



FAQ

Frequently Asked Questions for Grantees

Second Chance Mentoring Program

Performance Measurement Tool (PMT) Specific Questions

1. *When I begin entering data, can I log out and finish at a later date?*

Yes, once you hit the *Save* button at the bottom of the screen, all your work up to that point is saved. When you log in again, you can pick up where you left off.

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

If data are not available for the reporting period, enter zero (0) to indicate that you have no data to enter.

3. *Are we required to report on all applicable performance measures or only on those for which we can and are able to provide data?*

Grantees are required to enter data on all performance measures that are applicable to activities proposed in their grant application. Applicable activities mean those you are funding for which data can be collected for that measure. If you do not have data to enter for the reporting period, enter zero (0) for each of those measures.

4. *How will the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Performance Measurement Tool (PMT) distinguish legitimate values of zero from missing data?*

The PMT provides a function button, *Add Comments*. Click this button to open a window that will allow you to explain the data reported (or not reported) for the period. For example, you may state, "For measure #1, the data were not available because of X, Y, and Z. Therefore, a value of zero (0) was entered. We plan to collect these data in the next reporting period."

5. *Please clarify what "Subgrantees" refers to. Our agency is contracting with a vendor to provide some services for part of our population. Would a contracted vendor paid for by grant money be considered a "Subgrantee"?*

A Subgrantee is considered an additional organization that will be receiving a portion of the grant from you to fund its own program/organization. A Subgrantee is not a vendor you are hiring for services.

6. *When the submission period is closed for reporting, how do I enter data?*

You cannot enter data once the system is closed for data submission. Please e-mail your OJJDP Program Manager about having the PMT reopened for data entry, and "cc" the PMT Helpdesk so that we may unlock the reporting period for you.

7. *What is the difference between pre-release and post-release offenders?*

Pre-release refers to offenders who are participating in services while they are still incarcerated and who are not yet released. Post-release refers to offenders who are participating in services after they have been released from incarceration.

8. *Do programs have to be either pre-release or post-release?*

Second Chance Mentoring programs vary. Some serve only pre-release offenders, some serve only post-release offenders, and some serve both. Report on the population that you are serving in your program.

9. *The pre-release part of our program is being funded with other funds, but our post-release program is being funded with these funds. How should I report this?*

You should only report data for services and individuals served with these funds. However, if funds were provided as “matched funds” for this grant and these matched funds were included in your budget for this grant, those funded activities should also be included.

10. *What is the difference between youth who qualify and youth who are enrolled?*

The number of youth who **qualify** for mentoring reentry services refers to the number of youth who are eligible or targeted to participate in mentoring reentry services. This number will be reported only once—at the beginning of your grant program. The number **enrolled** represents the number of youth who participate in the program. For example, 5,000 youth being released might qualify for mentoring reentry services, but only 100 might enroll due to program capacity and other limitations.

11. *Do you want to know how many mentoring partners we have or just how many programs have partners¹?*

Only report how many of your mentoring programs have active mentoring partners. You do not have to report how many partners you currently have. For example, you may have one mentoring program and that program might have no partners. In this case, you will report zero (0) for the “A” value of this measure.

12. *What does having completed program requirements mean?*

A youth having completed program requirements means the youth has fulfilled all the program requirements necessary for completion. Program requirements vary by program, but they should be a predefined list of requirements or obligations that participants must meet before program completion. Do not include youth who are still receiving services.

13. *Some of the questions are the same, but one is for short-term data and one is for long-term data. What is the difference between short-term and long-term data?*

Yes, you will see several questions, such as the target behavior and victimization measures, twice. One question asks for the short-term data and one asks for the long-term data. Short-term data refer to youth who are still in the program and have achieved these results or who have achieved them within **0–6 months** after leaving the program. Long-term data refers to **6–12 months** after the youth have left or completed the program.

14. *What is the difference between program youth who were adjudicated and program youth who had technical violations during the reporting period²?*

You will be reporting the number of participating program youth who were adjudicated for a new delinquent offense during the reporting period. This does NOT include technical violations. You will also be asked to report the number of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period. Both short- and long-term data are required for these measures.

¹ Outcome Performance Measures #9

² Outcome Performance Measures #12 - 15

15. How would you define a juvenile residential facility?

A juvenile residential facility is a place where young people who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.

16. How is anti-social behavior defined?

Anti-social behavior is a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, failure to conform to social norms, etc.).

17. How is change in family relationships defined?

Change in family relationships is any positive change that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support.

18. How is social competence defined?

Social competence is the ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations.

19. How is social support defined?

Social support is a person's perceived or actual network of friends, family, acquaintances, and other positive resources, which he or she looks to in times of stress.

20. I have a question about one of the performance measures. Whom do I contact?

Each measure is underlined to signify that it is a live link. When you click on a link, a new window will open with the measure's definition. If you are still unsure about the answer to your question, please contact the PMT Helpdesk at **1-866-487-0512** or by e-mail at ojdppmt@ojp.usdoj.gov and we will assist you.

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 ojdppmt@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://ojpssso.ojp.gov/>