We used the [Prosecution Case Review Tool](#) to compare state laws versus federal laws.

## SECTION 3: ADDITIONAL INFORMATION

***Provide anything else you want to include!***

### TIP

*You likely already provide information on how your task force is using data to inform efforts in your quarterly and semi-annual reports. A good way to begin the annual report is by pulling relevant information from those past reports.*

