

Oklahoma District Attorneys Council

VOCA Division

Revising Grant Goals and Objectives

REVISING OBJECTIVES AS A REQUIREMENT OF YOUR GRANT AWARD

As a part of your VOCA Award, you have been requested to revise some, or all, of the objectives within your grant. This handout is provided to assist you with this effort.

GOALS

Goals are a broad general statement of the desired outcome or achievement. An example of an effective goal is:

- The goal of this project is to provide comprehensive advocacy services for victims of domestic violence, dating violence, sexual assault and stalking at our shelter and non-residential offices for a three-county area.

SMART OBJECTIVE FORMAT

In revising your objectives, ensure that objectives are written in the SMART format.

Specific: Objectives must be specific. This helps identify what is going to be achieved.

Measurable: Objectives must be measurable, so progress can be tracked.

Achievable: Objectives must be realistic and attainable, not impossible to achieve.

Relevant: Objectives must be related and align with your goal.

Time-bound: Objectives must have a time frame for completion.

OBJECTIVES

If you are required to revise your objectives, it is most likely that the objectives are not measurable. Objectives identify what will be accomplished - in measurable terms - to achieve the goals. An example of an effective objective is:

- Notify and assist approximately xx to xx crime victims in applying for assistance through the Crime Victims Compensation Fund and in completing restitution forms for defendant-paid restitution, as appropriate.

Each objective must have a performance metric. A performance metric is the measurable, quantitative value used to track progress and prove whether that specific objective has been achieved.

PRO TIP: If you use a percentage in a performance metric, you must include a baseline, or the objective is not measurable.

OBJECTIVES USING A PERCENTAGE

- **Poor Use of a Percentage:**
Conduct safety planning with 100% of child victims and their caregivers at intake, documenting plans within 48 hours of first contact.
- **Good Use of a Percentage:**
Conduct safety planning with 100% of child victims, or 150 children and their caregivers at intake, documenting plans within 48 hours of first contact.

PERFORMANCE METRICS

The following are performance metrics by type of grant around which objectives can be crafted.

Domestic Violence/Sexual Assault Services (including Culturally Specific and Law Enforcement Victim Services

- Number of crisis line callers taken
- Number of shelter days provided
- Number of safety plans created with clients
- Number of domestic violence/sexual assaults clients served
- Number of domestic violence examinations provided
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund
- Number of multidisciplinary and/or SART team meetings attended
- Number of outreach efforts to other organizations serving victims and families and/or law enforcement entities

Forensic Interviewing Services

- Number of DV/N examinations provided
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund

Prosecution/Victim Witness Coordinators

- Number of reports reviewed
- Number of victims assisted
- Number of court accompaniments
- Number of victims provided rights under the Oklahoma Victims Rights Act.
- Number of referrals provided to victims
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund
- Number of multidisciplinary and/or SART team meetings attended
- Number of victims in which restitution was provided and types of crimes in which restitution was provided (i.e. burglary, domestic violence, etc.)
- Number of outreach efforts to other organizations serving victims and families and/or law enforcement agencies

Child Advocacy Centers

- Number of forensic interviews conducted
- Number of court hearings attended
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund
- Number of multidisciplinary and/or SART team meetings attended
- Number of outreach efforts to other organizations serving victims and families and/or law enforcement agencies

Counseling Programs

- Number of clients served
- Number of counseling hours provided
- Number of crisis intervention hours provided
- Age range of clients served
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund
- Number of outreach efforts to other organizations serving victims and families and/or law enforcement agencies

CASA Programs

- Number of Volunteer Advocates supervised
- Number of new Volunteer Advocates recruited
- Number of trainings provided to recruit Volunteer Advocates and number of attendees
- Number of court hours attended by Volunteer Advocates and Supervisors
- Number of family visits attended by Supervisors with the Volunteer Advocate
- Number of children served/number of cases
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund
- Number of multidisciplinary and/or SART team meetings attended
- Number of outreach efforts to other organizations serving victims and families and/or law enforcement agencies

Legal Services

- Number of intakes conducted
- Number of clients served
- Number of court hearings attended
- Types of cases provided
- Number of assists provided to crime victims in applying for the Crime Victims Compensation Fund
- Number of multidisciplinary and/or SART team meetings attended
- Number of outreach efforts to other organizations serving victims and families and/or law enforcement agencies