

Q&A Session for How to complete the 2011-12 RASA Applications

Date: Thursday, June 24, 2010

Q: When I am "counting" victims and significant others... should I count the number of individuals connected with a particular case or only the number of individuals that I actually have contact with.

A: The number of those provided with services.

Date: Wednesday, June 30, 2010

Q: Are the LPB minutes and orientation packet to be submitted as an attachment or mailed?

A: Both the minutes and orientation packet must be mailed by August 16. Only the certification will be attached to the Egrants application.

Q: For the non-profit check list I just want to make sure it's okay to just let PCCD know if the forms requested are on file w/ PCCD instead of submitting them again. Thanks!

A: If the information has been submitted to PCCD within the last year you do not need to re-submit. Just indicate the grant number the information is on file with.

Q: Did you say that the allocations in the F.A. will be changing b/4 the apps are due?

A: Yes, we are waiting for our fiscal department to provide the new amounts, but they will be available prior to the August 16 deadline.

Q: When we do the budget section do we wait until we get the updated county allocations or do we go with last year's allocation. Thanks

A: You could wait until you receive the new amount so you do not have to redo it later.

Q: In the FTE section; once the hours are plugged in for #1 and 2 does the FTE's automatically get calculated?

A: No, you will need to calculate it by dividing your response to question 1 by the response to question 2.

Date: Wednesday, July 07, 2010

Q: For the grant app, we no longer have to project a number of clients we believe we will serve. We will only id the number we served at year end?

A: Correct, you will only be reporting the number of victims and SO served by crime type. NO targets.

Q: Do we still need to have the minutes of the policy board approved by policy board members before we submit them?

A: Yes

Q: So only LPB minutes and Signature page are So only the LPB minutes and Signature page are MAILED to PCCD? So, only the LPB minutes and the signature page are "MAILED" to PCCD?

A: In addition to the LPB orientation packet, only the meeting minutes will be mailed to PCCD and the RASA certification will be submitted electronically through Egrants.

Q: So I'm understanding correctly, beginning Jan. 1, 2011, we will track victims and significant others, with witnesses being counted under Significant others? We presently are only tracking victims as previously instructed.

A: Yes

Q: Where will we find the guide to download/print?

A: **PCCD Website**

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5419&&SortOrder=3&level=3&parentid=5416&css=L3&mode=2>

Date: Friday, July 09, 2010

Q: In the annual report the sections of Client Served Information and Client Served seem to be asking for the same numbers. What is the reason for this?

A: The old clients served information is no longer going to be collected and instead you will be collecting by crime type and reporting those numbers in your annual report. This change will be effective January 1, 2011

- Q:** When does PCCD envision fully implementing the new ESQ-LF Outcome measures section?
- A:** There is a work group working on this and at this time we do not have a date; however we will provide program ample time to set up the new requirement before reporting.
- Q:** So as of January 1, 2011 we don't need to track the number of say Accompaniment provided to each client? Or will that still be looked at during monitoring?
- A:** You will not be reporting those numbers to us however you still need to document the services provided to each victim in that victims file for monitoring.
- Q:** Do you know when we will be getting information about the new questionnaires that will need to be sent?
- A:** There is a work group working on this and a date has not been provided, we will however be providing ample time to all programs before implementing.
- Q:** Is PCCD considering developing a RASA statistics sheet to provide to each agency so we are all sure to be keeping the correct statistics.
- A:** We have not develop one, but we will consider creating one. At the moment the list is available on the guide and in the funding announcement.
- Q:** May I suggest that for consideration? It seems we all would be more likely to "get it right" and leave less room for error. Right now, we create a stat sheet based on the reporting requirements but it would be nice to have it provided. Just a thought..
- A:** We will consider.