



VCR

Violent Crime Reduction  
Small Rural Tribal

# SPOTLIGHT

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## New Resource! VCR Monthly Reporting Tool



### Using the Reporting Tool:

1. Create an account by clicking the "Sign Up" button in the portal found [HERE](#).
  - a. Multiple members of your organization can create accounts in the portal.
2. Select your agency and complete your profile information.
3. Click on the "Monthly Reporting" form. To start your report, click on the green "New Item" button.
4. Fill out all information that applies to your current activity pertaining to the grant from July 1 – July 31, 2024.
5. Once complete, click on the "Mark Complete" button at the top or bottom of your report.
6. For assistance please contact JSS at [info@srtvcr.com](mailto:info@srtvcr.com)

Have you ever found yourself struggling to remember the achievements made six months ago when completing your semi-annual reports? Juggling responsibilities can make it challenging to recall all the details of your progress and if you are looking for an easier way to keep track of your accomplishments, we have just the solution for you!

In August 2024, Justice & Security Strategies, Inc. (JSS) introduced a new monthly reporting tool designed specifically for Small and Rural Violent Crime Reduction grantees. This tool is here to make your reporting process simpler and more efficient by breaking down the reporting into manageable monthly chunks. Say goodbye to lost accomplishments and hello to simpler, more efficient reporting!

Getting started is easy! With just a few simple steps, you can create an account for your agency and begin filling out monthly reports. The tool is

designed to be user-friendly, making it easy for you to enter data, track your progress, and highlight your achievements. By updating your reports regularly, you will ensure that all your important accomplishments are captured right when they happen.

The monthly reports will include questions similar to those required for the Bureau of Justice Assistance (BJA) semi-annual performance reports, covering your activities and the partners you've collaborated with. You will also have a chance to share your successes and make technical assistance requests of JSS through the portal, knowing that all information remains confidential within the JSS team.

Every six months (January and July), JSS will provide you with a comprehensive report of your agency's data, organized by user. This will make it much easier for you to complete the BJA required reports, saving you time and reducing stress. With all your

information right at your fingertips, you can focus on showcasing your successes and the impact of your efforts in reducing violent crime. Take control of your reporting process with the new JSS Monthly Reporting Tool!



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