



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 PMT 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
- State Level Resources
- 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 6–8)

Step 2: Review/Update Profile (slide 9)

Step 3: Grant Program Selection (slide 10)

Step 4: Grantee Data Entry (slides 11–20)

Step 5: Subgrantee Data Entry (slides 21–24)

Step 6: Create a Report (slides 25–30)

State-Level Resources and Management of Subgrantees

- Subgrantee management (*create subgrantee account; subgrantee login, etc.*) (slides 31-37)
- If you decide to have subgrantees report for themselves (slides 38–42)
- Delete subgrantee and subgrantee data (slides 43–46)

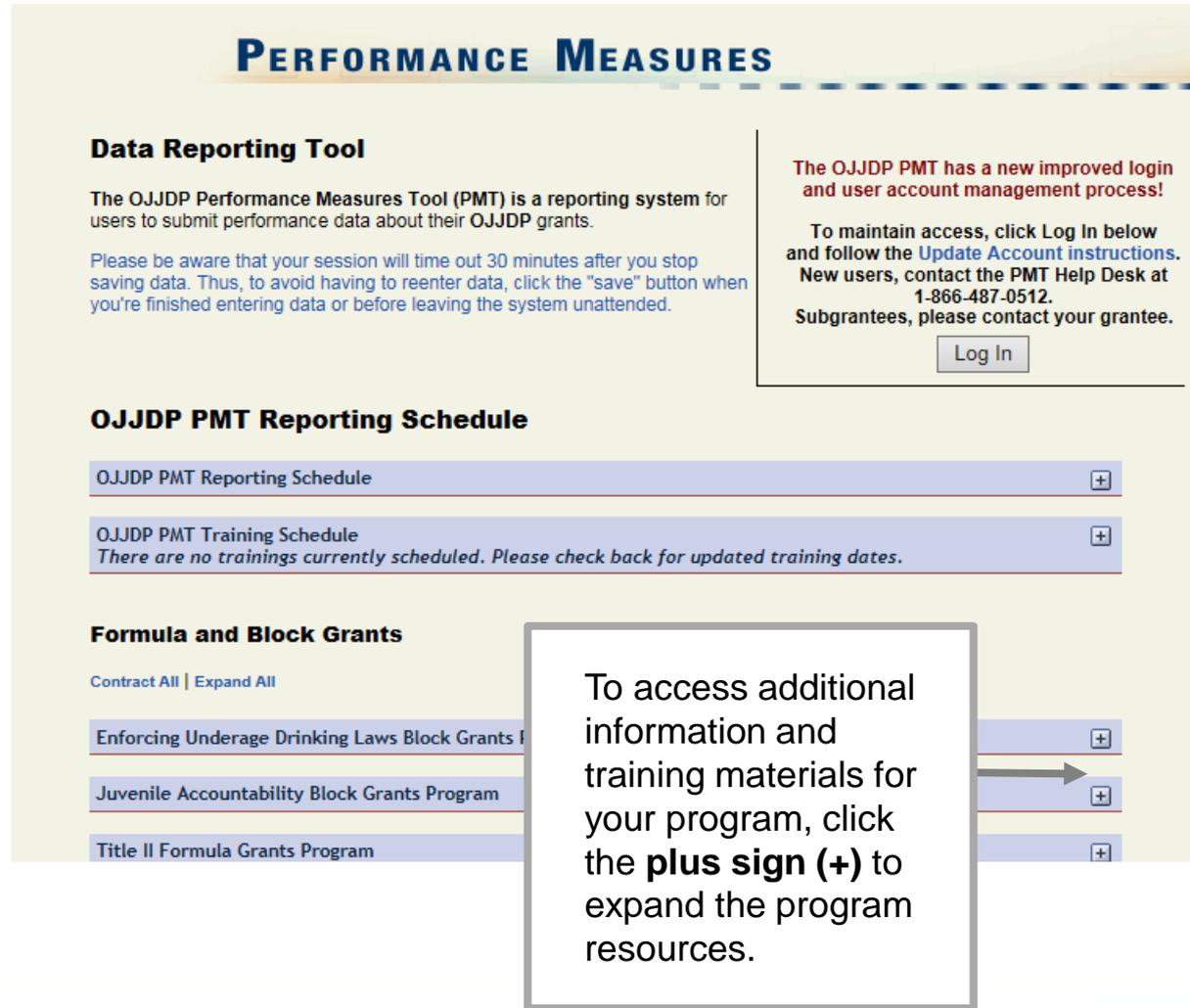
Helpful Hints (slides 47–48)

Users can login to the PMT at <https://ojjdpmt.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

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.

The **PMT Reporting Schedule** is also located on the PMT Login page. This page highlights when grantee data is due in the PMT for each grant program as well as the activity period.

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

OJJDP Step 1: Login (cont.)

- Provide your **User Name** and **Password** to enter the Performance Measure Platform (PMP).



The screenshot shows the login page for the OJJDP Performance Measurement Platform. At the top, it features the U.S. Department of Justice logo and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs Innovation • Partnerships • Safer Neighborhoods". Below this is the title "Performance Measurement Platform". The login form is highlighted with a red border and contains two input fields: "User Name" (with a question mark icon and placeholder "Email Address") and "Password" (with placeholder "Maximum of 3 attempts"). A "Login" button is located to the right of the password field, and a "[Forgot Password](#)" link is positioned below it. A red note at the bottom of the form states: "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." The footer of the page includes logos for BJA, OVC, OJJDP, and NIJ, along with a "Privacy | FOIA" link.

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.



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

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.

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

1

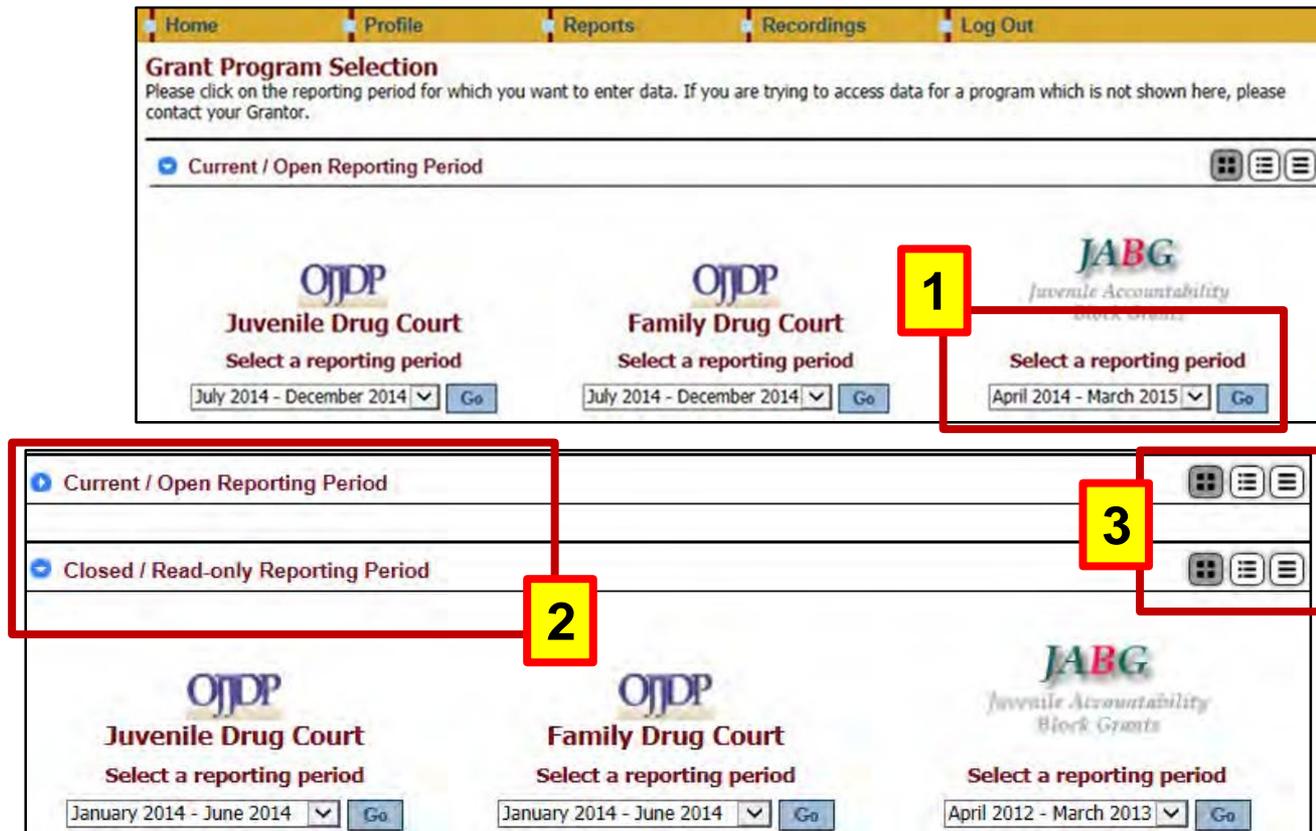
First-time users will be taken to the **Profile** page. Check your profile for accuracy. To make changes, update your contact information in the Grants Management System (GMS) and contact your State Policy Advisor.

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.

If you are a returning user, this Grant Program Selection page will display first. This page displays all reporting periods and grant programs available to the account.

1. Select a reporting period and click **Go**.
2. Click the arrow to collapse (hide) or expand (view all) **Current/Open Reporting Period** or **Closed/Read-only Reporting Period**.
3. Click on these options to change the display format of the reporting periods.



Select Grant Award page

Home Profile Reports Recordings Log Out

OJJDP

July to December 2014

Switch Grant Program

Please Select

Please select from the following list:

- [View Federal Award 2012-TY-FX-0000](#)
- [View Federal Award 2015-tt-xx-0123](#)

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

- Grantees are required to enter data for activities that occurred during the reporting period related to the specific federal award.
- The **Federal Award** selection page lists all active federal awards for the account.
- Click on **View Federal Award** to report for that specific award.
- The PMT contact information is available at the bottom of each web page during the data entry process for quick access to support.

Management of the Federal Award

- If this is your first time reporting for the federal award, the **Management of Federal Award** page will be available to you. Select one of the three choices to continue. *Keep in mind the selection is for the life of the award; any changes can affect data entry.*

Home Profile Reports Recordings Log Out

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

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

Management of the Federal Award

For Award Number 2013-ME-NT-0000, please indicate whether

Your agency provides grant funds **ONLY** to one or more other subgrantees who implement project services and activities

Your agency uses the grant funds to implement project services or activities (DOES NOT include administrative expenses)

Both of the above statements apply to how funds are used

[Save](#)

Tip: Those accounts with multiple federal awards, click on the Federal Award# tab to switch between awards.

Tip: Click **Switch Grant Program** to switch between programs (*if applicable*) or change reporting period. Do not use the back button on your browser.

Grantee Status Summary

The **Grantee Status Summary** page provides an overview of the data entry.

- Click the **RED** button under **Data Entry Status** to begin data entry for the grantee or subgrantee report.
 - Please note that the status indication varies depending on the progress of the data entry—see next slide.*
- Use the **Home** tab on the **Navigation Bar** to take you back to the **Grantee Status Summary** page.
- Any Subgrantees created for the federal award will also be displayed on the **Grantee Status Summary** page under the subsection **Subgrantee Performance**.

The screenshot shows the OJJDP Performance Measurement Tool (PMT) interface. At the top, there is a navigation bar with tabs: Home (highlighted with a red box), Profile, Reports, Recordings, and Log Out. Below the navigation bar, the page title is "Grantee Status Summary for test". The program is identified as "2008-ME-NT-0000" for the period "July to December 2014".

The main content area is titled "Grantee Status Summary for test" and includes a sub-section "Management of the Federal Award" for award number "2008-ME-NT-0000". It states that grant funds are used for activities implemented by the grantee and subgrantees, with a "Change This Designation" button.

The "Grantee Performance" section contains a table with the following data:

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting	Not Created

The "Subgrantee Performance" section contains a table with the following data:

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	
5272009	CSAT0025G	2008-ME-NT-0000	Jan 12 - Dec 15	\$1,000.00	In Progress Continue Reporting	Edit
5272009	CSAT0025G	2008-ME-NT-0000	Jul - Dec 11	\$50,000.00	Not Active Not Reporting	Edit

Grantee Status Summary Page

Below is an overview of the meaning of “Status” on the **Grantee Status Summary** page:

- **Begin Reporting:** Grantee has NOT saved any data.
- **Continue Reporting:** Grantee has begun entering data but has not completed the data entry process.
- **Complete:** Grantee has entered and saved data; the record is marked as complete.
- **Not Created:** Data entry is complete but grantee has not created a *Performance Data Report*.
- **Created:** Data entry is complete and grantee has created a *Performance Data Report*, all data entry are completed for the PMT.

Award Information Page

- On the **Award Information Page**, grantees should enter basic information about the federal award.
- This page is used to inform OJJDP with descriptive information about the population served and where and how services are provided.
- Enter information for all requested fields.

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

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

Please enter the total amount of federal award used for activities during this reporting period
Please enter the project title.

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

Award Information

test

Solicitation: *None specified*

Federal Award Number: 2008-ME-NT-0000

Award Period Start Date: 01/01/2009

Award Period End Date: 12/31/2016

Federal Award Amount: \$1,000,000

1. Please enter the total amount of federal award used for activities during this reporting period :

\$ *Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.

2. Please enter the Federal Congressional District(s) where services are provided:

At-large (00)

01

02

03

04

Current Selection:
AK-00

To select multiple entries for district(s), hold down CTRL and then left on click the entries you wish to select.

Click on <http://www.house.gov>, to use the Zip Code(s) of the area(s) served by the project to determine the Federal Congressional District (s).

3. Please enter the Project Title:

Target Population

- Some grants require demographic information.
- On this page, enter information about the **Target Population** served. Check all boxes that answer questions in column 1 and column 2, if applicable.
- NOTE:** This may not be applicable for awards used only for system improvement. If this is true, 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 type="checkbox"/>	<input type="checkbox"/>
Status Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Violent Offenders		<input type="checkbox"/>	<input type="checkbox"/>
G E N D E R	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
	Male	<input type="checkbox"/>	<input type="checkbox"/>
	Female	<input type="checkbox"/>	<input type="checkbox"/>
A G E	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
	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"/>

Please enter target population information based on the following criteria:

- Who did you serve during the reporting period?
- Who did the award target during the reporting period?

Click **Save** at the bottom of the page to continue.

Measures Selection

- Click **Select Measures** to continue.
- **NOTE:** Some programs require **Program Category Selection** before measures selection. Please follow the prompt by the system appropriately.

Award Information Summary 2013-ME-NT-0000 July to December 2014

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

Select Measures

Award Information saved.

Program Category Selection 2012-TY-FX-0000 2015-tt-xx-0123

Specify Program Category

Select one of

Program Category Selection 2013-JF-BX-0001 July to December 2014

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 grant/subgrant amount.

Allocated Amount	
\$	25.00
\$	
\$	
\$	

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 Info](#)

Select Measures

Please make your selections below.

Mandatory Measures

The following measures are mandatory for your program. You must **select at least 1** of the following target behaviors.

Select	Measure
<input type="checkbox"/>	3a Antisocial behavior
<input type="checkbox"/>	3b Family relationships

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
<input type="checkbox"/>	9 Number and percent of program youth who are VICTIMIZED (Long Term Measure)	Long Term Outcome

Select all applicable measures for project funded.

Types of measures include: **Mandatory, Applicable Mandatory, and Target Behaviors**. 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.
3. Then click **Save** to continue.

Award Information Summary 2008-ME-NT-0000 2013-ME-NT-0000

[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)

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 **2**

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) 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

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

C. Percent (A/B) Calculated Value: 0%

4. Number and percent of program mentors successfully completing training Output reporting

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

Mark Data as Complete

Statewide Performance Summary [Return to Home Screen for Test](#)

[Edit Award Info](#) [Select Program Categories](#) [Enter Data](#) [Mark Data as Complete](#)

Your Data Has Been Saved.

Mark Data as Complete [Return to Home Screen for Test EUDL](#) [Return to Award Information Summary](#)

Please review the information below. Are you sure you want to mark this data as complete? [Yes](#) [No](#)

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

[Edit Award Info](#) [Select Program Categories](#) [Select Measures](#) [Edit Data](#) [Return to Home](#)

Measure Selection Status: Complete Data Status: Complete

1. Once all numeric data has been entered, click **Mark Data as Complete** to complete data entry. This tells the system you have no more data to enter for this record.
2. Confirm for the system that data entry is complete for this record by selecting **Yes**. If not, select, **No** to go back and edit previous pages.
3. Once data has been marked as complete, select the **Return to Home** button to report for Subgrantees.

Begin Reporting

The following slides apply to entering data under the grantee's account. See "**Subgrantee Management**" section for subgrantees entering their own data.

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

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

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Management of the Federal Award

2013-ME-NT-0000

For Award Number 2013-ME-NT-0000 , you have indicated that grant funds are used for activities implemented by the grantee and subgrantees.

[Change This Designation](#)

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000.00	Performance Data	Complete View Reporting	Not Created

Subgrantee Performance

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	
5272009	CSAT0025G	Mentor Sub Test	Jul 14 - Dec 16	\$200.00	Not Started Begin Reporting	Edit Remove

1. Click **Begin Reporting** if this is the first time entering data for the subgrantee.
2. Click **Continue Reporting** if data have been entered for the subgrantee in the previous reporting period.
3. **NOTE:** As the grantor, you may enter data for each subgrantee under your user ID and password **OR** under the subgrantee's user ID and password.

Award Information

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?
Please enter the project title.
Please enter the project description.

Once you have entered the requested information, use the buttons at the top of the page to return to the Home Screen for this award, the Award Information Summary page, or the Target Population for this Award page.

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 expended.

5. Was there grant activity during the reporting period in the OJJDP-approved grant application?
 Yes No

Target Population for this Award

Please check the appropriate boxes to indicate for this award:
 - The population actually served during the project period; and

Enter information about the **Target Population** served. Check all boxes that answer questions in column 1 and column 2 (if applicable).

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

T	Native Hawaiian and Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
H	Other Race	<input type="checkbox"/>	<input type="checkbox"/>
I	White/Caucasian	<input type="checkbox"/>	<input type="checkbox"/>
C	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
	At-Risk Population (no prior offense)	<input type="checkbox"/>	<input type="checkbox"/>
J	First Time Offenders	<input type="checkbox"/>	<input type="checkbox"/>
U	Repeat Offenders	<input type="checkbox"/>	<input type="checkbox"/>
S	Sex Offenders	<input type="checkbox"/>	<input type="checkbox"/>
T	Status Offenders	<input type="checkbox"/>	<input type="checkbox"/>
I	Violent Offenders	<input type="checkbox"/>	<input type="checkbox"/>
C	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
E			
G	Male	<input type="checkbox"/>	<input type="checkbox"/>

Data entry

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

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

Select Measures

Please make your selections below.

Mandatory Measures

The following measures are **MANDATORY**

Measure	Type
---------	------

2

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

[Edit Award Info](#) [Select Measures](#) [Enter Data](#)

Your selections have been saved.

Measure Selection Status: Complete Data Status: Not Started

1. Continue with subgrantee data entry by selecting all applicable measures for the funded program and entering all numeric data for the required measures.
2. Follow through with the system prompts and enter information for all requested fields.

Tip: Click on the **red** button to continue with the next step of the data entry process. Remember to click **Save** to save your work.

Mark Data as Complete

Award Information Summary Return to Home Screen for 5272009

Edit Award Info
Select Measures
Enter Data
Mark Data as Complete
Delete Data

Your Data Has Been Saved.

Measure Selection Status: Complete Data Status: In progress

1

1. Once all numeric data have been entered for the subaward, to complete data entry, click **Mark Data as Complete**. This step indicates you have no more data to enter for this record.

Mark Data as Complete Return to Home Screen for Test EUDL Return to Award Information Summary

Please review the information below. Are you sure you want to mark this data as complete? Yes No

2

2. Confirm for the system that data entry is complete for this record by selecting **Yes**. If not, select **No** to go back and edit previous pages.

Award Information Summary Return to Home Screen for EUDL testing

Edit Award Info
Select Program Categories
Select Measures
Edit Data
Return to Home

Measure Selection Status: Complete Data Status: Complete

3

3. Once data have been marked as complete, select the **Return to Home** button to create a *Performance Data Report*.

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 'Formula Grants' are visible. The current grant program is identified as '2012-JF-FX-00' and the reporting period is 'October 2013 to September 2014'. There are 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.

Reports Menu

Reports Menu
Use the drop-down menus provided below to select the type of each award that was active/open during the reporting period a

Mandatory Reports

Performance Data Report
This is the report that you must upload
Please remember to upload a copy of this report through the GMS system as part of your progress report.

Reporting Period: **October 1, 2013 - September 30, 2014**
 All Reporting Periods (use for close out)

Federal Award Number:

Run Report

Create the Performance Data Report for each active federal award. Select the appropriate **Reporting Period** and click **Run Report**.

1

Formula Grant Report
Before creating a final Performance Data report, you will need to mark your data as final. Please click on the appropriate link below to proceed.

Mark data as final and create Performance Data report

[View a sample Performance Data report](#)

2

A sample Performance Data Report lets you check the report and ensure no changes are required.

NOTE: A **final** Performance Data Report is required for submission to OJJDP; the **sample** view is not acceptable.

Once you mark these data as final, the information will be locked to editing. To make changes you will need to contact either the system administrator or your OJJDP State representative.

Are you sure you wish to mark these data as complete?

3

Click **Mark data as final** to create a final version of the Performance Data Report.

Once confirmed, you will be prevented from making any further changes to data entered.

OJJDP Step 6: Create a Report (cont.)

View of Performance Data Report

Home Federal Awards

Formula Grants

October 2009 to 5

Click **Add Comments** to add comments to yo

Click **Export as a PDF file** to open a new wi

The Export to Word function has been temporarily dis

Please remember to upload a copy of this report thro

View of The State of State of Test

This report generated for The State of State of Testing contains performance data for 2010 Federal Fiscal Year (FFY) funds. Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.

The total amount of FFY 2010 Formula grants funds active between Octo awarded to 1 organization accounting for \$1,000 in grant funds. An additi

Subaward data were reported for activity across 1 grant program area:

- PA 7: Court Services

Program Area	N
PA 7: Court Services	
TOTAL Subaward PA	

Now that your data are locked and ready:

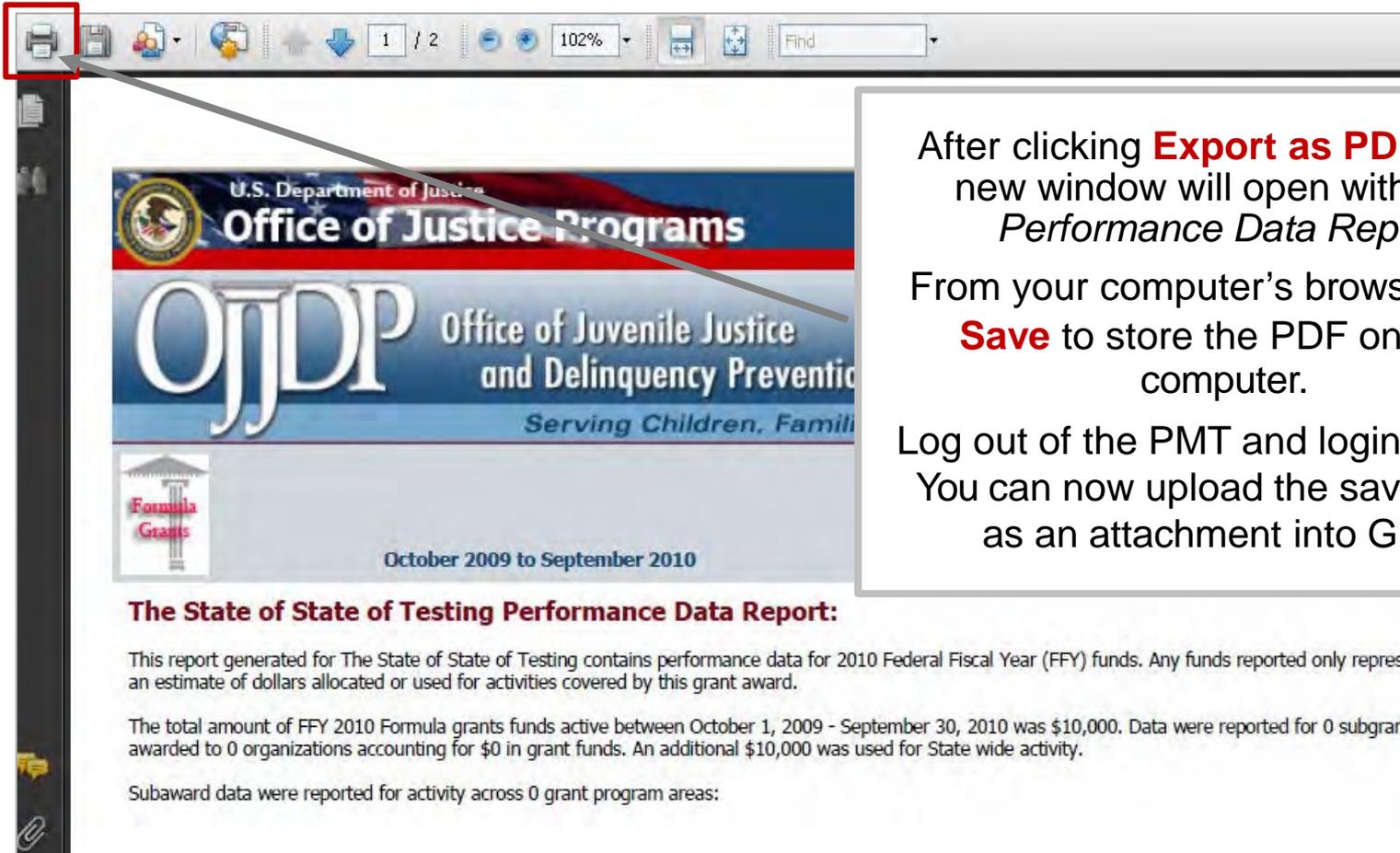
- You may add a few comments (two–three sentences) about your data entry for the reporting period by clicking **Add Comments**.
- **OR** click **Export as a PDF file**.
- **Save** the report to your computer.
- **Upload** the report as an attachment into GMS to submit to OJJDP.

Performance Data Report Comments

Enter comments below. These comments will be appended to the bottom of the PDF report.

Save Comments

If you clicked **Add Comments**, enter text and click **Save Comments**.

Export as a PDF File

After clicking **Export as PDF file**, a new window will open with your *Performance Data Report*.

From your computer's browser, click **Save** to store the PDF on your computer.

Log out of the PMT and login to GMS. You can now upload the saved PDF as an attachment into GMS.

The State of State of Testing Performance Data Report:

This report generated for The State of State of Testing contains performance data for 2010 Federal Fiscal Year (FFY) funds. Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.

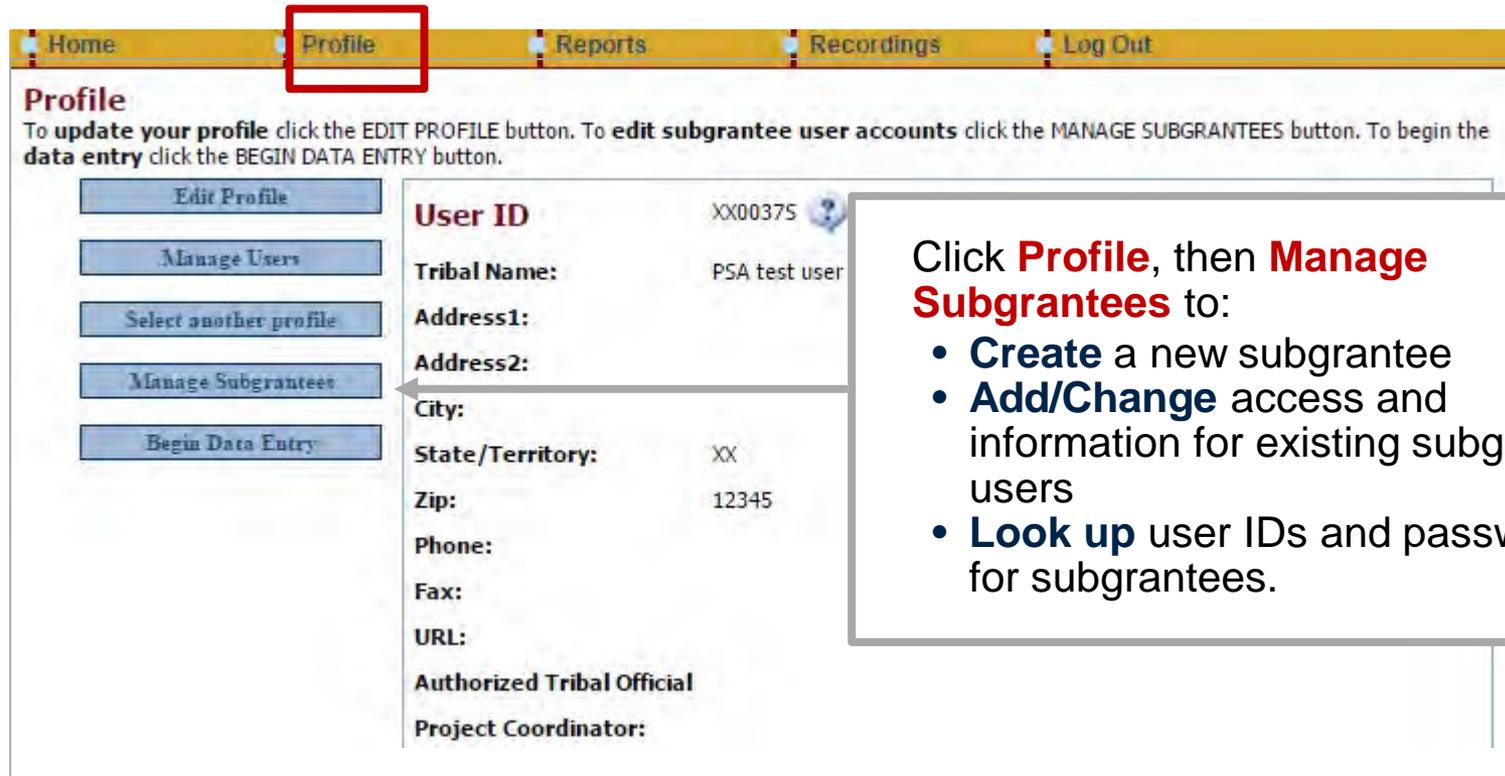
The total amount of FFY 2010 Formula grants funds active between October 1, 2009 - September 30, 2010 was \$10,000. Data were reported for 0 subgrant awarded to 0 organizations accounting for \$0 in grant funds. An additional \$10,000 was used for State wide activity.

Subaward data were reported for activity across 0 grant program areas:

The following slides include resources for grantees.

- Subgrantee management
 - Create/delete subgrantees and subawards
 - Look up subgrantee account
- Data entry for subgrantee
- Review subgrantee's data

Manage Subgrantees



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 Users](#)

[Select another profile](#)

[Manage Subgrantees](#)

[Begin Data Entry](#)

User ID XX00375

Tribal Name: PSA test user

Address1:

Address2:

City:

State/Territory: XX

Zip: 12345

Phone:

Fax:

URL:

Authorized Tribal Official

Project Coordinator:

Click **Profile**, then **Manage Subgrantees** to:

- **Create** a new subgrantee
- **Add/Change** access and information for existing subgrantee users
- **Look up** user IDs and passwords for subgrantees.

Add New Subgrantee User

Subgrantee Management
Subgrantee Organizations

To **create a new Subgrantee account** click on ADD NEW SUBGRANTEE USER. To **change the information** for a subgrantee sort the Users listed below by clicking on the column headers.

add new Subgrantee User

UserID	Password	Organization Name	Title	V	Formula	Discretionary	TYP	CASA	NCMEC
C.SAT0003G	csat0003g	jenkins (test)		•	•	•			
C.SAT0004G	csat0004g	jenkins (test)		•	•	•			
C.SAT0005G	csat0005g	jenkins (test)		•	•	•			
C.SAT0006G	csat0006g	kelesha (test)		•	•	•			
C.SAT0007G	csat_BETA	2007 test (test)		•	•	•			

1

1. Click **add new Subgrantee User**. User IDs and passwords are automatically created by the system. Although you cannot change the user ID, you can edit the password.

Subgrantee Account Definition

Use this screen to **define a new Subgrantee user** account. NOTE: You cannot give a new subgrantee account the same organization name as an existing account.

Set Up Subgrantee User [Delete User](#) [Return to User List](#)

User ID: CSAT0048G

Password:

Previously Created Subgrantees:

(type in new organization name)

Grant(s): CASA Discretionary

2

2. Enter subgrantee name. **Each subgrantee must have a unique name.** Check the appropriate box for the type of award received.

3

3. Click **Save** to continue.

Subgrantee Management page

Click **Home** to return to the **Grantee Status Summary** page.

The **Subgrantee Management page** displays a list of all subgrantees you have created.

Each newly created subgrantee will appear in this list with its user ID and password.

Information about other subgrantee organizations in your state is also offered in case one of your subgrantees is already in PMT. To add the Title II (Formula) permission, click the subgrantee's user ID.

Subgrantee Management
Subgrantee Organizations

To create a new Subgrantee account click on its USERID. To enter data for a subgrantee account click on its ORGANIZATION NAME. You can sort the Users listed below by clicking on the column headers.

add new Subgrantee User

UserID	Password	Organization Name	JABG OLD FFY	Title V	Formula	Discretionary	TYP	EUDL	T
STUM0116G	rovlva	Formula Subgrantee			•				

Other Subgrantee Organizations in Your State

Click on the UserID to access and edit the record information.

UserID	Password	Organization Name	JABG OLD FFY	Title V	Formula	Discretionary	TYP
STUM0003G	*****	Subgrantee #1		•			
STUM0007G	*****	Formula subgrantee #2			•		
STUM0010G	*****	Grant Project recipients				•	

Add a Subgrantee/Subaward

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting	Not Created

Subgrantee Performance

Subgrantee	User ID	Subaward Number
5272009	CSAT0025G	2008-ME-NT-0000
5272009	CSAT0025G	2008-ME-NT-0000
jane doe PR viewing	CSAT0047G	12345

Grantees can add subawards and subrecipients from the **Grantee Status Summary** page.

To add a subaward, click **Add a Subaward** at the bottom of the page.

To add multiple subgrantees at once, click **Bulk Upload**.

Add or Edit Subawards

Add a Subaward

Bulk Upload

Subaward Status Summary page

Juvenile Mentoring Grant Program 2008-ME-NT-0000

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

Add a Subaward to 2008-ME-NT-0000

The following is a list of all subgrantees created for all federal awards received. Use this list to determine if you can just add a new subaward to the contact listed.

Subgrantee	Subaward Number	Project Period	Total amount of grant	Contact Information
2007 test <u>Discretionary subgrantee</u> [More...]				
5272009 <u>Mentoring subgrantee</u> [More...]	CSAT0025G			

1 **Add a Subaward** page lists all the subgrantees available to the federal award. Choose the subgrantee, then click Add a Subaward.

Fill in the required information for the subaward and click **Save**. The new subaward will display on the **Grantee Summary** page.

2

4 "Add a Subaward" buttons are shown in a red box, with an arrow pointing to the first one.

jean te
TYP sub

Add a Subaward for 2007 test to 2008-ME-NT-0000

Subgrantee	Subaward Number	Project Period	Total amount of grant	Contact Information
2007 test	<input type="text"/> *	Start: Jul 1 2014* End: Dec 31 2016*	+\$ <input type="text"/> *	Name: <input type="text"/> * Phone: <input type="text"/> * Email: jtc@ccrooke.com*

Save Cancel

2

*Add a Subgrantee/
Subaward*

Grantee Status Summary

Juvenile Mentoring Grant Program 2008-ME-NT-0000 July to December 2014 [Switch Grant Program](#)

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

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Management of the Federal Award

2008-ME-NT-0000

For Award Number 2008-ME-NT-0000, you have indicated that grant funds are us

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting	Not Created

Subgrantee Performance

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	
5272009	CSAT0025G	2008-ME-NT-0000	Jan 12 - Dec 15	\$1,000.00	In Progress Continue Reporting	Edit
5272009	CSAT0025G	2008-ME-NT-0000	Jul - Dec 11	\$50,000.00	Not Active Not Reporting	Edit Remove
jane doe PR viewing	CSAT0047G	12345	Jul - Dec 13	\$200.00	Not Active Not Reporting	Edit

Once all subgrantees have been created, return to the **Grantee Status Summary** page. The list of subgrantees will be displayed under **Subgrantee Performance**

- The **Subgrantee Performance** section lists all available subaward/s associated with the federal grant and their Data Entry Status. Remember to report on all active subawards to create a *Performance Data Report*.

Accessing Subgrantee User IDs and Passwords

The screenshot shows the 'Subgrantee Management' interface. A navigation bar at the top contains links for Home, Federal Awards, Profile, Reports, Help, and Log Out. The 'Profile' link is highlighted with a red box and an arrow pointing to a callout box. Below the navigation bar, there is a section for 'Subgrantee Organizations' with instructions on how to create or edit accounts. A table titled 'add new Subgrantee User' is shown, with the first row containing a red box around the 'UserID' and 'Password' columns. An arrow points from this box to another callout box. Below this is a section for 'Other Subgrantee Organizations in Your State' with a table listing various subgrantee organizations and their details.

Callout 1: Click **Profile** on the **Navigation Bar**, and then click **Manage Subgrantees** to access this page.

Callout 2: Please provide subgrantees with their user IDs and passwords if they will be entering data on their own.

UserID	Password	Organization Name	JABG OLD FFY	Title V	Formula	Discretionary	TYP	EUDL	TCAP	CASA	T-JADG OLD FFY	NCMEC	Mento
STUM0116G	roviva	Formula Subgrantee											

UserID	Password	Organization Name	JABG OLD FFY	Title V	Formula	Discretionary	TYP	EUDL	TCAP	CASA	T-JADG OLD FFY	NCMEC	M
STUM0003G	*****	Subgrantee #1											
STUM0007G	*****	Formula subgrantee #2											
STUM0010G	*****	Grant Project recipients											

State Reviewing Narrative Information

Formula Grants

2013-XX-XX-1234 October 2013 to September 2014 [Switch Grant Program](#)

Subaward Status Summary for XYZ Testing
 This page summarizes the data entry status of each award. These data have been marked "Complete" by your State grantor and are "view-only".
 If you are trying to access a subaward that does not appear here, please contact the administrator at ojjdp-dctat@csrincorporated.com.

Narrative Reporting

	Narrative Status
View Reporting	Complete

Narrative Summary [Return to Home](#)

[Edit Narrative](#) [Send Back for Revision](#) [Return to Home](#)

Narrative Reporting Status: Complete

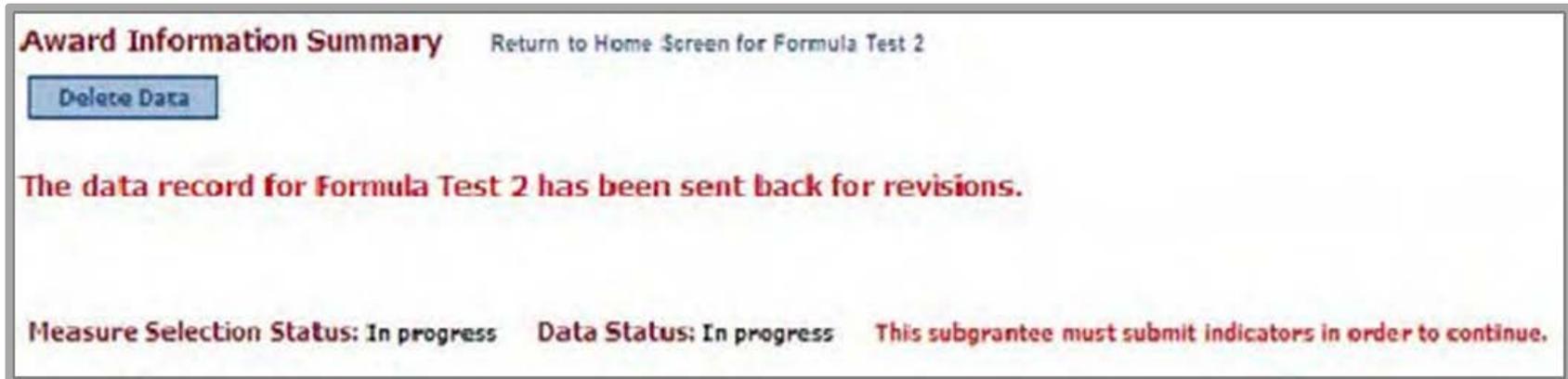
Narrative Reporting	September 30, 2010
1. What were your accomplishments within this reporting period? A. open-ended text: 5000 characters Subgrantee narrative	
2. What goals were accomplished as they relate to your grant application? A. open-ended text: 5000 characters Subgrantee narrative	
3. What problems / barriers did you encounter if any, within the reporting period that prevented you from reaching your goals or milestones? A. open-ended text: 5000 characters Subgrantee narrative	
4. Is there any assistance that OJJDP can provide to address any problems / barriers identified in question 3 above? A. Please respond Yes or No	No

1. Click **View Reporting** to review the subgrantee's narrative responses.
2. If changes are needed, you can either return the narrative to the subgrantee for revision (click **Send Back for Revisions**) OR edit the narrative at the state level (click **Edit Narrative**).

State Sending Back for Revisions

The screenshot shows a web interface titled "Award Information Summary". At the top, there are two links: "Return to Home Screen for Formula Test 2" and "Return to Award Information Summary". Below the title, a red warning message reads: "Once you return this data record to Formula Test 2 for revisions, you will no longer be able to edit their data. Are you sure you want to continue? You must enter a comment." Below this message is a text input field with the placeholder text "IF Yes, please enter a comment for this request:". At the bottom of the form, there are two buttons: a red button labeled "Yes, send for revisions" and a blue button labeled "Cancel". The red button is highlighted with a red rectangular box.

- **Send Back for Revisions** allows state level users to return the record to the subgrantee with a message explaining the discrepancies.
- The record will show as **In Progress** on the **State Status Summary** page.
- After entering comments, click **Yes, send for revisions**. **The subgrantee will then receive an e-mail** notifying them that a revision to their record is needed. A notification is sent to the addressees on the profile page.



Award Information Summary [Return to Home Screen for Formula Test 2](#)

[Delete Data](#)

The data record for Formula Test 2 has been sent back for revisions.

Measure Selection Status: In progress Data Status: In progress **This subgrantee must submit indicators in order to continue.**

- An email from the grantor will confirm that the data portion of the record has been sent back to the subgrantee for revisions.
- **NOTE:** Sending the data back for revision will not affect the subgrantee's narrative entry status.
- Click **Return to Home Screen** to review the subgrantee's narrative responses.

When a subgrantee resubmits:

- Provide a user ID and password to the subgrantee from the **Profile page**.
- After the subgrantee resubmits the numeric data to the grantor, the grantor may review it. Once data have been verified and marked as complete, the overall status will show as **Complete**.
- Remember, subgrantee narrative is **optional**. If the narrative is incomplete or sent back, this does not affect the grantor's ability to create a report.
- The state can now create its Performance Data Report.

State Deleting Subgrantee Data

The screenshot shows the OJJDP PMT interface. At the top is a navigation bar with tabs: Home, Federal Awards, Profile, Reports, Help, and Log Out. Below the navigation bar is a header area with a 'Formula Grants' logo and a 'Switch Grant Program' button. The main content area is titled 'Award Information Summary' and contains buttons for 'Edit Award Info' and 'Select Program'. Below this is a 'Measure Selection Status: Complete' section. The 'Award Information' section displays details for a subgrantee, including Federal Fiscal Year (2010), State Award Number, Project Start/End Dates, Total amount of subaward (\$1,000), Federal Congressional District(s) (DC-00), Subaward Project Title, Subaward Project Description, Implementing Organization Name, and Implementing Organization Type (Juvenile Justice). At the bottom of the 'Award Information' section are questions about evidence-based programs. A 'Return to Home' button and a 'Delete Data' button are located at the bottom right of the page. Two callout boxes provide instructions: one points to the 'Home' tab, and another points to the 'Delete Data' button.

To access this page:

1. Select the **Home** tab.
2. Select the subgrantee.

Click **Delete Data** from the subgrantee's **Award Information Summary** page.

The grantor is only able to delete numeric data for the current reporting period.

State Deleting Subgrantee Data



Home Federal Awards Profile Reports Help Log Out

Formula Grants

October 2009 to September 2010 [Switch Grant Program](#)

DELETE Data [Return to Status Summary](#)

Are you sure you want to delete this subgrantee data?

Please make a selection below

Type "Yes" to confirm:

Delete All Subaward Information **Delete Current Reported Data** [Cancel, Do Not Delete](#)

You must type **Yes** in the textbox to delete. Once deleted, items removed **CANNOT BE RECOVERED.**

Delete All Subaward Information will delete **everything** reported for this subgrantee during the current reporting period.

Delete Current Reported Data will delete **only numeric data** for this subgrantee during the current reporting period.

State Deleting Subaward

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Management of the Federal Award

2008-ME-NT-0000

For Award Number 2008-ME-NT-0000, you have indicated that grant funds are used for activities implemented

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting

Subgrantee Performance

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	
2007 test	CSAT0007G	dfdf	Jul 14 - Dec 16	\$1,000.00	Not Started Begin Reporting	Remove Edit
5272009	CSAT0025G	2008-ME-NT-0000	Jan 12 - Dec 15	\$1,000.00	In Progress Continue Reporting	Edit
5272009	CSAT0025G	2008-ME-NT-0000	Jul - Dec 11	\$50,000.00	Not Active Not Reporting	Edit Remove

Grantees can also delete subawards from the **Grantee Status Summary Page**.

Subawards can only be removed if there are no data reported.
Click **Remove** to delete the subaward from the Federal Award. Once deleted, items removed **CANNOT BE RECOVERED**.

1

Optional Reports

Close Out Report
Federal Fiscal Years: 2010
Run Report

2

Performance Data Summary Report
A summary report of all data and comments reported for the reporting period.
Reporting Period: October 1, 2009 - September 30, 2010
Federal Fiscal Years: 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001
Notes:
• To select multiple entries for fiscal year hold down CTRL and then click the entries you wish to select.
Run

3

Subaward Detail Data Report
A report that presents data for each of the major measures as reported at the grantee and subgrantee level, for all awards received from the selected federal fiscal year.
Reporting Period: October 1, 2009 - September 30, 2010
Federal Fiscal Years: 2010
Run

4

Performance Data Report by Subgrantee
A report that presents data for a selected subgrantee for the selected fiscal fiscal year.
Reporting Period: October 1, 2009 - September 30, 2010
 All Reporting Periods
Federal Fiscal Years: 2010
Subgrantee: STJM005C - Family Subgrantee
Run

1. Close Out Report:

Creates a report of data from all reporting periods. Use to submit as a final report to close out the report.

2. Performance Data Summary Report:

Compares your data to a national aggregate of data.

3. Subaward Detail Data Report:

Provides a detailed view of the data entered for all subawards for each subgrantee.

3. Performance Data Report by Subgrantee:

Creates a report for the individual subgrantee.

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 incorrect, please update your information in GMS. Also, be sure to update the additional contact information. This information 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

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

PA 7 Court Services	
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	
16. Number and percent of program youth who RE-OFFEND (Short Term Measure) Short Term Outcome A. Total number of program youth served	
B. Number of program youth tracked during this reporting period	
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)	
17. Number and percent of program youth who RE-OFFEND (Long Term Measure) Long Term Outcome A. Number of program youth who were tracked during this reporting period	
B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period	
C. Number of program youth who were recommitted to a juvenile facility during this reporting period	
D. Number of program youth who were sentenced to adult prison during this reporting period	
E. Number of youth who received another sentence during this reporting period	
F. Percent of Long Term RECIDIVISM (C/B)	
21. Number and percent of program youth who exited the program having completed program requirements	<input type="text" value="10"/>
B. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully)	<input type="text" value="0"/>
C. Percent (A/B)	Calculated Value:

Click any **blue measure** to prompt a definition/description to open in a new window.

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 8:30 a.m.–5:30 p.m. ET
 - Telephone number: 866–487–0512
 - E-mail: ojdppmt@usdoj.gov