



FAQ

Frequently Asked Questions for Grantees

Juvenile Accountability Block Grants Program

Performance Measurement Tool (PMT) Specific Questions

1. **What is the Performance Measurement Tool (PMT)?**

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) PMT was developed in response to OJJDP's need to collect performance data. This online data collection tool provides a method for OJJDP to collect data on its mandatory and optional measures, developed for each grant program. The questions are then presented consistently to all Grantees within a grant program to elicit similar types of data, which can then be analyzed quickly and efficiently. The performance data collected for mandatory measures allows OJJDP to look at performance across and within each of the various grant programs.

2. **What is the PMT reporting schedule?**

You will enter OJJDP Grant Program performance measures data semiannually into the PMT. Data are collected for a 6-month period of activity, referred to as a reporting period, which ranges from January to June and from July to December of each calendar year. For activities that occurred from January 1 to June 30, data entry begins in the PMT on July 1 and must be completed by July 30. For activities that occurred from July 1 to December 31, data entry begins in the PMT on January 1 and must be completed by January 30. After marking the data as complete, the PMT will help you to create a Performance Data Report, which you are required to submit as an attachment into the Grants Management System (GMS) by the deadline noted in your award's special conditions. Please keep in mind that if your award start date is October 1, then data can only be collected from October 1 through December 31.

3. **How do I obtain my user ID and password so I can enter my data in the PMT?**

The login credentials are sent via e-mail to the Point of Contact (POC) listed in the GMS for your federal award. You may also contact the PMT Helpdesk, where a team member will provide the POC or its designee with the login credentials. The PMT Helpdesk is available Monday through Friday from 8:30 a.m. to 5:00 p.m., EST. The helpdesk may be contacted by phone at **1-866-487-0512** or by e-mail at ojdppmt@ojp.usdoj.gov. If additional contacts should also receive PMT information via e-mail, please list those on the 'Profile' page in the PMT.

4. **How do I update my profile information in the PMT?**

Information found on the 'Profile' page in the PMT is prepopulated from a download of information received from the GMS system. If any changes are needed, it must occur officially through the GMS system by initiating a Grants Adjustment Notice. A Grantee is able to add or change an additional point of contact in the PMT. We ask that you verify the profile information by accessing the 'Profile' page in the PMT from the yellow toolbar. We update PMT contact information with periodic updates received from the GMS. You may also contact us by e-mail or phone to let us know a change is needed in your PMT information.

5. **When I begin entering data, can I log out and finish it later?**

Yes. Once you click the **RED** 'Save' button at the bottom of the Web page, all your data entry up to that point is saved. When you log in again, you will be able to proceed with the data entry from where you left off.



6. *What happens if a Grantee does not have the data available to complete the report?*

If data are not available for a specific performance measure, enter zero (0) to indicate that you have no data to enter. If data are not available for all selected measures, because no funds were expended during the reporting period, or funds were closed out, you must indicate this accordingly by clicking the button that is being prompted (see pages 2 and 3). Please add a comment to the Performance Data Report to indicate what the zero (0) represents.

7. *How will OJJDP distinguish legitimate values of zero from missing data?*

The PMT provides an 'Add Comments' function button. Click the 'Add Comments' button to open a textbox that will allow you to explain the data entered for the reporting period. For example, you may state: "For measure #1, the data were not available, because these data were not available by the reporting due date. For this reason, a value of zero (0) was entered. We plan to collect these data in the next reporting period."

8. *I've logged into the PMT and I don't see one of my federal awards. What do I do?*

Have you received an extension to the project period of your federal award? For this and other questions, please contact the helpdesk to have the end-date reset in the PMT. The helpdesk staff may be contacted by phone at **1-866-487-0512**, or e-mail ojdppmt@ojp.usdoj.gov.

9. *When would I indicate that funds were not expended during the reporting period?*

You may select this option if you had no grant activity during the reporting period. You may indicate this for the Grantee's federal awards that are new for the reporting period. For example, you will have this option if no subawards have been created or made active for the federal award. You may also select the 'Funds Not Expended' option if the federal award was not used during the reporting period due to budgetary clearance. You can add an explanation in the comments field of the Performance Data Report. Grantees are still required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS.

10. *How do I indicate that funds have not been expended in the PMT?*

The system will display this option for new federal awards that have no Subgrantees associated with them for the reporting period. If you had no grant activity during the reporting period, select the 'Funds Not Expended' button on the 'Grantee Status Summary' page. Please note that Grantees are still required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS.

11. *Do I still need to enter data in the PMT if funds have not been expended?*

As you are aware, there are two types of data entry for the PMT: numeric answers (quantitative) and narrative responses (qualitative). Selecting the 'Funds Closed Out' option means that numeric data are not available because there was no "quantifiable" grant activity. There are a few reasons why this may be the case. It may be that there were no subawards active for the federal award during the reporting period, or all funds may have been obligated or expended before the beginning of the selected reporting period. Grantees are still required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS.

12. *When would I indicate that the federal award is closed out during the reporting period in the PMT?*



If the project period is still active and the status for your federal award activity during the reporting period is that all federal funds were expended or obligated before the beginning of the selected reporting period, you may select this option. If you have initiated the Close-Out package or have been notified that the federal award was officially closed out, you may also select it. If you have any other reason for indicating that the funds are closed out, please explain in the comment section of the Performance Data Report.

Although you have noted that funds are closed out, you are required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS.

13. *How do I indicate that funds have been closed out in the PMT?*

The system will display this option for federal awards for which the subawards were no longer active during the selected reporting period. This means that the end date of the award occurred before the beginning of the selected reporting period. The system will continue to display this award for subsequent reporting periods because the federal project period is still active.

You may select 'Funds Closed Out' if funds were expended or obligated before the beginning of the selected reporting period, or if you have been notified that the federal award was officially closed out or you have initiated the Close-Out package. If you have any other reason for indicating that the funds are closed out, please explain in the comment section of the Performance Data Report.

Please note that Grantees are still required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS.

14. *Do I still need to enter data in the PMT if funds have been closed out?*

As you are aware, there are two types of data entry for the PMT: numeric answers (quantitative) and narrative responses (qualitative). Selecting the 'Funds Closed Out' option means that numeric data are not available because there was no "quantifiable" grant activity. There are a few reasons why this may be the case. It may be that there were no subawards active for the federal award during the reporting period, or all funds may have been obligated or expended before the beginning of the selected reporting period. Grantees are still required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS.

15. *Why are previously awarded Subgrantees no longer showing as active for the selected reporting period?*

Existing subawards, whose project end-date occurred before the beginning of the selected reporting period, will show as not active in the selected reporting period. If there were funds added or the subaward end-date was extended to continue the same activities, the Grantor must update the subaward information to make it available for data entry. In most cases, the Grantor will need to contact the PMT Helpdesk for assistance.

To make previously created Subgrantee organizations active, start by going to the 'Home' page (Grantee Status Summary). Then go to the section **Active Subgrantees for this Award**. If new Subgrantees are needed, please go to the 'Profile' page to create a new Subgrantee (see page 5 in the FAQ document).

In addition, you are required to complete the narrative questions and create a Performance Data Report to upload as an attachment into the GMS. If you have any questions, please call the PMT Helpdesk at 1-866-487-0512, or e-mail ojjdpmt@ojp.usdoj.gov.

16. How do I create my Performance Data Report in the PMT?

A previously created Performance Data Report is always available and can be viewed and re-created from the 'Reports' menu. To re-create a Performance Data Report, the Grantee must first log in to the PMT with the appropriate login credentials. Once logged in, you are prompted to select a reporting period, and then to select a federal award number. From the 'Grantee Status Summary' page, click the 'Reports' tab on the yellow toolbar. Select the Performance Data Report to create under 'Mandatory Reports'. You may need to select the default reporting period or all reporting periods. Select the federal award number. Click the **RED** 'Run Report' button to create the Performance Data Report. After the view of your report is displayed, the PMT will help you to save the Performance Data Report as a .pdf (select **Export as a PDF file**). In the new window that displays the .pdf file, save this version to your computer. You should log out of the PMT and log into the GMS to upload this file as an attachment to the appropriate reporting period so you can meet your reporting deadline.

NOTE: Your data entry must be **complete** (for all active federal awards during the reporting period) before the system will allow you to create a Performance Data Report.

17. When is my data entry status considered complete?

Once all your performance measures data have been entered into the PMT and you have verified that all information is correct, you must click the **RED** button, 'Mark your data as complete.' This is a necessary step to ensure that your data entry status is complete. Once you have confirmed for the system that your data entry is complete and final, your data entry status will change to complete, and another **RED** button will prompt you to 'Create a Report.' You may view the 'Home' page to check the status of your data entry.

18. When the submission period is closed for reporting, how do we enter data?

You cannot enter data once the system is closed for data submission. Please e-mail your OJJDP Program Manager to request permission to have the PMT reopened for data entry. You must also copy (cc:) the PMT Helpdesk so that we may unlock the reporting period and make it available for your data entry.

19. Where can I find a list of the measures for which I will collect and enter data in the PMT?

To help you prepare for data collection for a reporting period, you may refer to the Performance Measures grid. This document (which is located on the PMT login page) shows the performance measures and lists "data that the grantee must provide" to gauge performance. OJJDP Mandatory Measures are in **bold** throughout the grid by category.

You may use the Data Collection Forms available for both Grantees and Subgrantees on the PMT login page. These forms have been developed to help you gather information that should be entered into the PMT. The forms are for your information only and should not be submitted to OJJDP.



Grantee-Level Performance Measurement Data Entry

20. *What is a Subgrantee? Our agency is contracting with a vendor to provide some services for part of our population. Would a contracted vendor paid with OJJDP grant money be considered a Subgrantee?*

A Subgrantee has been defined as another organization to which the Grantee “awards” funds from its federal award. The Subgrantee does not receive a direct award from OJJDP; instead, it receives an award from the Grantee. The Subgrantee proposes to carry out activities that are included in the application the Grantee submitted. In most cases, the relationship between a Grantee and Subgrantee is established through a formal agreement such as a Memorandum of Understanding, contract, or grant award (which may be similar to the award accepted by the Grantee). A vendor that is paid for “services rendered” may not be a Subgrantee. Further clarification may be obtained from the DOJ Financial guide or your Program Manager.

21. *How do I know if I have performance measures data to enter at the Grantee level?*

If a Grantee has proposed funding activities that are under one or more of the Purpose Areas categorizing activities funded under the federal Juvenile Accountability Block Grants program and implemented from the Grantee’s agency or organization, then there may be performance data to enter. These activities are different from those activities that are funded through a subaward made to local jurisdictions or other state agencies.

The PMT does not collect data on activities that may be considered administrative. These may include salaries paid to Coordinators to manage the program, travel needed to coordinate the state’s federal Award, purchase of supplies for management of the grant funding, attendance at an OJJDP-required training, or rent for office space, unless any of the above are otherwise approved by your OJJDP Program Manager. The performance data are for activities that are realized as outputs and outcomes of the grant funding to serve youth or in consideration of youth.

22. *How do I enter the Grantee-level performance measures data?*

After completing the ‘Award Information’ page, select and then save the program categories to represent activities funded by the grant. The system will prompt you to make your performance measure selections. There are a set of mandatory measures that each Grantee is required to enter data for, based on whether or not the measures are applicable to grant-funded activities. Then there are optional measures from which you are asked to select and enter data. After the selection has been made and saved for each of the program categories selected, the PMT will prompt with a **RED** ‘Enter Data’ button. Click this button to go to the ‘Enter Data’ page, where you will begin your data entry for all the performance measures. Data entry must be completed for each of the program categories selected. After you ‘Save’ data entered, then ‘Mark as Complete.’ Marking data as complete is the signal to the PMT that you have no more data to enter for that record.

For further instructions on how to enter data, please refer to the PMT User Guide.

23. *How does a Grantor enter data on behalf of their Subgrantee?*

A Grantor may choose to enter performance data on behalf of its Subgrantee. Log in with the Grantor- assigned user ID and select from the list of Subgrantees created. This list is found on the

'Grantee Status Summary' page. The Performance Data Report will aggregate data entered for both Grantee-level (if applicable) and Subgrantee-level activities.

For further steps on how to enter data on behalf of the Subgrantee, please refer to the PMT User Guide.

24. How does a Grantor create a Subgrantee record?

The Grantor must first log in to the PMT with the assigned user ID. Once the reporting period has been selected, click the 'Profile' tab on the yellow toolbar. Click the 'Manage Subgrantees' tab to begin the process of creating a new Subgrantee record. At the 'Subgrantee Management' page, click 'Add new Subgrantee user.' User IDs and passwords are automatically created by the system.

Although the user ID cannot be edited, you may change the password for each Subgrantee record.

Note: Each Subgrantee must have a unique name. Once the Subgrantee has been defined, multiple subawards made to this organization can be created without creating the Subgrantee organization again.

Once a Subgrantee has been created, click the 'Home' tab on the yellow toolbar, where you will make your Subgrantees active. Highlight the newly created Subgrantee and click the 'Active' button.

For further instructions on how to create a Subgrantee record, please refer to the PMT User Guide.

25. How does a Grantor mark Subgrantees that have a status of 'In Progress' to 'Not Active'?

A Subgrantee's record will show as 'In Progress' if any information for that record was entered during a previous reporting period and the project period is still active during the most current reporting period. The PMT only allows for Subgrantees to be marked as 'Not Active' if their reporting status shows as 'Not Started.' The definition of 'Not Active' is that the Subgrantee did not have an award during the reporting period, or the Subgrantee expended all their award funds. If you have questions or need assistance with any subgrants for which you are not able to report data, please contact the PMT Helpdesk for assistance.

26. How does a Grantor make revisions for data entered by Subgrantees?

Once a Subgrantee completes data entry in the PMT, the Subgrantee submits it to the Grantor for review and approval. If changes are needed, the Grantor has two options:

1. Send the record back to the Subgrantee for revisions. If the Grantor chooses to send data back to the Subgrantee for revisions, a textbox is provided that allows the Grantor to type a comment indicating the exact revisions the Subgrantee must make to the report.
2. Alternatively, the Grantor may edit data at the state-level. If the Grantor chooses to make edits at the state-level, the Grantor would login in with the Grantor's assigned PMT credentials. Once data have been edited, saved, and marked as complete by the Grantor, the record is ready for the creation of the Performance Data Report to submit to OJJDP through the GMS. All Subgrantee data are represented as aggregated data in the Performance Data Report submitted by the Grantor to OJJDP.

For further instructions on how to edit a Subgrantee record, please refer to the PMT User Guide.

Subgrantee-Level Performance Measurement Reporting

27. How can a Subgrantee enter performance measures data?

A Grantor may choose to ask its Subgrantees to enter their own performance data for grant-funded activities. The Grantor will provide each Subgrantee with a user ID and password that is automatically generated by the PMT, once the Subgrantee record is created. Data entered by Subgrantees are sent to the Grantor for review and approval, **never to OJJDP**. The Performance Data Report created by the Grantor for the reporting period will include (in aggregate form) the data entered at the Subgrantee and Grantee levels.

28. How can a Subgrantee create a Performance Data Report?

A Subgrantee may create a Performance Data Report for its records only. Performance Data Reports created by a Subgrantee are not required by OJJDP. This feature is provided so that Subgrantees can document the data entered for the reporting period. They may create their Performance Data Report after data entry is complete. They would select the reporting period for which they want to create a Performance Data Report. Once the reporting period has been selected, Subgrantees can click the 'Reports' button to go to the Reports Menu.

Performance Measures

29. Are Grantees required to provide data for all performance measures, or only those for which they can and are able to provide data?

Grantees are required to enter data for all performance measures that are applicable to activities proposed in their approved grant application. You will find OJJDP's Core Measures are presented as mandatory measures within a program category or for the grant program. They are a set of required outputs and outcomes for which all projects must gather and provide data, as long as the measures are applicable to grant-funded activities. For example, if your program provides services to youth but not for victimization issues, then a zero (0) is an acceptable data value for these measures, since they are mandatory. Please keep in mind that the data entered for these measures should represent all youth who participate in all programs and services for the reporting period. If you do not have data to enter for the reporting period, enter zero (0) for those measures, and explain in the comment box found in the Performance Data Report.

30. What are OJJDP's Core Measures?

OJJDP's Core Measures are a set of required output and outcome measures that directly relate to the mission of OJJDP and to the goals and objectives established for each grant program. The data entered for these measures should represent **all** youth who participate in **all** programs and services funded by a specific solicitation. Each measure is mandatory unless it is not applicable to your approved grant-funded projects. Data are collected and entered for the following measures:

- Number of youth or youth and families served
- Number and percent of programs and initiatives employing evidence-based practices
- Number and percent of youth with whom an evidence-based practice was used
- Number and percent of program youth completing program requirements
- *Target Behavior Measure*—A target behavior may be considered a risk factor that program activities target to make a positive difference that changes the youth’s behavior for the better (for example, GPA, GED, School Attendance, Substance Use, etc.). You are provided with a list of 13 target behaviors. Select at least one that is applicable to your program activities (see the list provided below). Target behaviors are measured at two intervals: Short-term and Long-term Outcome (see definitions, page 7).
- Number and percent of program youth who OFFEND during the reporting period (Short-term and Long-term Outcome)
- Number and percent of program youth who RE-OFFEND during the reporting period (Short-term and Long-term Outcome)
- Number and percent of program youth who are VICTIMIZED during the reporting period (Short-term and Long-term Outcome)
- Number and percent of program youth who are RE-VICTIMIZED during the reporting period (Short-term and Long-term Outcome)

31. What are the target behaviors?

A target behavior is one your program has chosen to track for youth served by a particular program. The intention is to measure a “positive” change in behavior. Data collected for this measure may be used to assess any change needed to a program. For direct service projects, you must select at least 1 of the target behaviors offered that is applicable to your program activities (see examples of target behaviors below). Please note that selection of behaviors is based on the grant-funded program goals and activities. Grantees will measure short-term and long-term behavioral change for the selected behavior.

- | | |
|--|---------------------------|
| • Social Competence | • Employment Status |
| • School Attendance (includes Truancy) | • Family Relationships |
| • GPA | • Family Functioning |
| • GED | • Antisocial Behavior |
| • High School Completion | • Substance Use |
| • Job Skills | • Gang-Related Activities |
| | • Change in Knowledge |



32. How do I measure a change in behavior and enter that data for the target behaviors?

Target behaviors measure a positive change in behavior among program participants. When choosing target behaviors, the Grantee must establish whether the behaviors chosen are appropriate to the program's identified mission. Furthermore, the Grantee must ensure that these behaviors are a realistic measure for the program and determine how to measure and observe the change in behavior. Self-report or staff ratings are the most likely data sources.

Ideally, data are collected on the number of youth who demonstrate a positive change for a target behavior in each reporting period. For 'A', count the number of youth (or youth and/or family members) who are in a program or receiving services for the target behavior. For 'B', count the number of youth who demonstrate an improvement in the target behavior during the reporting period. These data are then totaled to input as one number for 'A' and one number for 'B' as requested in the PMT to determine the percentage of youth with a positive behavior change for the reporting period. To measure a change in target behavior, it is recommended that a method is chosen (for example, survey or assessment) and used before and after the education, treatment, or intervention (pretest and posttest). This method should be consistently applied at each step of data collection. Pretests and posttests help measure the behavior change from the beginning to the end of the program.

33. What is a short-term outcome?

Short-term outcomes for direct service programs are the benefits or changes that participants experience up to 6 months after completing the program's requirements. These generally include changes in behavior, attitudes, skills, and/or knowledge.

For programs designed to change the juvenile justice system, short-term outcomes include changes to the juvenile justice system that are realized up to 6 months after implementation.

34. What is a long-term outcome?

Long-term outcomes are the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in a recipient's behavior, attitudes, skills, and/or knowledge. They also include changes in practice, policy, or decisionmaking in the juvenile justice system. They are measured from 6 to 12 months after a youth completes program requirements. They should relate back to the program's goals (for example, reducing delinquency).

35. What are evidence-based programs?

Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (for example, Blueprints, OJJDP's Model Programs Guide, Substance Abuse and Mental Health Services Administration's Model Programs, State Model Program resources, etc.). These guides reference practices as well.

36. What is the target population?

The target population is those youth or (youth and/or families) who have been identified through planning activities as in need of services. Grant-funded projects may include any education, treatment, intervention, or approach specifically designed to meet the needs of the target population. This section, which is located on the 'Awards Information' page, asks that you identify characteristics for the target population (for example, age, gender, risk factors, geographic location of population targeted, ethnic/cultural background) for which program activities were designed for the project period, as well as those who you intend to serve for the project period. These selections are carried over for each reporting period and may be updated as needed.

37. How does OJJDP define "offend"?

The term **offend** refers to a first-time adjudication for a delinquent offense. Youth who are served by delinquency prevention programs, with a goal to keep them from becoming involved in the juvenile justice system, may be tracked or monitored for a first-time delinquent offense.

38. How does OJJDP define "reoffend"?

The term **reoffend** (or recidivism) refers to a subsequent, new delinquent offense. Previously adjudicated youth may be served by programs that offer delinquency intervention activities, which aim to prevent them from committing further offenses.

These youth are then tracked or monitored for adjudication of a new delinquent offense.

39. How is the "victimization" measure defined?

The **victimization** measure counts the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm to or adverse effects on a youth's property.

40. How is the "revictimization" measure defined?

The **revictimization** measure counts the number of youth who experience subsequent victimization. Revictimization can be physical or psychological; it also includes harm to or adverse effects on a youth's property.

OJJDP PMT HELPDESK

You can contact the OJJDP PMT Helpdesk Monday–Friday, 8:30 a.m. to 5:00 p.m. ET via email at ojjdpmt@ojp.usdoj.gov or call the toll-free number: 1–866–487–0512.

Access the Office of Juvenile Justice and Delinquency Program PMT at: <https://ojpsso.ojp.gov/>