



Office of Juvenile Justice and Delinquency Prevention

# 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 ( $\leftarrow$ ) on your browser prevents the PMT from running properly.
- Access the PMT at: [\*\*https://ojidppmt.ojp.gov\*\*](https://ojidppmt.ojp.gov)
- For further assistance, please call 866–487–0512 or e-mail: [\*\*ojidppmt@usdoj.gov\*\*](mailto:ojidppmt@usdoj.gov)

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

<b>GRANTEE</b>	The <b>primary</b> 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.
<b>GRANTOR</b>	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.
<b>SUBGRANTEE/ SUBRECIPIENT</b>	An organization or agency that does not receive funds <b>directly</b> from the federal government but from the state or another agency.
<b>GRANT</b>	The funding or award received from OJJDP.
<b>PROJECT DESCRIPTION</b>	A short description of the project that the application represents and the purpose of the requested funds.
<b>REPORTING PERIOD</b>	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://ojjdppmt.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.

[Log In](#)

### 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.

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 - December	July 30
Juvenile Accountability Block Grant		January 30
Title V	April - March	June 30
Title II (Formula)	October - September	November 30
Tribal Juvenile Accountability Discretionary Grant	October - September	December 30
	October - September	November 30

# OJJDP Step 1: Login (cont.)

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

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**Performance Measurement Platform**

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 **User Name**  **Password**   [Forgot Password](#)

*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.*

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**BJA**      **OVC**      **OJJDP**      **NIJ**

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

## Profile Page

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. 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.

The screenshot shows the 'Profile' page with a yellow navigation bar at the top containing 'Home', 'Profile' (which is highlighted with a red box), 'Reports', 'Help', and 'Log Out'. Below the navigation bar, the page title 'Profile' is displayed. A message instructs users to click 'EDIT PROFILE' to update their profile, 'MANAGE SUBGRANTEES' to edit subgrantee user accounts, and 'BEGIN DATA ENTRY' to begin data entry. On the right, there is a table with profile information: User ID (STUM01155), Organization Name (Title V/Formula Test), Address1 (test), Address2 (test), City (test), State/Territory (DC), Zip (22201), Phone (1231231234), Fax (empty), and URL (empty). A callout box on the left points to the 'Begin Data Entry' button with the text 'Click **Begin Data Entry** to start the data entry process.' A yellow box labeled '2' is placed over the 'Begin Data Entry' button. A yellow box labeled '1' is placed over the 'Edit Profile' button in the table. Another callout box on the right contains the explanatory text.

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

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.

The screenshot shows the 'Grant Program Selection' page of the OJJDP PMT. At the top, there are navigation links: Home, Profile, Reports, Recordings, and Log Out. Below these, a banner for 'Juvenile Accountability Block Grants' (JABG) is visible. The main content area is titled 'Grant Program Selection' with a sub-instruction: 'Please click on the reporting period for which you want to enter data. If you are trying to access data for a program which is not shown here, please contact your Grantor.' There are two main sections: 'Juvenile Drug Court' and 'Family Drug Court'. Each section has a 'Select a reporting period' dropdown menu. A red box highlights the 'Select a reporting period' dropdown for the 'Family Drug Court' section. Three yellow boxes with numbers point to specific UI elements: 1 points to the reporting period dropdown for the 'Family Drug Court'; 2 points to the 'Closed / Read-only Reporting Period' link; and 3 points to the reporting period dropdown for the 'JABG' section.

*Select Grant Award page*

The screenshot shows a web-based application with a yellow header bar containing links for Home, Profile, Reports, Recordings, and Log Out. The main content area features the OJJDP logo and a date range of July to December 2014. A 'Switch Grant Program' button is located in the top right corner. Below the date range, a section titled 'Please Select' contains the instruction 'Please select from the following list:' followed by two bullet points: 'View Federal Award 2012-TY-FX-0000' and 'View Federal Award 2015-tt-xx-0123'. At the bottom of the page, there is a contact information box with the text 'For more information contact \_\_\_\_\_' and '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.*

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

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

Save

**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**.

Home      Profile      Reports      Recordings      Log Out

Program      2008-ME-NT-0000      July to December 2014      Switch Grant Program

**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 by the grantee and subgrantees. [Change This Designation](#)

**Grantee Performance**

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started <a href="#">Begin Reporting</a>	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 <a href="#">Continue Reporting</a>	<a href="#">Edit</a>
5272009	CSAT0025G	2008-ME-NT-0000	Jul - Dec 11	\$50,000.00	Not Active Not Reporting	<a href="#">Edit</a>

*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:**

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).					
R A C E / E T H N I C	Population	1. Did you serve this group during the project period?	2. Did this award provide targeted services for any of the following groups?		
	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"/>	<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"/>		
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>		
	G E N D E R	Male	<input type="checkbox"/>	<input type="checkbox"/>	
		Female	<input 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"/>	
		<p>Please enter target population information based on the following criteria:</p> <ol style="list-style-type: none"><li>1. Who did you serve during the reporting period?</li><li>2. Who did the award target during the reporting period?</li></ol>			
		<p>Click <b>Save</b> at the bottom of the page to continue.</p>			

### 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.

The screenshot shows the OJJDP PMT interface. At the top, it displays the Juvenile Mentoring Grant Program, award number 2013-ME-NT-0000, and the period July to December 2014. A red box highlights the 'Select Measures' button on the 'Award Information Summary' page. Below this, a message says 'Award Information saved.' The next screen shown is 'Program Category Selection' for a Discretionary Grant Program, award number 2013-JF-BX-0001, with the same time period. A red box highlights the 'Program Category Selection' button. A callout box in the foreground contains the following text:

**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.

On the right side of the interface, there is a sidebar with the heading 'Allocated Amount' and four input fields for entering dollar amounts.

## Measures Selection

Grant Program		2013-ME-NT-0000	July to December 2014	Switch Grant Program
2008-ME-NT-0000		2013-ME-NT-0000		
<b>Measure Selection</b>		<a href="#">Return to Home Screen for test</a>	<a href="#">Return to Award Info</a>	
<b>Select Measures</b>				
Please make your selections below.				
<b>Mandatory Measures</b>				
You must <u>select at least 1</u> of the following target behaviors				
<b>Select</b>	<b>Measure</b>			
<input type="checkbox"/>	3a Antisocial behavior			
<input type="checkbox"/>	3b Family relationships			
<b>Applicable Mandatory Measures</b>				
You must select all measures that apply to your program.				
<b>Select</b>	<b>Measure</b>	<b>Type</b>		
<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.

The screenshot shows two sequential pages from the PMT system:

- Award Information Summary:** This page displays the award numbers "2008-ME-NT-0000" and "2013-ME-NT-0000". It includes links for "Edit Award Info", "Select Measures", and "Enter Data". A yellow box labeled "1" highlights the "Enter Data" button, which is enclosed in a red rectangle. Below the buttons, a message says "Your selections have been saved". The status is listed as "Measure Selection Status: Complete" and "Data Status: Not Started".  
Grant Program Indicator section:
  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
    - C. Percent (A/B)
  4. Number and p
    - A. Number of t

**Data Entry:** This page continues the data entry process for the selected measures. It shows the same list of measures with their respective output categories and numerical input fields. A yellow box labeled "2" highlights the first input field for the first measure, which is also enclosed in a red rectangle. To the right of the input fields, a "Calculated Value" is shown as "0%".  
A callout box contains the following tip:

**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. <a href="#">Change This Designation</a>						
Grantee Performance						
Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status		
test	\$1,000.00	Performance Data	Complete <a href="#">View Reporting</a>	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 <a href="#">Begin Reporting</a>	<a href="#">Edit</a> <a href="#">Remove</a>

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 bottom of the page to save your changes.

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

**Award Information**

5272009

Solicitation: *None specified*

1. Please enter the subaward number:

Mentor Sub Test

2. Please enter the award start date:

07/01/2014 (mm/dd/yy)

3. Please enter the award end date:

12/30/2016 (mm/dd/yyyy)

4. Please enter the total amount of grant:

\$ 200.00 (Federal Funds only)

\*Any funds reported only represent an estimate of dollars allocated or committed.

**5. Was there grant activity during the reporting period? If yes, please describe the activities in the OJJDP-approved grant application and attach any documentation related to the OJJDP grant.** Yes  No

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.

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

2

**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.

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.

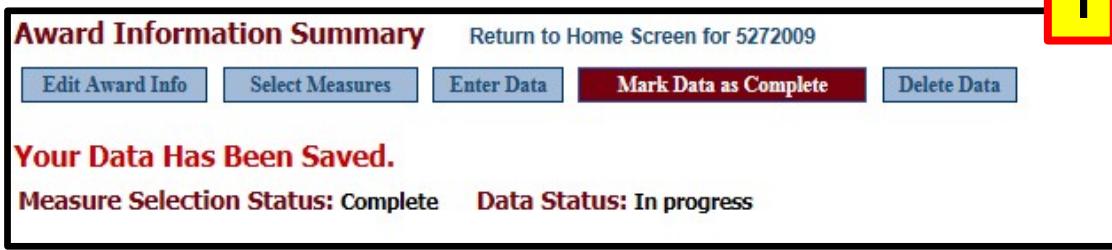
*Mark Data as Complete*

**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.**

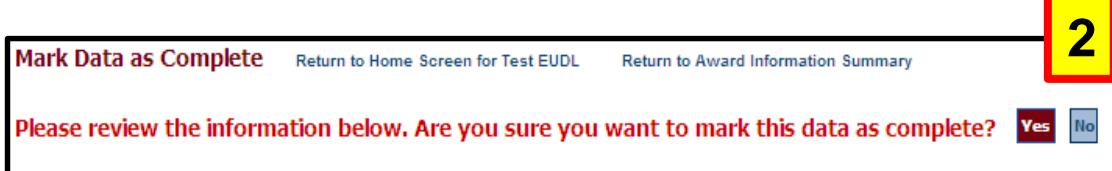
Measure Selection Status: Complete    Data Status: In progress



1

[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

**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

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

## Step 6: Create a Report

The status for all records for which data were entered must be marked as **Complete** before a Performance Data Report can be created.

**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**

Award Amount	Type of Reporting	Data Entry Status	Report Status
.00	Performance Data	Complete <a href="#">View Reporting</a>	Not Created

**REMEMBER: Reports Status** indicates if a report has been created or not

*Sample Error Message*

The screenshot shows a web-based application interface. At the top, there is a navigation bar with five items: Home, Profile, Reports, Recordings, and Log Out. Below the navigation bar, there is a logo for "Formula Grants" featuring a stylized building icon. To the right of the logo, the text "2012-JF-FX-00" and "October 2013 to September 2014" are displayed. On the far right of this row are two buttons: "Switch Grant Program" and "Switch Federal Award". The main content area has a heading "Areas for Further Review" in red. A message follows: "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).". Below this message, it says "You have 1 incomplete record." A table then displays two rows of information: "Overall Status" (In Progress) and "User ID" (TEST0001S). At the bottom of the page, there is a note: "If you have any questions, please contact the system administrator at 1-866-487-0512" and a button labeled "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.

# Step 6: Create a Report (cont.)

## 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 and the reporting period for which you want to generate the report.

**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**

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.

**3**

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

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?

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

*View of Performance Data Report*

The screenshot shows a web-based application for viewing performance data reports. At the top, there are navigation links for 'Home' and 'Federal Awards'. A sidebar on the left features a 'Formula Grants' icon and displays the reporting period as 'October 2009 to S'. Below this, there are two main buttons: 'Add Comments' (highlighted with a red arrow) and 'Export as a PDF file' (also highlighted with a red arrow). A note states: 'The Export to Word function has been temporarily disabled. Please remember to upload a copy of this report through GMS.' The main content area is titled 'View of The State of State of Testing'. It contains a summary statement: '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.' Below this, it says: 'The total amount of FFY 2010 Formula grants funds active between Oct 01, 2009 and Sep 30, 2010 was \$1,000 awarded to 1 organization accounting for \$1,000 in grant funds. An additional \$0 in subaward funds were reported.' Further down, it mentions: 'Subaward data were reported for activity across 1 grant program area: PA 7: Court Services'. A table titled 'Program Area' lists one entry: 'PA 7: Court Services'.

**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*

The screenshot shows the PMT interface with the following details:

- Header:** U.S. Department of Justice Office of Justice Programs, OJJDP, Office of Juvenile Justice and Delinquency Prevention, Serving Children, Families.
- Left Sidebar:** Formula Grants icon.
- Toolbar:** Includes icons for Print, Save, Copy, Paste, and Find, along with zoom controls (102%) and a page number indicator (1 / 2).
- Report Content:**
  - Title:** The State of State of Testing Performance Data Report.
  - Description:** 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.
  - Summary:** 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 subgrants awarded to 0 organizations accounting for \$0 in grant funds. An additional \$10,000 was used for State wide activity.
  - Subaward Data:** Subaward data were reported for activity across 0 grant program areas.

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 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

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:** 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**

User ID	Password	Organization Name	Title	V	Formula	Discretionary	TYP	CASA	NCMEC	I
CSAT0003G	csat0003g	jenkins (test)		.	.	.				
CSAT0004G	csat0004g	jenkins (test)		.	.	.				
CSAT0005G	csat0005g	jenkins (test)		.	.	.				
CSAT0006G	csat0006g	kelesha (test)		.	.	.				
CSAT0007G	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: holec  
Previously Created Subgrantees:   
(type in new organization name) Organization X  
Grant(s):  CASA  
 Discretionary

**Save**

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*

The screenshot shows the Subgrantee Management page with two main sections:

- Top Section:** A table titled "add new Subgrantee User". It has columns for UserID, Password, Organization Name, JABG OLD FFY, Title V, Formula, Discretionary, TYP, EUDL, and TO. One row is visible: STUM0116G roviva Formula Subgrantee.
- Bottom Section:** A table titled "Other Subgrantee Organizations in Your State". It has columns for UserID, Password, Organization Name, JABG OLD FFY, Title V, Formula, Discretionary, TYP, EUDL, and TO. Three rows are listed:
  - STUM0003G \*\*\*\*\* Subgrantee #1
  - STUM0007G \*\*\*\*\* Formula subgrantee #2
  - STUM0010G \*\*\*\*\* Grant Project recipients

A red box highlights the "Home" button in the top left corner of the page. A callout box points to it with the text: "Click **Home** to return to the **Grantee Status Summary** page." Another callout box points to the "Subgrantee Management" section with the text: "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."

## 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 <a href="#">Begin Reporting</a>	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**

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

The following is a list of all subgrantees created for all federal awards received. Click the Add a Subaward button to add a new subaward to the contact listed.

**Subgrantee**  
2007 test  
**Discretionary subgrantee** [More...]  
5272009  
**Mentoring subgrantee** [More...]

**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**

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

Subgrantee	Subaward Number	Project Period	Total amount of grant	Contact Information
2007 test	*	Start: Jul 1 2014 * End: Dec 31 2016 *	\$ *	Name: _____ * Phone: _____ * Email: jtc@ccooke.com *

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

Home      Federal Awards      **Profile**      Reports      Help      Log Out

**Subgrantee Management**  
Subgrantee Organizations

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

add new Subgrantee User

User ID	Password	Organization Name	JABG OLD FFY	Title V	Formula	Discretionary	TYP	EUDL	TCAP	CASA	T-JADG OLD FFY	NCMEC Mento
STUM0116G	rovIva	Formula Subgrantee		*								

Other Subgrantee Organizations in Your State

Click on the User ID to access and edit the record information.

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

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

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

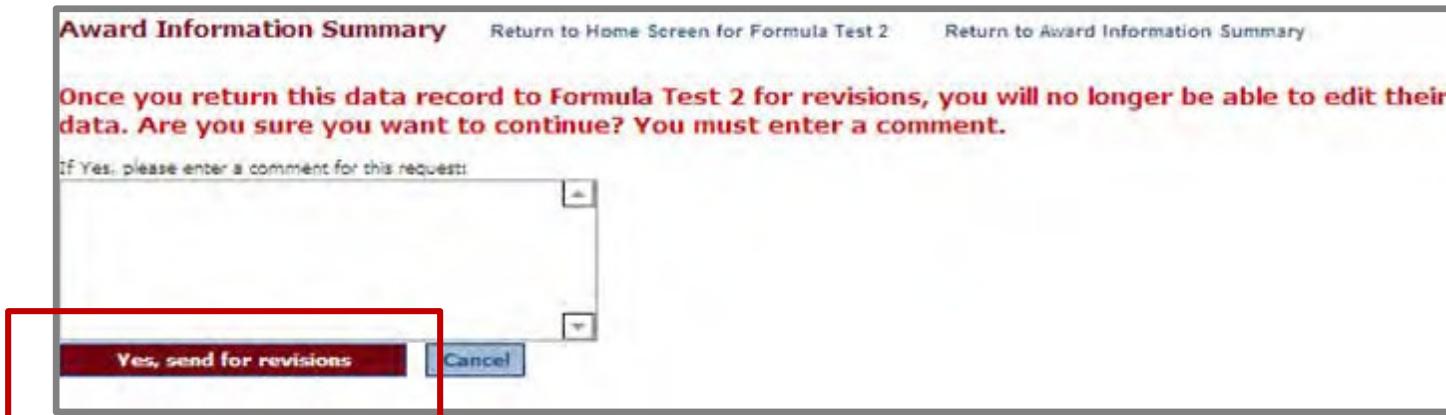
## *State Reviewing Narrative Information*

The screenshot shows two main sections of the OJJDP PMT:

- Subaward Status Summary for XYZ Testing:** This section displays the status of an award. It includes a "View Reporting" button (boxed in red) and a "Narrative Status" row showing "Complete". A yellow box labeled "1" highlights the "Complete" status.
- Narrative Summary:** This section shows narrative reporting status as "Complete". It includes three buttons: "Edit Narrative" (boxed in red), "Send Back for Revision", and "Return to Home". A yellow box labeled "2" highlights the "Edit Narrative" button.
- Narrative Reporting:** This section contains four questions for the subgrantee to answer. The first question asks about accomplishments, the second about goals, the third about problems/barriers, and the fourth about assistance needed. Each question has an "A. open-ended text: 5000 characters" sub-section for "Subgrantee narrative". The last question includes a "Please respond Yes or No" section with "Yes" and "No" options.

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*



- **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 'Award Information Summary' page for a subgrantee. At the top, there's a navigation bar with tabs: Home (highlighted with a red arrow), Federal Awards, Profile, Reports, Help, and Log Out. Below the navigation bar, there's a logo for 'Formula Grants' and the date 'October 2'. A large callout box contains instructions: 'To access this page: 1. Select the **Home** tab. 2. Select the subgrantee.' To the right of the main content area, there's another callout box with the following text: '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.' The main content area displays various award details such as Subgrantee Name, Federal Fiscal Year, State Award Number, Project Start Date, Project End Date, Total amount of subaward, and more.

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 information?**

Please make a selection below

Type "Yes" to confirm:

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

**Delete All Subaward Information**    **Delete Current Reported Data**    **Cancel, Do Not Delete**

**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	<a href="#">Edit</a>
5272009	CSAT0025G	2008-ME-NT-0000	Jan 12 - Dec 15	\$1,000.00	In Progress Continue Reporting	<a href="#">Remove</a>
5272009	CSAT0025G	2008-ME-NT-0000	Jul - Dec 11	\$50,000.00	Not Active Not Reporting	<a href="#">Edit</a>

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: 2000

---

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:

Notes:

- To select multiple entries for fiscal years hold down CTRL, and then left click the entries you wish to select.

---

2

Subaward Detail Data Report

A report that presents data for each subaward for each measure at the Grantor and Subgrantee level, for all awards received from the selected federal fiscal year.

Reporting Period: October 1, 2009 - September 30, 2010

Federal Fiscal Years:

---

3

Performance Data Report by Subgrantee

A report that presents data for a selected subgrantee for the selected federal fiscal year.

Reporting Period:  October 1, 2009 - September 30, 2010  All Reporting Periods

Federal Fiscal Years:

Subgrantee: STRAN/OSRC - Formula Subsidies

---

4

## 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  
D. Number of program youth who were recommitted to a juvenile facility during this reporting period  
E. Number of program youth who were sentenced to adult prison during this reporting period  
F. Number of youth who received another sentence during this reporting period  
G. Percent RECIDIVISM (C/B)

17. Number and percent of program  
A. Number of program youth who exited the program having completed program requirements  
B. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully)  
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

10  
0  
Calculated Value:

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

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

- Access the PMT at: <https://ojjdppmt.ojp.gov>
- PMT Helpdesk
  - Monday–Friday 8:30 a.m.–5:30 p.m. ET
  - Telephone number: 866–487–0512
  - E-mail: [ojjdppmt@usdoj.gov](mailto:ojjdppmt@usdoj.gov)