



OJJDP Performance Measurement Tool (PMT)

User Guide for Grantees with Subgrantees

December 2017

*Please note that the Data Collection and Technical Assistance Tool (DCTAT) is now referred to as the OJJDP Performance Measurement Tool (PMT).

This guide has screenshots with explanatory text to highlight the features on each page of the PMT system. To get started, here are some quick tips for using the PMT system.

- Always click the **RED** button. Red buttons are used as indicators to the action required on that page. Clicking it completes the task or takes you to the next step.
- Always use the **YELLOW** navigation bar to switch between pages. Using the Back Arrow (←) on your browser prevents the PMT from running properly.
- Access the OJJDP PMT Helpdesk at: <https://ojdppmt.ojp.gov>
- For further assistance, please call 866–487–0512 or e-mail: ojdppmt@usdoj.gov

- Terms Used
- Steps in the Data Entry Process
- Helpful Hints
- Contact Information

GRANTEE	The primary recipient of a federal award from OJJDP. This organization submits an application to OJJDP for the federal award—for example, the state or local recipient or fiscal agent.
GRANTOR	The organization that makes secondary awards to other entities from the OJJDP award. Usually the same as the grantee—for example, the state or local recipient, or fiscal agent.
SUBGRANTEE/ SUBRECIPIENT	An organization or agency that does not receive funds directly from the federal government but from the state or another agency.
GRANT	The funding or award received from OJJDP.
PROJECT DESCRIPTION	A short description of the project that the application represents and the purpose of the requested funds.
REPORTING PERIOD	A time period in which activities were conducted and funds expended and obligated—for example, January to June 2015. This timeframe falls within the grant's project period.

Step 1: Login (slides 5–7)

Step 2: Review/Update Profile (slide 8)

Step 3: Grant Program Selection (slide 9)

Step 4: Subgrantee Data Entry (slides 10–18)

Step 5: Create a Report (slides 19–21)

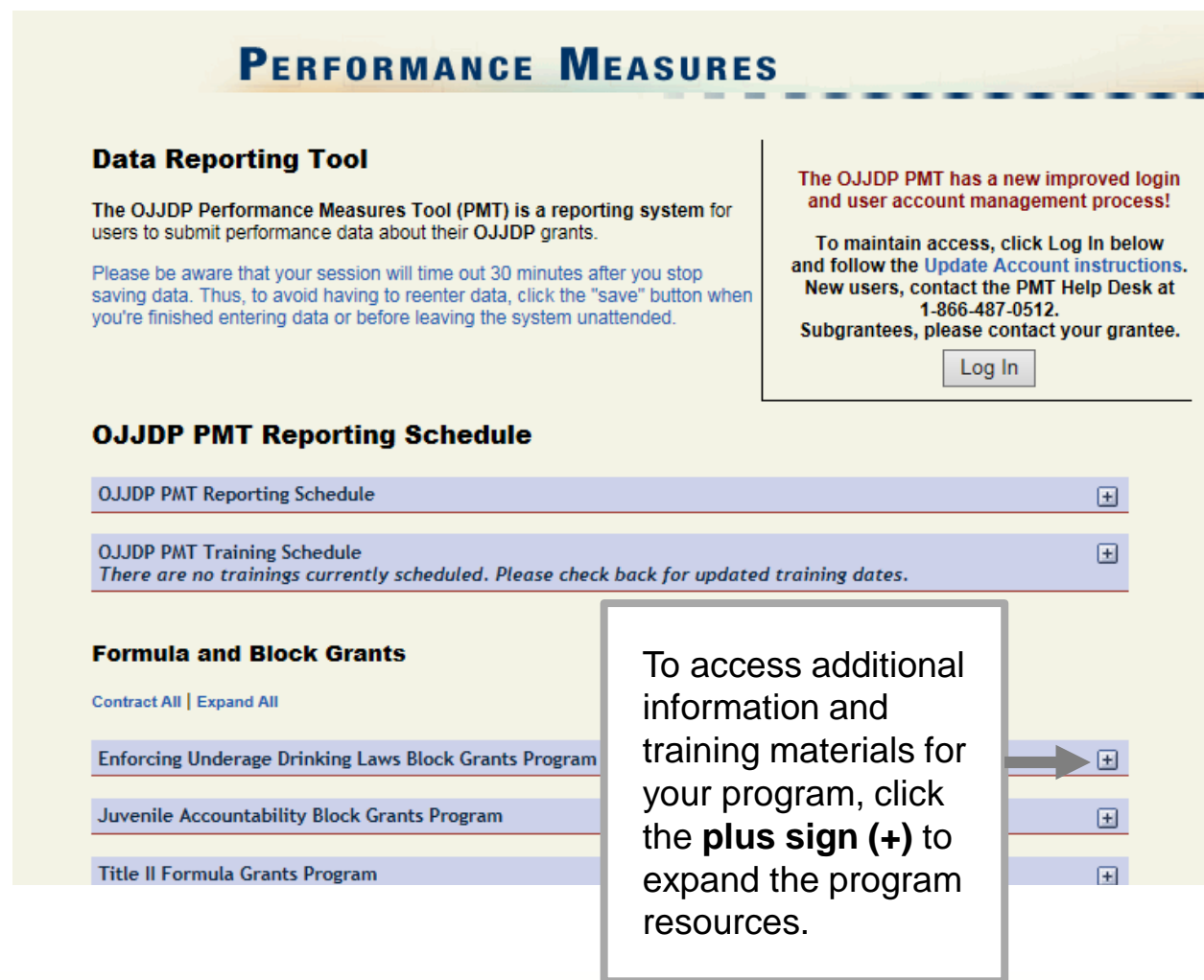
Helpful Hints: (slides 22–24)

Users can login to the PMT at <https://ojdppmt.ojp.gov>.

The sections on the PMT Login page for each program tab include:

- PMT Reporting Schedule
- PMT User Guide
- Performance Measures Grid
- Frequently Asked Questions (FAQ)
- Data Memos.

Please click the links to download training materials and other program-specific information.



PERFORMANCE MEASURES

Data Reporting Tool

The OJJDP Performance Measures Tool (PMT) is a reporting system for users to submit performance data about their OJJDP grants.

Please be aware that your session will time out 30 minutes after you stop saving data. Thus, to avoid having to reenter data, click the "save" button when you're finished entering data or before leaving the system unattended.

The OJJDP PMT has a new improved login and user account management process!

To maintain access, click **Log In** below and follow the **Update Account instructions**. New users, contact the PMT Help Desk at 1-866-487-0512. Subgrantees, please contact your grantee.

OJJDP PMT Reporting Schedule

OJJDP PMT Reporting Schedule

OJJDP PMT Training Schedule
There are no trainings currently scheduled. Please check back for updated training dates.

Formula and Block Grants

Contract All | Expand All

Enforcing Underage Drinking Laws Block Grants Program

Juvenile Accountability Block Grants Program

Title II Formula Grants Program

To access additional information and training materials for your program, click the **plus sign (+)** to expand the program resources.

Reporting Schedule


The **PMT Reporting Schedule** is also on the PMT Login page. Be mindful of your project due date and submit the data appropriately in the PMT.

OJJDP PMT Reporting Schedule

OJJDP PMT Reporting Schedule

OJJDP Grant Programs	Activity Period	PMT Due Date
Court Appointed Special Advocates Program ♦ Discretionary ♦ Enforcing Underage Drinking Laws Program ♦ Family Drug Court Program ♦ Juvenile Drug Court Program ♦ Juvenile Mentoring Programs ♦ Second Chance Act Mentoring ♦ Second Chance Act Reentry and Co-occurring ♦ Training and Technical Assistance ♦ Tribal Youth Program ♦ Violence Prevention Initiatives	January - June	July 30
	July - December	January 30
Juvenile Accountability Block Grant	April - March	June 30
Title V	October - September	November 30
Title II (Formula)	October - September	December 30
Tribal Juvenile Accountability Discretionary Grant	October - September	November 30

- Provide your **User Name** and **Password** to enter the Performance Measure Platform (PMP).
- *Your user name and password must be provided to you by your grantor.*
- The PMP Helpdesk is not authorized to provide subrecipients with this information.




U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

User Name	Password	
<input type="text" value="Email Address"/>	<input type="text" value="Maximum of 3 attempts"/>	<input type="button" value="Login"/>
		<u>Forgot Password</u>

Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.



[Privacy](#) | [FOIA](#)

Profile Page

Profile
To update your profile click the EDIT PROFILE button. To edit subgrantee user accounts click the MANAGE SUBGRANTEES button. To begin the data entry click the BEGIN DATA ENTRY button.

Edit Profile
Manage Subgrantees
Begin Data Entry

User ID STUM01155
Organization Name: Tile V/Formula Test
Address1: test
Address2: test
City: test
State/Territory: DC
Zip: 22201
Phone: 1231231234
Fax:
URL:

Formula Contact Information
Point of Contact: Test User
1231231234
test@test.com
Additional Contact:

2
Click **Begin Data Entry** to start the data entry process.

1
The **YELLOW** navigation bar at the top provides access to different pages in the system.
Do not use the back arrow on your browser.
Remember: The system will time out after **30 minutes** of inactivity.

First-time users will be taken to the **Profile** page. Check your profile for accuracy. Click the **Edit Profile** button to update information or **ADD** an additional contact to receive notices from the PMT. Click **Save** to save information entered.

This page displays first if you are a returning user. The **Grant Program Selection** page displays all reporting periods and grant programs available to the account.

Select a reporting period, and click **Go**.

Click the arrow to collapse (hide) or expand (view-all) **Current/Open Reporting Period** or **Closed/Read-only Reporting Period**.

Subaward Status Summary Page

- The **Subaward Status Summary** page lists all subawards available for the account. It also provides an overview of the data entry status for the subaward(s).
- Click on the **RED** button to begin data entry for the Subgrantee report.
- **NOTE:** The status indication varies depending on the progress of the data entry—see next page.

Home Profile Reports Recordings Log Out

Grant Program FFY 2008 January to June 2015 [Switch Grant Program](#)

2008 2008

Subaward Status Summary for 5272009

This page summarizes the data entry status of each award. If you are trying to access a subaward that does not appear here, please contact the administrator at ojjdp-dctat@csrincorporated.com.

Performance Measurement Reporting

	Organization	Measure Selection	Data Entry Status
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Continue Reporting</p> <p>Begin Reporting</p> </div>	5272009	Complete	Not Started
	5272009	Not Started	Not Started

For more information contact _____
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

The PMT contact information is available at the bottom of each web page during the data entry process for quick access to support.

Subaward Status Summary Page

Status on the **Subaward Status Summary** page:

Begin Reporting: User has **NOT** saved any data or started the reporting process.

Continue Reporting: User has begun entering data but has not completed the data entry process.

Complete: User has entered and saved data; the record is marked as complete.

Award Information Page

The **Award Information Page** is used as descriptive information to inform OJJDP about the population served and where and how services are provided.

Please answer if the project was operational and proposed activities were conducted during the reporting period:

- a) If **No**, scroll down to the bottom and click **Save**.
- b) If **Yes**, enter information about the award and population served.

2008
2008

Award Information
[Return to Home Screen for 5272009](#)
[Return to Award Information Summary](#)

Please answer Yes or No:
Was there grant activity during the reporting period?

Once you have entered the requested information, use the buttons at the bottom of the screen to save your changes.

Award Information

5272009

Solicitation: *None specified*

1. Please enter the subaward number:

2. Please enter the award start date:
 (mm/dd/yyyy)

3. Please enter the award end date:
 (mm/dd/yyyy)

4. Please enter the total amount of grant:
 \$ (Federal Funds only)
*Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.

5. Was there grant activity during the reporting period? Grant activity is defined as proposed activities in the OJJDP-approved grant application that are implemented or executed with the OJJDP grant.

Yes No

Target Population

Some grants require demographic information.

1. Enter information about the **Target Population** served. Check all boxes that answer questions in column 1 and column 2 (if applicable).
2. Please enter target population information based on the following criteria:
 - 1) Who did you serve during the reporting period?
 - 2) Who did the award target during the reporting period?
3. Click **Save** at the bottom of the page to continue.

NOTE: This may not be applicable for awards used only for system improvement. Then mark the **Youth population not served directly** checkbox.

Target Population for this Award			
Please check the appropriate boxes to indicate for this award: 1. The population actually served during the project period; and 2. The populations, if any, to which the program offers targeted services.			
Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).			
	Population	1. Did you serve this group during the project period?	2. Did this award provide targeted services for any of the following groups?
R A C E / E T H N I C	American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>
	Asian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Black/African American	<input type="checkbox"/>	<input type="checkbox"/>
	Caucasian/Non-Latino	<input type="checkbox"/>	<input type="checkbox"/>
	Hispanic or Latino (of any race)	<input type="checkbox"/>	<input type="checkbox"/>
	Native Hawaiian and Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
	Other Race	<input type="checkbox"/>	<input type="checkbox"/>
	White/Caucasian	<input type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
	J U S T I C E	At-Risk Population (no prior offense)	<input type="checkbox"/>
First Time Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Repeat Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Sex Offenders		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Status Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Violent Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Youth population not served directly		<input type="checkbox"/>	<input type="checkbox"/>
G E N D E R	Male	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
A G E	0-10	<input type="checkbox"/>	<input type="checkbox"/>
	11-18	<input type="checkbox"/>	<input type="checkbox"/>
	Over 18	<input type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>

Measures Selection

1. Click **Select Measures** to continue.

NOTE: Some programs require **Program Category Selection** before measures selection. Please follow the prompt by the system appropriately.

Allocated Amount and **Program Category** is not required for all programs.

However, where required, please distribute project-funded activities accordingly. Allocated amount **MUST** add up to the total subgrant amount.

Juvenile Mentoring Grant Program 2013-ME-NT-0000 July to December 2014 [Switch Grant Program](#)

2008-ME-NT-0000 2013-ME-NT-0000

Award Information Summary [Return to Home Screen for 5272009](#)

[Edit Award Info](#) **Select Measures** 1

Award Information saved.

Measure Selection Status: In progress Data Status: Not Started

2012-TY-FX-0000 2015-tt-xx-0123

Program Category Selection [Return to Home Screen for test](#) [Return to Award Information Summary](#)

Specify Program Category

Select one or more primary program category for grant-funded activities.

	Program Category
<input checked="" type="checkbox"/>	Planning Year
<input checked="" type="checkbox"/>	1 - Prevention Services

Discretionary Grant Program 2013-JF-BX-0001 July to December 2014 [Switch Grant Program](#)

Program Category Selection [Return to Home Screen for test](#) [Return to Award Information Summary](#)

Specify Program Category

Select one or more primary program category for grant-funded activities. Once data for a program category has been saved, you will deselect it in future reporting periods. Any funds reported only represent an estimate of dollars allocated or used for activities covered.

	Program Category	Allocated Amount
<input checked="" type="checkbox"/>	1 - Direct Service Prevention	\$ [25.00]
<input type="checkbox"/>	2 - Direct Service Intervention	\$ []

Measures Selection

Grant Program: 2013-ME-NT-0000 July to December 2014 [Switch Grant Program](#)

2008-ME-NT-0000 | 2013-ME-NT-0000

Measure Selection [Return to Home Screen for test](#) [Return to Award Information Summary](#)

Select Measures

Please make your selections below.

Select all applicable measures for project funded.
There are types of measures: **Mandatory**, **Applicable Mandatory**, and **Target Behaviors**.

The following measures are **MANDATORY**

Measure	Type
1 Number and percent of youth with whom an evidence-based program or practice was used	Output
2 Increase in Number of Pro...	
3 Number and percent of pro...	
4 Number and percent of tra...	

Mandatory Measures

You must **select at least 1** of the following target behaviors

Select	Measure	Type
<input type="checkbox"/>	3a Antisocial behavior	Short Term Outcome Long Term Outcome

Applicable Mandatory Measures

You must select all measures that apply to your program.

Select	Measure	Type
<input type="checkbox"/>	6 Number and percent of program youth who RE-OFFEND (Short Term Measure)	Short Term Outcome
<input type="checkbox"/>	7 Number and percent of program youth who RE-OFFEND (Long Term Measure)	Long Term Outcome
<input type="checkbox"/>	8 Number and percent of program youth who are VICTIMIZED (Short Term Measure)	Short Term Outcome

- Make sure to select all appropriate measures for your funded grant activity.
- Keep in mind that measures selection is for the life of the award.

Begin Data Entry

1. The system will indicate when measures have been selected. Click **Enter Data** to continue with the data entry process.
2. Enter numerical data in the fields provided for each measure. Data should be entered for each selected program area. Then click **Save** to continue.

Tip: If you selected more than one program category, click **Save** to take you to the next program category to enter data.

2008-ME-NT-0000
2013-ME-NT-0000

Award Information Summary

[Return to Home Screen for test](#)

Edit Award Info
Select Measures
Enter Data
1

Your selections have been saved.

Measure Selection Status: Complete **Data Status:** Not Started

Grant Program Indicator	December 31, 2014
1. Number and percent of youth with whom an evidence-based program or practice was used Output	
A. The number of youth served using an evidence-based program or practice	
B. Total number of youth served during the reporting period	
C. Percent (A/B)	
2. Increase in Number of Program Mentors Recruited Output	
A. The increase in number of program mentors recruited (ready for training) during the reporting period	
3. Number and percent of program mentors successfully completing training Output	
A. Number of program mentors successfully completing training during the reporting period	
B. Total number of program mentors who began training during the reporting period	
C. Percent (A/B)	

Data Entry
[Return to Home Screen for test](#)
[Return to Award Information Summary](#)

Grant Program Indicator

 December 31, 2014 |

1. Number and percent of youth with whom an evidence-based program or practice was used Output	
A. The number of youth served using an evidence-based program or practice	<div style="background-color: red; color: white; padding: 5px 15px; border-radius: 5px; font-size: 24px; font-weight: bold;">2</div> <input style="width: 100px; border: 1px solid gray;" type="text" value="0"/>
B. Total number of youth served during the reporting period	<input style="width: 100px; border: 1px solid gray;" type="text" value="0"/>
C. Percent (A/B)	Calculated Value: 0%
2. Increase in Number of Program Mentors Recruited Output	
A. The increase in number of program mentors recruited (ready for training) during the reporting period	<input style="width: 100px; border: 1px solid gray;" type="text" value="0"/>
3. Number and percent of program mentors successfully completing training Output	
A. Number of program mentors successfully completing training during the reporting period	<input style="width: 100px; border: 1px solid gray;" type="text" value="0"/>

Submit Data to Grantor

- Once all numeric data has been entered, click **Submit Data to Grantor** to complete data entry. This tells the system you have no more data to enter for this record.
- Confirm that data entry is complete for this record by selecting **Yes**. If the data entry is not complete, select **No** to go back and edit previous pages.

Grant Program FFY 2008 January to June 2015 [Switch Grant Prog](#)

2008 2008

Award Information Summary [Return to Home Screen for 5272009](#) **1**

[Edit Award Info](#) [Select Measures](#) [Enter Data](#) **Submit Data to Grantor** [Delete Data and Award Information](#)

Your Data Has Been Saved.
 Measure Selection Status: Complete Data Status: In progress

Juvenile Mentoring Grant Program Indicator June 30, 2015

1. Number and percent of youth with whom an evidence-based program or practice was used	Output	
A. The number of youth served using an evidence-based program or practice		0

Submit Data to Grantor [Return to Home Screen for 5272009](#) [Return to Award Information Summary](#)

Please review the information below. Once you submit this information to your Grantor, the information will be locked to editing. To make changes you will need to contact your Grantor. Are you sure you want to submit this information to your Grantor? **Yes**

2

Award Information

5272009

Solicitation: None specified

Subaward Number: 23245

Award Start Date: 07/01/2014

Award End Date: 12/31/2016

NOTE: Once data has been submitted to grantor, your data entry in the PMT is completed. If edits needed to be made, contact your grantor. Next Step: Create a report for your record, or logout of the PMT.

Create a **Performance Data Report** for your record. Click the **Reports** tab to create a report. All statuses for all records for which data was entered **MUST** show as **Complete** before a report can be created.

Home Profile **Reports** Recordings Log Out

Juvenile Mentoring Grant Program FFY 2008 July to December 2014 [Switch Grant Program](#)

Subaward Status Summary for 5272009

This page summarizes the data entry status of each award. If you are trying to access a subaward that does not appear here, please contact the administrator at ojjdp-dctat@csrincorporated.com.

Performance Measurement Reporting

Organization	Measure Selection	Data Entry Status
5272009	Complete	Complete

[View Reporting](#)

Reports Menu

Use the drop-down menus provided below to select the type of report you would like to view. You must create a separate Performance Data Report for each award that was active/open during the reporting period and submit those reports to OJJDP through the GMS system.

Reports

Performance Data Report

Reporting Period: July 1, 2014 - December 31, 2014
 All Reporting Periods

Federal Fiscal Year: 2008

[Run Report](#)

Click **Run Report** under the **Reports Menu** to create a report for your record.

OJJDP Step 5: Create a Report (cont.)

Sample Error Message

The screenshot displays the OJJDP Grants Management System (GMS) interface. At the top, there is a navigation bar with links for Home, Profile, Reports, Recordings, and Log Out. Below this, the system logo and the text '2012-JF-FX-00' and 'October 2013 to September 2014' are visible, along with buttons for 'Switch Grant Program' and 'Switch Federal Award'. The main content area is titled 'Areas for Further Review' and contains a message: 'Thank you for using the DCTAT. The system has identified the following issues which must be resolved before your data can be marked as final and you can generate your final Performance Data report to submit to OJJDP through the Grants Management System (GMS).'

You have 1 incomplete record.

Overall Status	User ID
In Progress	TEST0001S

If you have any questions, please contact the system administrator at 1-866-487-0512

[Create Sample Performance Data Report](#)

- The **Areas for Further Review** page appears if data entry is not complete for the selected federal award.
- Please follow the instructions to complete the indicated section.
- You must complete all required fields to create the mandatory Performance Data Report.

View of Performance Data Report

This is an example of your Performance Data Report. Depending on your Internet browser, you can save a copy or print it out for your records.

OJJDP DCTAT Performance Data Report
Juvenile Mentoring Grant Program
Subgrantee: 5272009
Federal Fiscal Year: 2008
Reporting Period: July 1 - December 31, 2014

The Performance Data Report is created for the 5272009 and represents performance measurement data entered into OJJDP's Data Collection Tool (DCTAT) for Federal award number 2008-ME-NT-0000. The award amount is \$1,001,345. Any dollars shown only represent an estimate of funds allocated or used for activities covered by the Federal award cited.

The performance measurement data were entered by the grantee (and subgrantees, where applicable) for activities conducted between July 1, 2014 and December 31, 2014. Please note that the data contained in this report are aggregated to include data collected by subgrantees awarded funds from this Federal award.

SELECTED PROGRAM CATEGORIES

The following table displays the selected program category for which awards and dollars will fund activities through the Federal award cited above. Any dollars shown only represent an estimate of funds allocated or used for activities covered by this Federal award.

Data were reported for 1 program category :

Program Categories Selected	Number of Subwards	Total Dollars Allocated
PC 1: Mentoring	1	\$1,345
Subaward PC Allocations Total	1	\$1,345

Performance Data Reported
July 1, 2014 - December 31, 2014

Mentoring	Data Provided
1. Number and percent of youth with whom an evidence-based program or practice was used (OP)	
A. The number of youth served using an evidence-based program or practice	0
B. Total number of youth served during the reporting period	0
C. Percent (A/B)	
2. Increase in Number of Program Mentors Recruited (OP)	0
3. Number and percent of program mentors successfully completing training (OP)	
A. Number of program mentors successfully completing training during the reporting period	0
B. Total number of program mentors who began training during the reporting period	0
C. Percent (A/B)	
4. Number and percent of trained program mentors with increased knowledge of the program area (OP)	
A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period	0

Keep Profile Information Updated

New and returning users are asked to make sure the profile page has correct and complete contact information. If contact information is wrong, please update your information. Also be sure to update the additional contact information. This is vital for us to keep you updated on the PMT and performance measures.

Always Click the RED Button

Red buttons are used as indicators of what action is required on that page. Select the red button, and it will complete the action or take you to the next step.

If You Have a Question About What a Measure Means

On the data entry page, each measure, underlined in blue, is a link to a definition of that measure. Click the link to open a new window on your computer that shows you a definition of that measure.

Measure Definitions

Click any **BLUE** measure, and a definition/description opens in a new window.

Selected Program Areas	Designation
Primary: 7 Court Services	Intervention-type Activities

PA 7 Court Services	September 30, 2010
11. Number of program youth served Output	
A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	<input type="text" value="0"/>
16. Number and percent of program youth who RE-OFFEND (Short Term Measure) Short Term Outcome	
A. Total number of program youth served	<input type="text" value="0"/>
B. Number of program youth tracked during this reporting period	<input type="text" value="0"/>
C. Of B, the number of program youth who had a new arrest or delinquent offense during this reporting period	<input type="text" value="0"/>
D. Number of program youth who were recommitted to a juvenile facility during this reporting period	<input type="text" value="0"/>
E. Number of program youth who were sentenced to adult prison during this reporting period	<input type="text" value="0"/>
F. Number of youth who received another sentence during this reporting period	<input type="text" value="0"/>
G. Percent RECIDIVISM (C/B)	Calculated Value:
17. Number and percent of program youth who RE-OFFEND (Long Term Measure) Long Term Outcome	
A. Number of program youth who exit	
B. Of A, the number of program youth who were	
C. Number of program youth who were	
D. Number of program youth who were	
E. Number of youth who received an	
F. Percent of Long Term RECIDIVISM	
21. Number and percent of program youth who exit	
A. Number of program youth who exit	
B. Total number of youth who exit	
C. Percent (A/B)	

Indicator Detail Summary

Indicator Number: 2

Indicator Type: Output

Indicator Title: Number of program youth served

Indicator Description: An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.

close window

***On behalf of OJJDP and the PMT Team,
we thank you for your dedication and hard work!***

- Access the PMT at: <https://ojdppmt.ojp.gov>
- PMT Helpdesk
 - Monday–Friday, 8:30a.m.–5:30p.m. ET
 - Toll free number: 866–487–0512
 - E-mail: ojdppmt@usdoj.gov