

Understanding SAKI Performance Metric Tracking

All grantees in the Bureau of Justice Assistance (BJA) National Sexual Assault Kit Initiative (SAKI) program must fill out and submit performance metrics to BJA through the performance metric tracking (PMT) tool on a quarterly basis. The PMT tool questions are designed to gather important information associated with progressing through the goals associated with the SAKI award. The questions in the tool are divided into multiple sections, representing the purpose areas of the SAKI program. Many SAKI sites carry several awards and are responsible for completing a PMT tool for each award. The information provided in this document is designed to assist SAKI Site Coordinators with understanding and completing the PMT tool.

PMT Tool Basics

The SAKI Site Coordinator is tasked with the requirement of submitting the quarterly performance metric data and performance reports in the PMT tool. Also required is the semi-annual submission of a narrative performance report via JustGrants.¹ The performance metrics required by SAKI are extensive, and a proactive approach is recommended to ensure ample time to collect the information. It is encouraged that SAKI Site Coordinators begin working on the PMT data collection well in advance of the due date. SAKI Training and Technical Assistance (TTA) has resources available that provide overviews, guidance, and additional information on the PMT tool. These resources include *Performance Metric Tracking (PMT): Overview of Requirements, Guidance for Entering BJA Performance Measures Regarding Number of CODIS Hits*, and [SAKI Performance Measures & PMT Training](#). If difficulties arise with the PMT tool website or the reporting system, SAKI Site Coordinators are encouraged to contact the [BJA PMT Help Desk](#); however, for questions associated with collecting or tracking the PMT data, please contact SAKI TTA through your Regional Team Lead or the [SAKI TTA Help Desk](#).

¹ Bureau of Justice Assistance (2022). *National Sexual Assault Kit Initiative (SAKI): Overview*. Office of Justice Programs, U.S. Department of Justice. <https://bja.ojp.gov/program/saki/overview>

Gathering Accurate PMT Data

It is not the expectation that the SAKI Site Coordinator will have all the necessary data for an accurate PMT tool at their fingertips. Gathering the data will involve cooperation and collaboration amongst the SAKI multidisciplinary team (MDT) partners (see *Key Considerations for a Multidisciplinary Team Approach to Creating a Lawfully Owed DNA Census* and [A Multidisciplinary Approach to Cold Case Sexual Assault: Guidance for Establishing an MDT or a SART](#)). This requires building and maintaining relationships across the course of the award, a challenge that can be exacerbated by a large jurisdiction or one experiencing high levels of personnel turnover. Even with an engaged MDT, the SAKI Site Coordinator will likely need to actively seek out and collect the data. Suggested strategies to avoid a large undertaking at the end of each quarter include setting up a monthly schedule with the relevant MDT partners to gather data or using a monthly electronic submission form that agencies can complete. Whatever strategy is used, the SAKI Site Coordinator will need an outreach plan to maintain collaboration with the MDT and provide oversight to the entire process.

Follow Case Outcomes

Wherever possible, SAKI Site Coordinators should look to financially support all allowable SAKI activities with SAKI funding. It is recognized, however, that some sections and activities on the PMT tool may not be directly supported by SAKI funding. For example, the testing costs of an SAK may be funded through SAKI, but the labor associated with the reopening of the associated investigation may be absorbed as part of the law enforcement agency's normal caseload. The SAKI vision and mission of reforming the national response to sexual assault is best measured by an accurate accounting of each SAK from inventory to case outcomes. Wherever possible, activities related to each SAK on the SAKI inventory or Lawfully Owed DNA (LODNA) sample from the SAKI census should be reported using the PMT tool.

Reporting PMT Data on Multiple SAKI Awards

For sites with multiple SAKI awards, organization is critical to ensure accurate reporting only on the cases and activities under that award. As each SAKI award will have its own PMT tool, it is important to track under which award the activities are being funded. It is not unusual, for example, to have a SAKI tested under one award but have the investigation be funded under a different award. A SAKI Site Coordinator should ensure that double-counting does not take place. If tracking a case outcome where the activity was not supported by SAKI funds, it is imperative that each case and case outcome is only counted once across the multiple awards.

Understanding the PMT Data

Once the PMT data is compiled and in the final stages before submission, the SAKI Site Coordinator should engage the MDT to ensure shared understanding of the data. Having the MDT as part of this review process allows a chance for discussion, an identification of discrepancies within the data, and a time for questions. It is also an opportunity for the MDT and SAKI Site Coordinator to think about how the data is, or is not, supporting project goals. The PMT data can be informative to areas of improvement and will highlight successes of the SAKI project. Finally, it is an excellent source of the measures required to demonstrate progress on the SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals associated with the award (see *Developing SAKI Goals and Objectives*).

Conclusion

Ensuring the accuracy and timely entry of the PMT data is an important component of a SAKI award and helps inform the progress in addressing an improved response to sexual assault on a national level under the SAKI program. The PMT data submitted from the SAKI grantees is combined and featured on the [SAKI website](#) to demonstrate the success and progress of the program. Gathering and assessing the data associated with the PMT tool can be challenging; therefore, SAKI Site Coordinators are encouraged to start the process early and reach out with questions frequently. The PMT tool is a powerful tool that can also inform site specific successes and challenges and provides key data to share with relevant stakeholders.

Authors:

Hope Zagaria, MSFS, has spent her career as a forensic DNA expert in both the public and private forensic sector supporting national efforts to eliminate and prevent DNA backlogs and provide effective strategies for forensic testing of cold case sexual assaults, homicides, and post-conviction cases. She currently works as a Research Forensic Social Scientist at RTI and has previously served as an Alternate State CODIS Administrator and senior DNA analyst.

Patricia Melton, PhD, is nationally recognized for her work in sexual assault response reform and policy implementation to address violent crime. Dr. Melton was a member of the National Institute of Justice's Sexual Assault Forensic Evidence Reporting working group, a contributor to [National Best Practices for Sexual Assault Kits: A Multidisciplinary Approach](#), and the author of [Enacting an Improved Response to Sexual Assault: A Criminal Justice Practitioner's Guide](#).

This project was supported by Grant No. 2015-AK-BX-K021 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the U.S. Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. **For more information, visit www.sakitta.org.**

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.