

A group of diverse young people, including a Black woman in a pink shirt, a young woman in a light blue shirt, and a young man in a green shirt, are smiling and walking in a hallway. The background is slightly blurred, showing other people and a hallway setting.

OJJDP PMT Training for Grantees and Subgrantees

Tuesday, December 11, 2018 & Thursday, December 13, 2018

Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

OJJDP

WebEx Overview and Housekeeping

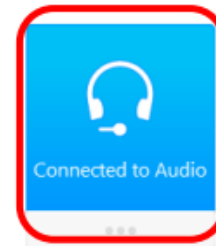
Please take a moment to follow these steps to ensure you have an optimal WebEx experience.



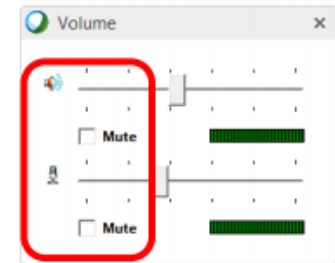
WebEx troubleshooting – Checking your audio

You have plugged in your headphones or perhaps you are using your built in microphone and logged into WebEx and but you can't hear!

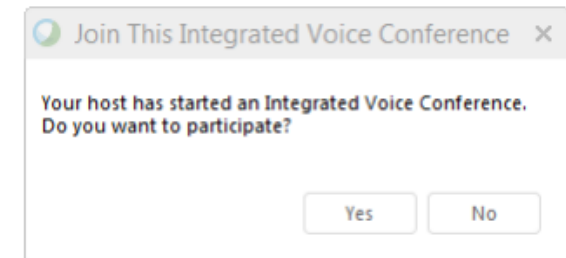
Check you have clicked on **Connect to Audio** (the large button on the left side of the screen)



A box will appear; make sure you are not muted



If you are not the meeting host, then look out for the prompt to participate in the voice conference.



WebEx Communication

To add comments via WebEx Chat:

1. Click on the tab labeled **Chat**.
2. Select the message recipient from the dropdown box.
3. Enter your chat message in the text box and click **Send**.



Announcements



Please note this training is being recorded and will be posted online for future listening and viewing.

The question and answer section of the training at the end of the presentation will not be recorded.



OJJDP PMT Training for Grantees and Subgrantees

Tuesday, December 11, 2018 & Thursday, December 13, 2018

Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

OJJDP

Agenda

- I. Introduction to Performance Measurement
- II. OJJDP PMT Data Entry Process
 - Login and Account Set-Up
 - Grantee Data Entry
 - Subgrantee Management
 - Subgrantee Data Entry
- III. Producing a Report
- IV. Tools and Available Resources

Performance Measurement 101

Section 1



Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov



What is Performance Measurement?

- The **systematic and ongoing collection of data** about program outputs and outcomes to measure a program's progress towards its stated goals.
- The **ongoing monitoring and reporting of program progress and accomplishments**, using pre-selected performance measures.





Performance Measure Components

Performance measures in the OJJDP Performance Measurement Tool (PMT) have three components:

Measure	Data Grantee Reports (Label)	Definition
<ul style="list-style-type: none">• Number and percent of program youth charged with formal parole violations	<ul style="list-style-type: none">• Number of program youth charged with parole violation• Number of youth in program• Percent (A/B)	<ul style="list-style-type: none">• The number and percent of program youth who have been charged with a formal parole violation. Official records are the preferred data source.

Terms Used

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

- 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 were obligated and expended.

Types of OJJDP Performance Measures



Core Measures



Mandatory Measures



Optional Measures



Target Behaviors



Narrative Questions

Performance Measures

Outcomes can be short-term or long-term:

- **Short-term:** The benefits and/or effects program participants experience while enrolled in the program or within **0–6 months** following program completion/exit.
- **Long-term:** The benefits and/or effects participants experience that occur within **6–12 months** following program completion/exit.





Instructions for Reporting Zeros

If you are unable to report data for one or more mandatory or applicable measures in the OJJDP PMT:

- The performance measurement grids have new instructions for reporting the value of zero.
- You will see these instructions at the top of each grid:

Enter data for all mandatory and applicable measures. Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain in the text box available at the end of data reporting.

Using Performance Measures

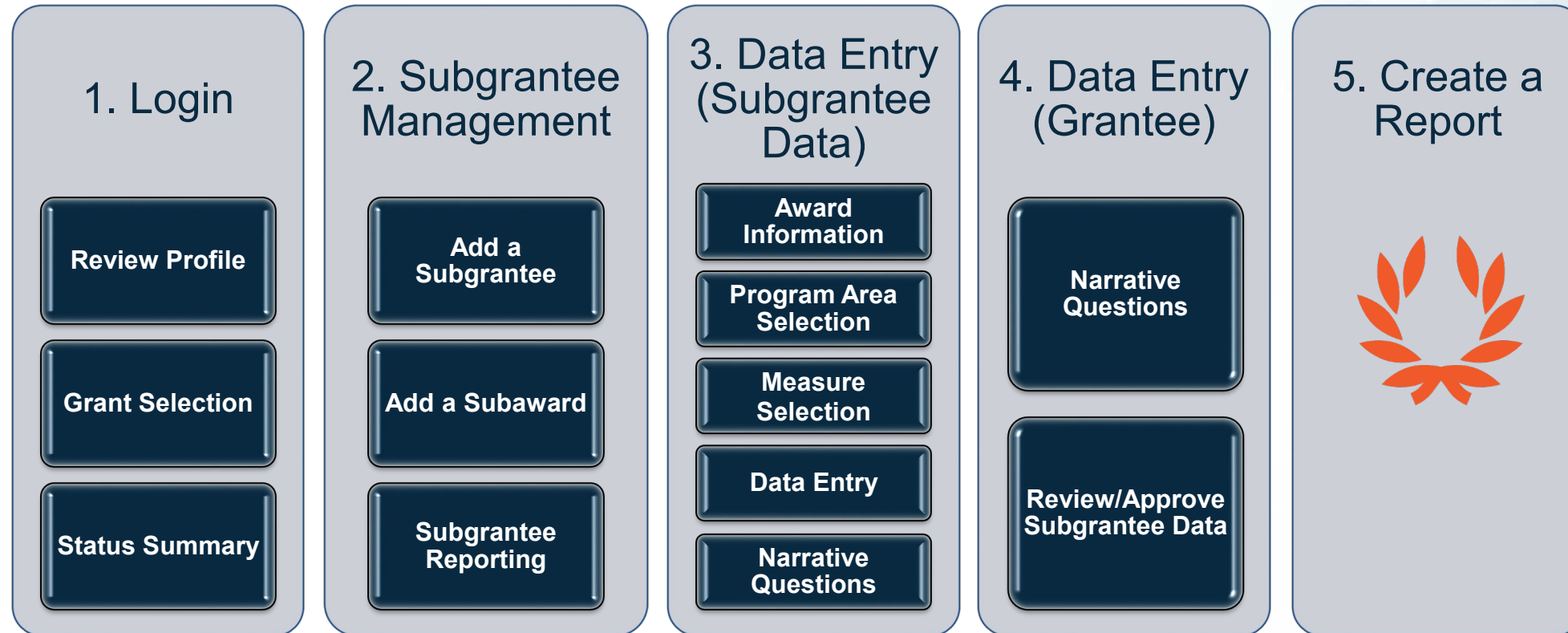
OJJDP Grantees:

- Show Office of Juvenile Justice and Delinquency Prevention (OJJDP) the results of their funding
- Document achievements
- Identify needs for training and technical assistance (TTA) or revisions to program design or implementation
- Track changes from year to year
- Monitor subgrantees and partners progress towards implementation
- Inform the juvenile justice system and policymakers

OJJDP Program Managers:

- Demonstrate the impact/success of the grant program
- Monitor grantees' progress
- Identify needs for TTA, additional grant programs, or further research

Steps in the Data Entry Process



OJJDP PMT Data Entry: Login and Account Set-up

Section 2



Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

OJJDP Performance Measures Page

OJJDP Performance Measures
page link: <https://ojdppmt.ojp.gov>

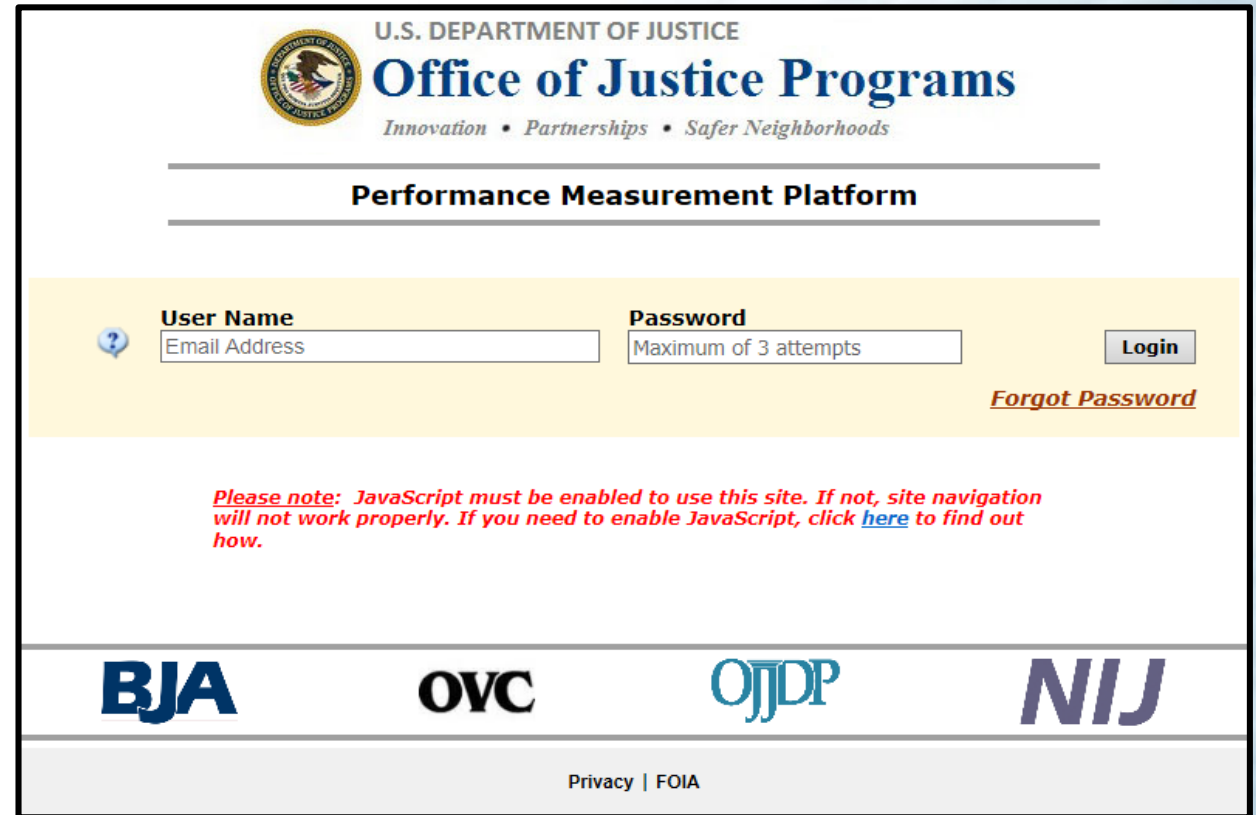
These resources can be found on the
OJJDP Performance Measures page:

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

The screenshot displays the 'PERFORMANCE MEASURES' page. At the top, the title 'PERFORMANCE MEASURES' is centered. Below it, the 'Data Reporting Tool' section explains that the PMT is a reporting system for users to submit performance data about their OJJDP grants. A warning note states that the session will time out after 30 minutes. To the right, a message announces a new improved login and user account management process, with a 'Log In' button highlighted by a red box. Below this, the 'OJJDP PMT Reporting Schedule' section lists two items: 'OJJDP PMT Reporting Schedule' and 'OJJDP PMT Training Schedule', both with expand/collapse icons. The 'Formula and Block Grants' section includes a 'Contract All | Expand All' link and lists three programs: 'Enforcing Underage Drinking Laws Block Grants Program', 'Juvenile Accountability Block Grants Program', and 'Title II Formula Grants Program', each with an expand/collapse icon.

PMT Login

- Provide your **User Name** and **Password** to enter the PMT.



The screenshot shows the login interface for the Performance Measurement Platform (PMT). At the top, it features the U.S. Department of Justice seal and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this is the title "Performance Measurement Platform". The login section has a yellow background and contains two input fields: "User Name" (with a help icon and "Email Address" placeholder) and "Password" (with "Maximum of 3 attempts" placeholder). A "Login" button is to the right of the password field, and a "[Forgot Password](#)" link is below it. A red note 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 includes logos for BJA, OVC, OJJDP, and NIJ, along with "Privacy | FOIA" links.

Review/Update Profile

- First-time users will be taken to the Profile page. Please check your profile for accuracy.
- To make changes, update your contact information in the **Grants Management System (GMS)** and contact your **State Policy Advisor**.
- You may add a secondary contact to receive notices from the PMT.
- Click **Save** to save information entered.

Home Profile Reports Help Log Out

Profile

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

Edit Profile

Manage Subgrantees

Begin Data Entry

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

Formula Contact Information

Point of Contact:	Test User
	1231231234
	test@test.com

Additional Contact:

Grant Program Selection

The **Grant Program Selection** page displays all reporting periods and grant programs available to the account.

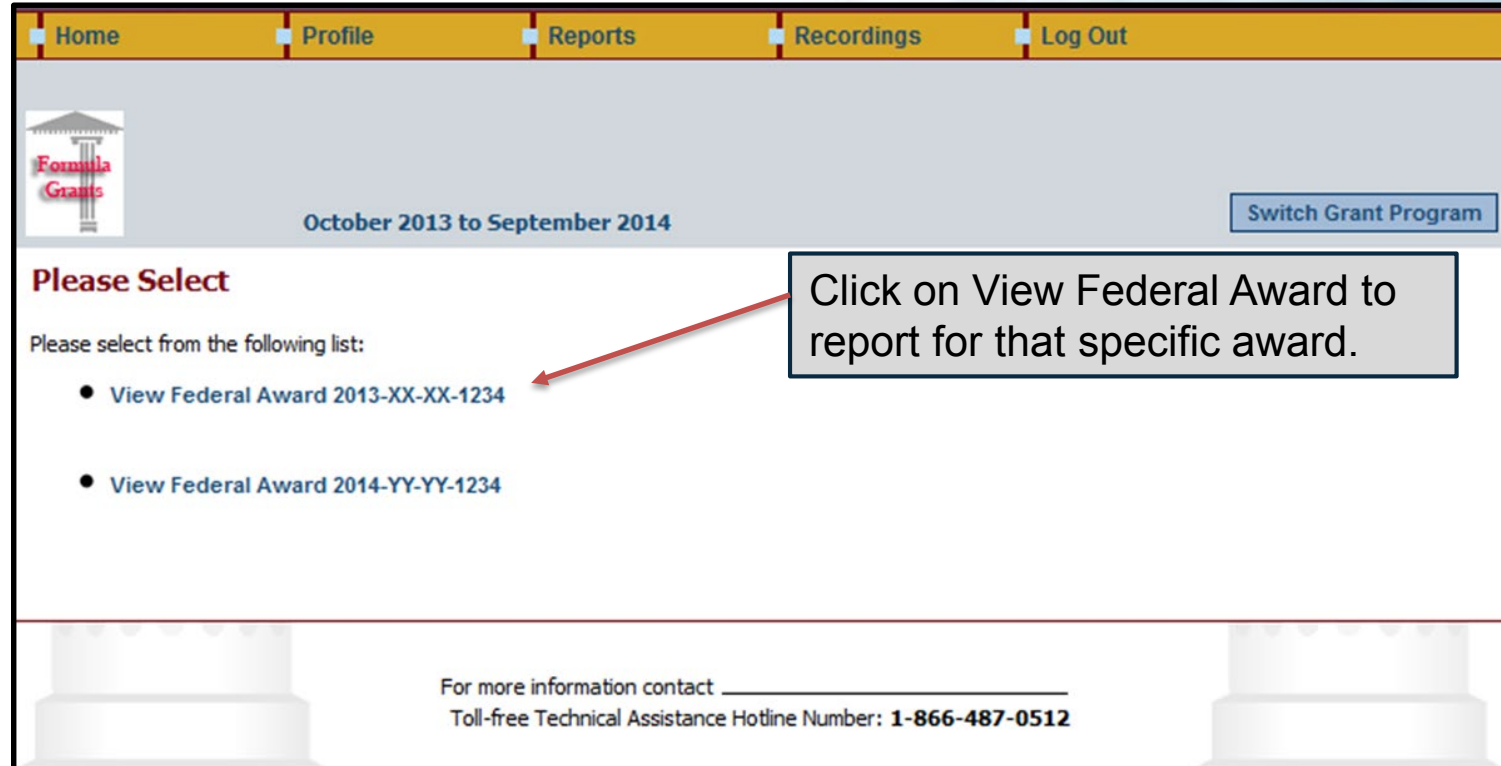
Note: If you are a returning user, this page will display first.

The screenshot shows a web application interface for 'Grant Program Selection'. At the top, there is a navigation bar with links for Home, Profile, Reports, Recordings, and Log Out. Below the navigation bar, the main heading is 'Grant Program Selection' with a sub-heading: '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.' A dropdown menu is set to 'Current / Open Reporting Period'. The main content area features three columns, each representing a grant program: 1. 'OJJDP Violence Prevention' with a reporting period dropdown set to 'July 2015 - December 2015' and a 'Go' button. 2. 'TITLE V' with a reporting period dropdown set to 'October 2014 - September 2015' and a 'Go' button. 3. 'Formula Grants' with a reporting period dropdown set to 'October 2014 - September 2015' and a 'Go' button. Each program has a logo and a house icon above the title.

Federal Award Selection

The **Federal Award** selection page lists all active federal awards for the account.

Grantees are **required** to enter data for activities that occurred during the reporting period related to the specific federal award.



The screenshot shows a web interface for 'Formula Grants'. At the top, there is a navigation bar with links for Home, Profile, Reports, Recordings, and Log Out. Below the navigation bar is a header section with the 'Formula Grants' logo on the left, the reporting period 'October 2013 to September 2014' in the center, and a 'Switch Grant Program' button on the right. The main content area is titled 'Please Select' and contains the instruction 'Please select from the following list:'. Below this instruction are two bullet points: 'View Federal Award 2013-XX-XX-1234' and 'View Federal Award 2014-YY-YY-1234'. A red arrow points from a callout box to the first bullet point. The callout box contains the text: 'Click on View Federal Award to report for that specific award.' At the bottom of the page, there is a footer with contact information: 'For more information contact _____' and 'Toll-free Technical Assistance Hotline Number: 1-866-487-0512'.

Grantee Status Summary

The **Grantee Status Summary** page provides an overview of the data entry status for the selected award.

- Any subgrantees created for the federal award will also be displayed under the subsection **Subgrantee Performance**.

The screenshot shows the 'Grantee Status Summary' page for award 2008-ME-NT-0000. The navigation bar at the top includes 'Home', 'Profile', 'Reports', 'Recordings', and 'Log Out'. A callout box points to the 'Home' tab, stating: 'Use the Home tab on the Navigation Bar to take you back to the **Grantee Status Summary** page.' Below the navigation bar, the page title is 'Grantee Status Summary for test'. A section titled 'Management of the Federal Award' shows the award number '2008-ME-NT-0000' and a 'Change This Designation' button. The 'Grantee Performance' section contains a table with columns: Grantee, Federal Award Amount, Type of Reporting, Data Entry Status, and Report Status. The first row shows 'test' with a federal award amount of '\$1,000,000.00' and 'Performance Data' type. The 'Data Entry Status' is 'Not Started' with a red 'Begin Reporting' button. A second callout box points to this button, stating: 'Click the **RED** button under Data Entry Status to begin data entry for the grantee or subgrantee report.' Below this, another row shows 'In Progress' with a red 'Continue Reporting' button and an 'Edit' button. A third row shows 'Not Active' with a 'Not Reporting' status and an 'Edit' button.

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
			In Progress Continue Reporting	Edit
			Not Active Not Reporting	Edit

Grantee Status Summary

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. Box changes from blue to red.
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 has been completed for the PMT. Box changes from blue to red.

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 Number 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.

OJJDP PMT Data Entry: Grantee Data Entry

Section 3



Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

Grantee Data Entry

- 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:

AK At-large (00) Current Selection: AK-00

01
02
03
04

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:

Grantee Data Entry

- Enter information about the **Target Population(s)** that received services through the subaward during the reporting period.
- This may not be applicable for awards used only for system improvement or for projects in their planning period.
 - If this is the case, 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/Subaward provide targeted services for any of the following groups?
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 American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>
R Asian	<input type="checkbox"/>	<input type="checkbox"/>
A Black/African American	<input type="checkbox"/>	<input type="checkbox"/>
C Caucasian/Non-Latino	<input type="checkbox"/>	<input type="checkbox"/>
E Hispanic or Latino (of any race)	<input type="checkbox"/>	<input type="checkbox"/>
T Native Hawaiian and Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
H Other Race	<input type="checkbox"/>	<input type="checkbox"/>
N White/Caucasian	<input type="checkbox"/>	<input type="checkbox"/>
I Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
C		

Grantee Data Entry

- Some programs require **Program Category Selection** before measures selection. Please follow the prompt by the system appropriately.
- **Allocated Amount** and **Program Category** is not required for all programs. However, where it is required, please distribute project-funded activities accordingly. Allocated amount **must** add up to the total grant/subgrant amount.

OJJDP
July to December 2018
Switch Grant Program

Program Category Selection Return to Home Screen for [redacted] Return to Award Information Summary

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

Program Category
<input checked="" type="checkbox"/> Planning Year
<input type="checkbox"/> 1 - Prevention Services
<input type="checkbox"/> 2 - Interventions for Court-Involved Tribal Youth
<input type="checkbox"/> 3 - Tribal Juvenile Justice
<input type="checkbox"/> 4 - Alcohol and Drug
<input type="checkbox"/> 5 - Mental Health P

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

Select	Measure	Type
<input type="checkbox"/>	6A Social competence	Short Term Outcome Long Term Outcome
<input type="checkbox"/>	6B School attendance	Short Term Outcome Long Term Outcome
<input type="checkbox"/>	6C GPA	Short Term Outcome Long Term Outcome
<input type="checkbox"/>	6D GED	Short Term Outcome Long Term Outcome
<input type="checkbox"/>	6E High School Completion	Short Term Outcome

Grantee Data Entry

- Click **Select Measures** to continue.
- Select all applicable measures for the project you are reporting on.
- 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.*

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**

Award Information saved.

Measure Selection

Award Information: 5272009
Solicitation:
Subaward Number
Award Start Date

Mandatory Measures

You must select at least 1 of the following target behaviors

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

Applicable Mandatory Measures

You must select all measures that apply to your program.

Select	Measure	Type
<input type="checkbox"/>	6 Number and percent of program youth who RE-OFFEND (Short Term Measure)	Short Term Outcome
<input type="checkbox"/>	7 Number and percent of program youth who RE-OFFEND (Long Term Measure)	Long Term Outcome
<input type="checkbox"/>	8 Number and percent of program youth who are VICTIMIZED (Short Term Measure)	Short Term Outcome
<input type="checkbox"/>	9 Number and percent of program youth who are VICTIMIZED (Long Term Measure)	Long Term Outcome

Grantee Data Entry

- The system will indicate when measures have been selected. Click **Enter Data** to continue with the data entry process.
- Enter numerical data in the fields provided for each measure. Data should be entered for each selected program area.
- **Tip:** If you selected more than one program category, click **Save** to take you to the next program category to enter data.

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

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

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

Your selections have been saved.

Measure Selection Status: Complete Data Status: Not Started

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

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

Grant Program Indicator	December 31, 2014
1. Number and percent of youth with whom an evidence-based program or practice was used Output	
A. The number of youth served using an evidence-based program or practice	<input type="text" value="0"/>
B. Total number of youth served during the reporting period	<input type="text" value="0"/>
C. Percent (A/B)	Calculated Value: 0%
2. Increase in Number of Program Mentors Recruited Output	
A. The increase in number of program mentors recruited (ready for training) during the reporting period	<input type="text" value="0"/>
B. Total number of program mentors who began training during the reporting period	<input type="text" value="0"/>
C. Percent (A/B)	Calculated Value: 0%
3. Number and percent of program mentors successfully completing training Output	
A. Number of program mentors successfully completing training during the reporting period	<input type="text" value="0"/>
B. Total number of program mentors who began training during the reporting period	<input type="text" value="0"/>
C. Percent (A/B)	
4. Number and percent of trained program mentors with increased knowledge of the program area Output	
A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period	<input type="text" value="0"/>

Grantee Data Entry

- 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.
- 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 has been marked as complete, select the **Return to Home** button to enter data for subgrantees or produce your report.



OJJDP PMT Data Entry: Subgrantee Management

Section 4



Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

Subgrantee Management: Add a Subgrantee

Grantees can add subgrantees from the **Manage Subgrantees** page.

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.

Home Profile Reports Recordings Log Out

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:

Subgrantee Management: Add a Subgrantee

- The Subgrantee Management page lists all of subgrantees assigned to your program.
- Information about other subgrantee organizations in your state is also offered in case one of your subgrantees is already in PMT.

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 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	Users	Organization Name	Discretionary Mentoring	Second Chance Reentry	SCA Mentoring	JABG Formula	Title V	SCA Strengthening Families
XX00400	wqowj	Manage Users	test csr (test)						
XX00410	zbcgm	hjal@testemail.com Manage Users	VP SUB test (test)						

- Each subgrantee appears on this list with its user ID and password.
- Click add new Subgrantee User.

Subgrantee Management: Add a Subgrantee

Subgrantee Account Definition

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

[Set Up Subgrantee User](#)

[Delete User](#)

[Return to User List](#)

User ID: CSAT0048G

Password: holelc

Previously Created Subgrantees:

(type in new organization name) Organization X

Grant(s): CASA
 Discretionary

Save

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

- User IDs and passwords are automatically created by the PMT system.
- While user IDs cannot be changed, passwords can be customized.
- Please provide subgrantees with their user IDs and passwords if they will be entering performance measures data on their own.

Subgrantee Management: Add a Subaward

Grantees can add subawards 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**.
- Contact the OJJDP PMT Helpdesk to obtain the Bulk Upload Spreadsheet

Subgrantee Performance					
Subgrantee	User ID	Grant Number	Project Period	Total amount of grant	Data Entry Status
Subgrantees	CA0192G	2006-JL-FX-K108	Jan 07 - Jul 17	\$90,000.00	Not Active Not Reporting
TEST HUMAN TRAFFICKING	CA0543G	HT TEST 2017	Oct 17 - Dec 18	\$1,000.00	Not Started Begin Reporting

Add or Edit Subawards

[Add a Subaward](#)

[Bulk Upload](#)

Subgrantee Management: Add a Subaward

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

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

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 by your organization. Before creating a new subgrantee, please check the list to determine if you can just add a new subaward to the contact listed.

Subgrantee	User ID	Subgrantee Actions
2007 test <u>Discretionary subgrantee</u> [More...]	CSAT0007G	Add a Subaward
5272009 <u>Mentoring subgrantee</u> [More...]	CSAT0025G	Add a Subaward
csat0035g test org <u>Discretionary subgrantee</u> [More...]	CSAT0035G	Add a Subaward
[More...]	CSAT0038G	Add a Subaward

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

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: <input type="text"/>

[Save](#) [Cancel](#)

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

Subgrantee Management: Subgrantee User IDs and Passwords

- 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.

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 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	TCAP	CASA	T-JADG OLD FFY	NCMEC	Mentoring	Mentoring ARRA	Second Chance Reentry	TJADG	SCA Mentoring	TTA	JABG	
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	EUDL	TCAP	CASA	T-JADG OLD FFY	NCMEC	Mentoring	Mentoring ARRA	Second Chance Reentry	TJADG	SCA Mentoring	TTA	JABG	
STUM0003G	*****	Subgrantee #1		•																•
STUM0007G	*****	Formula subgrantee #2			•	•														
STUM0010G	*****	Grant Project recipients				•														

Subgrantee Management: Deleting Subgrantee Data

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

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 screenshot displays the 'Award Information Summary' page for a subgrantee. The page includes a navigation bar with tabs for Home, Federal Awards, Profile, Reports, Help, and Log Out. Below the navigation bar, there is a 'Switch Grant Program' button and a date range of 'October 2009 to September 2010'. The main content area features a row of buttons: 'Edit Award Info', 'Select Program Areas', 'Designate Program Areas', 'Select Measures', 'Edit Data', 'Return to Home', and 'Delete Data'. The 'Delete Data' button is highlighted with a red border. Below the buttons, the status is shown as 'Measure Selection Status: Complete' and 'Data Status: Complete'. The 'Award Information' section contains the following details:

- Formula Subgrantee
- Federal Fiscal Year: 2010
- State Award Number: Formula Subgrantee
- Project Start Date: 10/30/2008
- Project End Date: 10/30/2012
- Total amount of subaward: \$1,000 (Federal Funds only)
- Federal Congressional District(s) of where services are provided: DC-00
- Subaward Project Title: test
- Subaward Project Description: test
- Implementing Organization Name: test
- Implementing Organization Type: Juvenile Justice
- Is this award used to implement evidence-based programs? No
- If yes, select one source from which the program model was cited:
- If other, please specify:
- Please indicate the name of the evidence-based program implemented:

Subgrantee Management: Deleting Subgrantee Data

You must type **Yes** in the textbox to delete.

Once deleted, items removed **CANNOT BE RECOVERED.**

The screenshot shows a web application interface for 'Formula Grants'. At the top, there is a navigation bar with links for Home, Federal Awards, Profile, Reports, Help, and Log Out. Below the navigation bar is a header section with the 'Formula Grants' logo on the left, the reporting period 'October 2009 to September 2010' in the center, and a 'Switch Grant Program' button on the right. The main content area is titled 'DELETE Data' and includes two links: 'Return to Status Summary Screen for Formula Subgrantee' and 'Return to Award Information Summary'. A warning message in red text asks: 'Are you sure you want to delete this data? It will be removed and CAN NOT BE RECOVERED.' Below this, it says 'Please make a selection below' and 'Type "Yes" to confirm:' followed by a text input field. At the bottom, there are three buttons: 'Delete All Subaward Information' (dark red), 'Delete Current Reported Data' (dark red), and 'Cancel, Do Not Delete' (light blue).

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.

Subgrantee Management: Deleting Subgrantee Data

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

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 Begin Reporting	Not Created

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	Edit Remove
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

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.**

OJJDP PMT Data Entry: Subgrantee Data Entry

Section 5



Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

Data Entry for Subgrantees

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

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 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 Begin Reporting	

Subgrantee Performance

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	Report 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

ue eed

Data Entry for Subgrantees

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.

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.

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

Data Entry for Subgrantees

Enter the basic award information requested, including:

- The state award number
- Total subaward amount (federal funds only)
- The target population for the subaward
- Start and end dates (ensure they fall with the project period)
- Congressional district(s) where services are provided
- Subaward Project Title and description

Award Information [Return to Home Screen for TEST HUMAN TRAFFICKI](#) [Return to Award Information Summary](#)

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

Award Information

TEST HUMAN TRAFFICKING

Solicitation: *None specified*

1. Please enter the grant number:

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

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

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

5. Was there grant activity during the reporting period? Grant activity is defined as proposed activities in the OJJDP-approved grant application that are implemented or executed with the OJJDP grant.
 Yes No

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

Data Entry for Subgrantees

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.

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/Subaward provide targeted services for any of the following groups?
	At-Risk Population (no prior offense)	<input type="checkbox"/>	<input type="checkbox"/>
J U S T I C E	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"/>
	R A C E / E T H N I C	American Indian/Alaska Native	<input type="checkbox"/>
Asian		<input 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"/>
G		Female	<input type="checkbox"/>

Data Entry for Subgrantees

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

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](#)

Award Information saved.

Mandatory Measures

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

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

Applicable Mandatory Measures

You must select all measures that apply to your program.

Select	Measure	Type
<input type="checkbox"/>	6 Number and percent of program youth who RE-OFFEND (Short Term Measure)	Short Term Outcome
<input type="checkbox"/>	7 Number and percent of program youth who RE-OFFEND (Long Term Measure)	Long Term Outcome
<input type="checkbox"/>	8 Number and percent of program youth who are VICTIMIZED (Short Term Measure)	Short Term Outcome
<input type="checkbox"/>	9 Number and percent of program youth who are VICTIMIZED (Long Term Measure)	Long Term Outcome

Data Entry for Subgrantees

- Enter data in the fields provided for each measure.
 - Remember: Data entered should be an aggregated number that reflects the activities that occurred during the reporting period.
- **Mandatory Measures** are measures you are required to report data. If there is no data available for the reporting period, input 0 for that measure(s).

Data Entry [Return to Home Screen for TEST HUMAN TRAFFICKI](#) [Return to Award Information Summary](#)

Selected Program Categories	Allocated Amount for the Life of the Award	
PC 1 Direct Service Prevention	\$500	No Data Entered
PC 3 System Improvement	\$500	No Data Entered

PC 1 Direct Service Prevention	June 30, 2018
1. OJJDP grant funds awarded for prevention services Output	
A. OJJDP grant funds awarded to program for prevention services.	<input type="text" value="0"/>
3. Number of youth or youth and families served Output	
A. Number of program youth (or youth and families) carried over from the previous reporting period, plus new admissions during the reporting period.	<input type="text" value="0"/>
4. Number and percent of programs/initiatives employing evidence-based programs or practices Output	
A. Number of program/initiatives employing evidence based programs or practices	<input type="text" value="0"/>
B. Total number of programs/initiatives	<input type="text" value="0"/>
C. Percent (A/B)	Calculated Value: 0%
5. Number and percent of youth and/or families with whom an evidence-based program or practice was used Output	
A. Number of youth and/or families receiving an evidence based program or practices prevention model	<input type="text" value="0"/>
B. Total number of youth and/or families served during the reporting period	<input type="text" value="0"/>
C. Percent (A/B)	Calculated Value: 0%
7. Average length of stay in program Output	
A. Total number of days between program entry and program exit regardless of reason for exit.	<input type="text" value="0"/>
B. Number of clients to exit the program	<input type="text" value="0"/>
C. Average (A/B)	Calculated Value: 0

Data Entry for Subgrantees

- Once all of the numeric data have been entered, complete data entry by clicking **Mark Data as Complete**.
- This action tells the system you have no more data to enter for this record.

Formula Grants

October 2011 to September 2012

Switch Grant Program

Award Information Summary Return to Home Screen for Title V & Formula Te

Edit Award Info Select Program Areas Select Measures Enter Funds Used Enter Data **Mark Data as Complete** Delete Data

Your Data Has Been Saved.

Measure Selection Status: Complete Data Status: In progress

Note: You will only see this view when the grantor enters data for the subgrantee.

Formula Grants

October 2009 to September 2010

Mark Data as Complete Return to Home Screen for Formula Subgrantee 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

Formula Subgrantee

Data Entry for Subgrantees

Once all data have been entered for the subgrantee, their **Data Entry Status** shows as **Complete**.

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

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	Complete View Reporting	Edit

Subgrantee Data Review

If grantees elect to have subgrantees report for themselves, the PMT allows the grantees to review the data that is entered before the data is finalized and a report is created.

Home Profile Reports Recordings Log Out

Grantee Status Summary

This screen provides a summary of your data entry status.
Please remember to create the downloadable Performance Data Report for submission to OJJDP. Click on the Reports tab to generate the report.

Grantee Performance

Reporting	Type of Reporting	Overall Status	Grantee	User ID
View Reporting	Performance		Man Services	
View Reporting	Narrative		Man Services	

Subgrantee Performance

Reporting	State Award Number	Overall Status	Subgrantee	User ID
View Reporting	232	Complete	TEST for Formula	

Total # of Subgrantees: 1
Total # Completed: 1
Total # In Progress: 0

To review the subgrantee data, click **View Reporting** to open their subaward.

Subgrantee Data Review

If changes are needed grantees can:

- Edit data at the state-level by clicking **State Edit**, OR
- **Send Back for Revisions**, which 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 its record is needed. A notification is sent to the addressees on the profile page.

The screenshot shows the 'Award Information Summary' page for 'Formula Test 2' for the fiscal year 2010. The page includes a navigation bar with links for Home, Federal Awards, Profile, Reports, Help, and Log Out. Below the navigation bar, there is a 'Switch Grant Program' button. The main content area displays the award information and a row of buttons: 'Edit Award Info', 'Select Program Areas', 'Select Measures', 'State Edit', 'Send Back for Revision', 'Return to Home', and 'Delete Data'. The status of the award is shown as 'Measure Selection Status: Complete' and 'Data Status: Complete'.

The screenshot shows a confirmation dialog box titled 'Award Information Summary'. The text 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 the text is a text input field with the placeholder 'If Yes, please enter a comment for this request:'. At the bottom of the dialog, there are two buttons: 'Yes, send for revisions' and 'Cancel'.

Subgrantee Data Review

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**.

Creating a Report

Section 6



Create a Report

Create a **Performance Data Report** to submit to OJJDP as part of your progress report.

All statuses for all records for which data was entered must show as **Complete** before a **Performance Data Report** can be created.

The screenshot shows the OJJDP reporting interface. The 'Reports' tab in the navigation bar is circled in red, with a red arrow pointing to a callout box that says 'Click the Reports tab to create a report.' Below the navigation bar, the 'Grant Program' is set to '2013-ME-NT-0000' for the period 'July to December 2014'. There are two dropdown menus for grant programs, with '2013-ME-NT-0000' selected. The main content area is titled 'Grantee Status Summary for test' and includes a 'Management of the Federal Award' section for '2013-ME-NT-0000'. A table below shows 'Grantee Performance' with columns for 'Federal Award Amount', 'Type of Reporting', 'Data Entry Status', and 'Report Status'. The table contains one row with a 'Performance Data' report that is 'Complete' and 'Not Created'. Below this is another table with columns for 'Award Number', 'Project Period', 'Total amount of grant', 'Data Entry Status', and 'Report Status'. This table contains one row with a 'Mentor Sub Test' project that is also 'Complete' and 'Not Created'. Buttons for 'View Reporting' and 'Edit' are visible for each row.

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

Award Number	Project Period	Total amount of grant	Data Entry Status	Report Status
5272009	Jul 14 - Dec 16	\$200.00	Complete View Reporting	Edit

Create a Report

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

Home Profile Reports Recordings Log Out

Formula Grants 2012-JF-FX-00 October 2013 to September 2014 Switch Grant Program Switch Federal Award

Areas for Further Review

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

Create a Report

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

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

Reports Menu

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

Mandatory Reports

Performance Data Report

This is the report that you must upload into GMS, when a progress report is due.
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](#)

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](#)

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

Create a Report

Now that your data is locked and ready:

- You may add a few comments (two–three sentences) about your data entry for the reporting period by clicking **Add Comments**.
- If you clicked **Add Comments**, enter text and click **Save 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.

View of Performance Data Report

Below is a view of the Performance Data Report containing data entered for the reporting period July 1, 2014 - June 30, 2018.

Click [Add Comments](#) to add comments to your report.

Click [Export as a PDF file](#) to open a new window with the PDF file so that you may save it to your computer. Please save a copy for your records.

Please remember to upload the Performance Data Report by the date specified in your Grant Award.

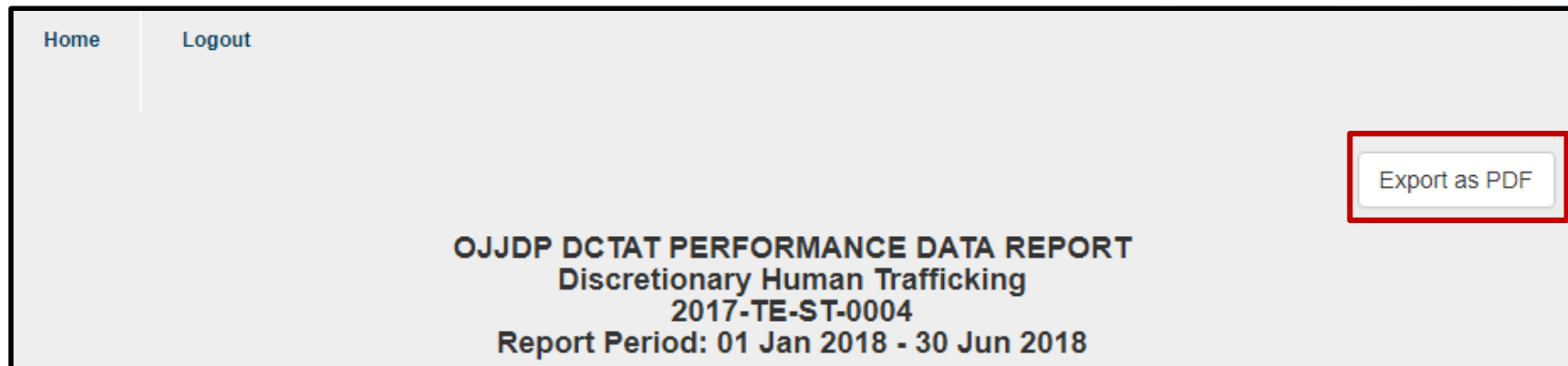
Performance Data Report Comments

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

[Save Comments](#)

Create a Report

- 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.



Tools and Resources

Section 7



Enhancing Safety • Ensuring Accountability • Empowering Youth

ojjdp.gov

State-Level Resources

- 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.
- 4. Performance Data Report by Subgrantee:** Creates a report for the individual subgrantee.

Mandatory Reports

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

Reporting Period: October 1, 2016 - September 30, 2017
 All Reporting Periods (use for close out)

Federal Award Number: 2016-JF-FX-0013

Run Report

Optional Reports

Performance Data Summary Report
A summary report of all data and comments reported for the reporting period.

Reporting Period: October 1, 2016 - September 30, 2017

Federal Award Number: 2013-MU-FX-0013
2016-JF-FX-0013

Run

Notes:

- To select multiple entries for federal award number, hold down CTRL and then left click the entries you wish to select.

Subaward Detail Data Report
A report that presents data for each performance measure as reported, at the Grantee and Subgrantee level, for all awards received from the selected federal award.

Reporting Period: October 1, 2016 - September 30, 2017

Federal Award Number: 2016-JF-FX-0013

Run

Performance Data Report by Subgrantee
A report that presents data for a selected subgrantee for the selected federal award.

Reporting Period: October 1, 2016 - September 30, 2017
 All Reporting Periods

Federal Award Number: 2016-JF-FX-0013

Subgrantee: AZ0154G - Arizona Administrative Office of the Courts (AOC)

Run

Subgrantee Monitoring

- Grantees can review subgrantees' submitted performance reports to:
 - Identify measures that are not reported or are underreported
 - Identify trends or changes from previous reporting periods
- Subgrantee progress reports can reveal:
 - Progress reports give context to the data reported
 - Ability to see if goals and objectives are being met
 - Identify strengths
 - Identify problems or challenges subs experienced
 - Identify needs for TTA

Training Resources

- Visit the [OJJDP Performance Measures](#) webpage to access:
 - Performance Measure Grids
 - Data Collection Forms
 - Performance Measures Trainings
 - OJJDP PMT User Guide for Grantees and Subgrantees
 - OJJDP PMT FAQs and Fact Sheet
 - Semiannual Performance Reports

Helpful Hints

SAFEGUARD YOUR DATA



Back up data in case of a system outage. Ensure there is no identifiable information within your database or use a system that replaces personal information with a number or code.

QUALITY CHECK



Be sure to collect quality data for reporting. Make sure collection methods are consistent and reliable. Appoint a data steward to be in charge of quality and double check numbers as they are entered into the PMT system.

TEAM WORK



Ensure that all team members clearly understand and accept the data collection plan. This allows for a uniform approach and more consistent and reliable data.

Helpful Hints

RED BUTTON



Red buttons are used as indicators to the action required on that page. Select the **red** buttons throughout the page, and it will complete the task at hand or take you to the next step.

WHAT DOES THIS MEAN...



On the data entry page, each measure and question, underlined in **blue**, is a link to more information. Click on or hover over the links throughout the page for a definitions and instructions.

UPDATE INFORMATION



It is crucial for PMT users to make sure the profile page has correct and complete contact information. Please update information in the Grants Management System first, and then update in PMT.

Contact Information



OJJDP

PMT HELPDESK

Monday–Friday

8:30 a.m.–5:00 p.m. ET

Closed on Federal Holidays

Toll-free number: 866–487–0512

ojdppmt@ojp.usdoj.gov

Other Contacts:

Adam Kirkman

Adam.Kirkman@ojp.usdoj.gov

Ludmille Glaude

Ludmille.Glaude@ojp.usdoj.gov

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

Question and Answer

