

Enhanced Collaborative Model Task Force to Combat Human Trafficking

Grant Reporting Protocol Checklist

The purpose of this checklist is to provide a list of items Enhanced Collaborative Model anti-human trafficking task forces should consider when developing a grant reporting protocol. This checklist can be used as a guide for the development of a strong protocol. While it is not mandatory to include all items, it is recommended that task force members discuss and agree what should be included specific to their local task force.

Reporting data accurately and efficiently is an important component of Enhanced Collaborative Model anti-human trafficking task force responsibilities. It is an opportunity to showcase task force accomplishments, as well as to develop insight into local trends that allow for tailored strategies to address human trafficking. It is also a chance to identify where there may be a need for additional resources.

Developing a grant reporting protocol will:

- 1 Provide** task force members with concrete steps and responsibilities on who reports what types of information/data;
- 2 Ensure** data analysis and reporting are regularly conducted by task force members;
- 3 Assist** with streamlining the process of data analysis and reporting by task force members;
- 4 Ensure** clear structures are in place to minimize the effort and time it takes to analyze and develop reports; and
- 5 Increase** the ability to easily develop progress reports and share information with community members and other stakeholders.

Instructions: Review and discuss the below list of considerations to include when developing a grant reporting protocol with task force members.

Grant Reporting Protocol Checklist		
Section	Item	✓
Introduction to Task Force Reporting	Rationale for task force reporting protocol	
	Overview of task force reporting requirements for BJA and OVC	
	Individuals who assisted in development of protocol (includes representatives from law enforcement, victim services, and prosecution)	
	Schedule for periodic review and update of protocol	

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Section	Item	✓
Overview of Law Enforcement/Prosecutorial Reporting	Reporting databases law enforcement use for data reporting (e.g. federal reporting systems)	
	Databases used by law enforcement as sources of grant reporting data (e.g. case management, crime reports)	
	Person(s) responsible for data collection and entering information into each of the databases	
	Process for ensuring data entered into the databases is accurate (e.g., everyone using the same definitions for items captured)	
	Data entry schedule (e.g. monthly, weekly, daily)	
Overview of Victim Service Reporting	Reporting databases victim services use for data collection	
	Databases used by victim services as sources of grant reporting data (e.g. intake calls, case management).	
	Process for ensuring data entered into databases is accurate (e.g., everyone using the same definitions for items captured)	
	Data entry schedule (e.g. monthly, weekly, daily)	
Development, Finalization, and Submission of Progress Report	Task force members from each grantee agency (BJA and OVC grantees) who will develop a joint narrative	
	Process for coordination and submission of the progress reports	
	Outline of timeline and communication around the development of each progress report	
	Pre-submission review process	