OJJDP

FAQ

Frequently Asked Questions for Grantees

General System Issues

Introduction

The purpose of this document is to assist grantees and subgrantees in reporting accurate data through the Performance Measurement Tool (PMT).

We encourage individuals to review this document before entering data into the PMT. The accuracy and timeliness of reporting data is extremely important. Data reported by grantees allows the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) to demonstrate the value and benefits of grant programs to government agencies, the juvenile justice field, the general public, and other stakeholders.

Accessing Your Performance Measurement Tool (PMT) Account

How do I get access or log in to the PMT?

You can access the PMT at: *https://ojpsso.ojp.gov/*. All individual users of the PMT must have their own unique login to access the system. The primary grant point of contact (POC) listed in Grant Management System (GMS) or added into the PMT will receive an invitation via e-mail from the PMT with instructions on how to create a new user account. The POC may then add additional users. To add new users, select the **Profile** tab from the toolbar at the top of the screen in the PMT**,** then **Manage Users** from the list of options on the left of the page. All new users added will receive an email to create their own unique login.

Resetting Your Password

I forgot my PMT password. What do I do?

If you forgot your password, enter your user name or email address, leave the **Password** field blank, and select **Forgot Password**. Enter and submit the answer to your challenge question. If correct, the PMT will send you an email with a link to create a new password. Passwords must be at least 12 characters and contain both upper- and lowercase letters, one number, and one special character (e.g., !, @, $).

PMT Reporting Requirements and Timelines

What is the PMT reporting schedule?

You will enter OJJDP grant program performance measures data into the PMT semiannually or annually, depending on your program (see table).

OJJDP Grant Programs	Activity Period	PMT Due Date
Court Appointed Special Advocates | Discretionary | Enforcing Underage Drinking Laws | Family Drug Court Program | Juvenile Drug Court | Juvenile Mentoring | Second Chance Act | Training and Technical Assistance | Tribal Youth | Violence Prevention Initiatives | VOCA	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

General PMT Related Questions

How do I update my profile information in the PMT?

Verify your profile information by accessing your **Profile** page. Click the **Profile** tab on the yellow toolbar. Your profile information is prepopulated from a GMS system download and is updated periodically with information received from GMS. If you need to change the primary POC or organization information, you MUST initiate a grants adjustment notice (GAN) through GMS. The PMT Helpdesk staff can only temporarily update this information in the PMT. You can add or change additional points of contact in the PMT.

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

Yes. Once you click **Save** at the bottom of the page, the data entered in the PMT is saved. When you log in again, you will be able to proceed where you left off with your data entry.

What happens if I do not have the data available to complete the report?

If data are not available for the reporting period, enter 0 (zero) to indicate there is no data to enter. Please add a comment to the *Performance Data Report* to indicate what the 0 represents.

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

The PMT provides an **Add Comments** function button; click it to open a textbox and explain the data you entered for the reporting period. For example, "For measure #1, the data were not available because it was not available by the reporting due date. That's why I entered 0. We plan to collect these data in the next reporting period."

How do I re-create my Performance Data Report in the PMT?

Performance Data Reports you previously created are always available. To re-create a *Performance Data Report,* log in to the PMT. You will be prompted to select a reporting period for the report. After you select the reporting period, **View Report** on the Grantee Status Summary page then click **Export as a PDF file** to get a copy of your report.

You can also access the report by clicking on **Reports** on the yellow toolbar. Select the report to create under the report name (*Performance Data Report or Performance Data Summary*); you may need to select a reporting period, a fiscal year, or a federal award number. Click **Run Report**. This creates a report, and you can save it as a PDF file for your records and attach it to the GMS to meet your reporting deadline.

NOTE: Your data entry must be <u>complete</u> (for all active awards during the reporting period) for PMT to allow you to create a *Performance Data Report.*

When is my data entry status considered complete?

Once you have entered all your performance measures data into the PMT and you have verified that all information is correct, click **Mark your data as complete**. This is a necessary step to confirm that your data entry status is complete. Once you have marked data as complete, your data entry status on the Grantee Status Summary page will change to **Complete**, and you will see a prompt button to **Create a Report**. Check PMT's home page by clicking the **Home** tab on the yellow toolbar to check the status for data entry.

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

You cannot enter data once PMT is closed for data submission. Please email your OJJDP Program Manager so they can grant you permission to have your PMT account reopened for data entry and include the PMT Helpdesk in the email so they can unlock the reporting period and make it available for data entry.

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

To help you prepare data collection for a reporting period, refer to the performance measures grid. You can find this document on the OJJDP Performance Measures webpage (*https://ojjdppmt.ojp.gov/*) by expanding the banner of each program's name. The grid lists the performance measures, shows a definition of each one, and details the data you must enter. The mandatory measures are grouped by category and bolded.

On the PMT login page, you may use the data collection forms for grantees and subgrantees based on your program. These forms have been developed as a tool to help you gather the information needed to enter in the PMT. The forms are for your information only; do not submit these forms to OJJDP.

Grantee-Level Performance Measurement Data Entry

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

A subgrantee is another organization the primary grantee pays with funds from its federal award. The subgrantee does not receive a direct award from OJJDP. The subgrantee proposes to carry out activities included in grantee submitted application. In most cases, the relationship between a grantee and subgrantee is established through a formal agreement such as a Memorandum of Understanding (MOU), contract, or grant award. This MOU most likely will be like the award accepted by the primary grantee. Therefore, the vendor you are contracting with would be considered a subgrantee.

How do I know if I have performance measures data to enter at the grantee level?

If you proposed funding activities that your agency or organization implemented, you may have performance data to enter. The PMT does not collect data on administrative activities such as salaries for program coordinators, travel needed to coordinate the program, supplies for managing the grant funding, or rent for office space unless your OJJDP Program Manager has approved these activities. Performance data is for activities realized as outputs and outcomes of the grant funding to serve youth or in consideration of youth.

How do I enter the grantee-level performance measures data?

After you complete the **Award Information** page and select/save the program categories, PMT will prompt you to select your performance measures. Grantees are required to enter data for mandatory measures applicable to grant-funded activities. There are also optional measures that you will be asked to select and enter your programs performance data. After you have made your selection and saved it for each of the program categories, the PMT will prompt you with an **Enter Data** button. Click the **Enter Data** button to go to the **Enter Data** page and begin your data entry for all the performance measures. You must complete your data entry for each selected program category. Save your data entry by clicking **Save** at the bottom of each page. Once you are sure your data entry is complete, click **Mark As Complete** to lock it from further editing.

For further instructions on how to enter data, refer to the PMT User Guide (link below).

Subgrantee Management

How does a grantor create a subgrantee record?

Log in to the PMT and select the appropriate reporting period. Click the **Profile** tab on the yellow toolbar. Then click the **Manage Subgrantees** tab to create a new subgrantee record. On the **Subgrantee Management** page, click on **Add New Subgrantee User**. The PMT automatically creates user IDs and passwords.

Note: Each subgrantee must have a unique name.

Once you have created a subgrantee record, to make your subgrantee active or add a subaward to the subgrantee account: click the **Home** tab on the yellow toolbar; towards the bottom of the screen, click **Add a Subaward**; fill out the subaward information; and then click **Save**.

For further instructions on how to create a subgrantee record, refer to the PMT User Guide (see link on page 10).

How does a grantor enter data on behalf of its subgrantee?

If you are a grantor, you can choose to enter performance data on behalf of your subgrantee. Log in with your assigned user ID. On the navigation bar at the top of the page, click on the **Home** to review the **Grantee Status Summary** page. On the **Grantee Status Summary** page, grantors can select from the list of subgrantees and go through the pages asking for subgrantee-level data and enter data in the required fields. The *Performance Data Report* will aggregate data you entered for both grantee-level (if applicable) and subgrantee-level activities.

For further steps on how to enter data on behalf of your subgrantee, refer to the PMT User Guide (see link on page 10).

How does a grantor update a subgrantee record status to not active?

A "not active" designation is when a subgrantee did not have an award during the reporting period or the subgrantee expended all its award funds. If a subaward ends before its project end date and you do not want to continue reporting on the subaward, change the project period end date to mark the subgrantee as "not active."

PMT only allows for subgrantees to be marked as "not active" if their reporting status shows as "not started." Data reported for the current reporting period will need to be deleted to mark the subgrantee as "not active." Remember, deleted data cannot be restored. If you have questions or need assistance about subgrants you are not able to report data on, please contact the PMT Helpdesk for assistance.

How does a grantor make revisions for data entered by subgrantees?

Once a subgrantee completes data entry, PMT submits the data to the grantor for review and approval. The grantor determines the needed changes and can either:

1. Return the record to the subgrantee for revisions; a textbox is provided for you to explain the exact revisions the subgrantee needs to make.

    Or

2. You can edit the data at the state level. If you choose to make edits at the state level, log in to OJJDP PMT, edit the data, save it, and mark it as complete. You can then create a *Performance Data Report* to submit to OJJDP through the GMS. All subgrantee data is represented as aggregated data in the *Performance Data Report* you submit to OJJDP.

For further instructions on how to edit a subgrantee record, refer to the PMT User Guide (see link on page 10).

Subgrantee-Level Performance Measurement Reporting

How can a subgrantee enter its performance measures data?

A grantor may choose to ask its subgrantees to enter their own performance data in the PMT for grant-funded activities. The grantor must first create a subgrantee record in the PMT; the PMT will automatically create a user ID and password for the grantee to provide to the subgrantee. The subgrantee with a PMT-generated ID and password can log in to the PMT and enter data. Data are sent to the grantor for review and approval, **never to OJJDP**. The *Performance Data Report* the grantor creates for the reporting period will include the aggregate data entered at the subgrantee and grantee levels.

How can a subgrantee create a Performance Data Report?

OJJDP does not require subgrantees to submit *Performance Data Report*s. Subgrantees may create a *Performance Data Report* for their records as documentation of the data they entered for the reporting period. Subgrantees may create a *Performance Data Report* after they complete data entry by selecting the desired reporting period and clicking the **Reports** tab from the yellow toolbar to access the **Reports** menu.

Performance Measures

Are grantees required to provide data for all performance measures or only for the measures they can and are able to provide data for?

You are required to enter data for all performance measures that are applicable to activities you proposed in your approved grant application. OJJDP's Core Measures are presented as mandatory measures within a program category or for the grant program. They are a set of required outputs and outcomes all projects must gather and provide data for as long as the measures are applicable to grant-funded activities. For example, if your program provides services to youth but not for victimization issues, then you can enter a 0 (zero) as an acceptable data value for the mandatory victimization-related measures; there will be a comment box in the Performance Data Report where you can explain this value. Remember the data you entered for these measures should represent all youth who participate in all programs and services for the reporting period.

What are OJJDP's Core Measures?

OJJDP's Core Measures are a set of required output and outcome measures directly related to OJJDP's mission and are relative to the goals and objectives established for each grant program. The data you enter for these measures should represent all youth who participate in all programs and services funded by a specific solicitation. Each measure is mandatory in the PMT; 0 is an acceptable answer if the measure is not applicable to your approved grant-funded projects.

Grantees must enter information in each of the following performance measures:

- Number of youth or youth and families served.
- Number and percent of programs/initiatives employing evidence-based practices.
- Number and percent of youth with whom an evidence-based practice was used.
- Number and percent of program youth completing program requirements.

Target Behavior Measure: A target behavior may be considered a risk factor that program activities focus on to change a participant's behavior for the better (e.g., GPA, GED, school attendance, substance use). The PMT lists 15 targeted behaviors; select at least one that is applicable to your program activities (see the list in the next question). Target behaviors are measured at two intervals: short-term (i.e., 0 to 6 months after completing the program's requirements) and long-term (i.e., 6–12 months after that participant completes program requirements).

- Number and percent of program youth who OFFEND during the reporting period (short- and long-term outcome).
- Number and percent of program youth who RE-OFFEND (short- and long-term outcome).
- Number and percent of program youth who are VICTIMIZED (short- and long-term outcome).
- Number and percent of program youth who are RE-VICTIMIZED (short- and long-term outcome).

What are the target behaviors?

A target behavior is monitored to understand the impact on youth served by a program; it measures a "positive" change in behavior. You can use data collected for this measure to assess any changes to your program. For direct service projects, you must select at least one of the 15 targeted behaviors that relates to your program activities. It is important to note you should select behaviors based on your grand-funded program goals and activities. Measure short-term and long-term behavioral change for the selected behavior.

The 15 targeted behaviors are listed below:

• Social competence	• School attendance (includes truancy)
• Family relationships	• Antisocial behavior
• GPA	• GED
• Substance use	• Gang-related activities
• High school completion	• Job skills
• Change in knowledge	• Prosocial behaviors
• Community involvement	• Employment status
• Occupational skill training	

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

Targeted behaviors measure a positive change in behavior among program participants. When choosing target behaviors, establish whether those behaviors are appropriate to your program's identified mission.

Ensure these behaviors are a realistic measure for your program, and determine how to measure/observe the change in behavior. Self-report or staff ratings are the most likely data sources.

Ideally, collect data on the number of youth who demonstrate a positive change for a targeted behavior each reporting period. To collect the data for the A value, count the number of youth (or youth and/or family members) who are in a program or receiving services for the targeted behavior. For the B value, count the number of youth who demonstrate an improvement in the targeted behavior during the reporting period. The PMT will auto-calculate the A and the B value to generate the C value, which is the percentage of youth with a positive behavior change for the reporting period. To measure a change in targeted behavior, choose a method (e.g., survey or assessment), and use it before and after the education, treatment, or intervention (i.e., pre-test and post-test). Apply this method consistently at each step of data collection. Pre-tests and post-tests help measure the behavior change from the beginning to the end of the program.

What is a short-term outcome?

Short-term outcomes for direct service programs are the benefits or changes participants experience from 0 to 6 months after completing the program's requirements. These generally include changes in behavior, attitudes, skills, and/or knowledge. For programs designed to change the juvenile justice system, short-term outcomes include changes to the juvenile justice system that are realized from 0 to 6 months after implementation.

What is a long-term outcome?

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

What are evidence-based programs?

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

What is the target population?

The target population is a group of youth and/or families identified through planning activities as needing services. Grant-funded projects may include any education, treatment, intervention, or approach designed to meet the needs of the targeted population. This section, located on the **Awards Information** page, asks grantees to identify characteristics (age, gender, risk factors, geographic location of population targeted, ethnic/cultural background) for the target population the program activities serve for the project period and those youth intended to be served for the project period. These selections carry over for each reporting period and you may update them as needed.

How does OJJDP define offend?

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

How does OJJDP define re-offend?

The term "re-offend" (commonly referred to as "recidivism") refers to a subsequent, new delinquent offense. Previously adjudicated youth may be served by programs that offer delinquency intervention activities with the goal of preventing them from committing further offenses. These youth are then tracked or monitored for adjudication of a new delinquent offense.

How is the victimization measure defined?

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

How is the re-victimization measure defined?

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

INFORMATION AND RESOURCES

You can find helpful information user materials on the
OJJDP Performance Measures page (*https://ojjdppmt.ojp.gov*), including the following:

- User Guides for navigation
- Performance Measure Grids for data entry
- Frequently Asked Questions (FAQs)

- Data Collection Forms
- Performance Reports

OJJDP PMT HELPDESK

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

Access the PMT at: *https://ojpsso.ojp.gov/*