# DCTAT grantee Data Collection Form

Reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document is for your use to assist with gathering information that should be reported into the DCTAT tool. It is not necessary to submit this form to OJJDP. It is only for your information.

## Award Information

1. Please enter the Federal Fiscal Year :

Please enter project start date: (Prepopulated)

(mm/dd/yyyy)

Please enter project end date: (Prepopulated)

(mm/dd/yyyy)

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

$

3. Please enter the subaward numbers or other descriptor that you use to track your Statewide activities:

## Measure Selection

The following measures are MANDATORY

|  |  |
| --- | --- |
| **Measure** | **Record Data Here** |
| 4 – Number and percent of program staff trained |  |
| 5 – Number of hours of program staff training provided |  |
| 9 – Number of program youth served |  |
| 12 – Number of planning activities conducted |  |
| 13 – Number of assessment studies conducted |  |
| 14 – Number of data improvement projects implemented |  |
| 15 – Number of objective decision-making tools developed |  |
| 1 – Number and percent of program youth who OFFEND during the reporting period  (Short Term Measure) |  |
| 1 – Number and percent of program youth who OFFEND during the reporting period  (Long Term Measure) |  |

**Mandatory Measures**

You must select at least one of the following target behaviors

|  |  |  |
| --- | --- | --- |
| **Select** | **Measure** | **Record Data Here** |
|  | 5a Substance use  5a Substance use |  |
|  | 5b School attendance  5b School attendance |  |
|  | 5c Family relationships  5c Family relationships |  |
|  | 5d Antisocial behavior  5d Antisocial behavior |  |

**Applicable Mandatory Measures**

You must select all indicators that apply to your program.

|  |  |  |
| --- | --- | --- |
| **Select** | **Measure** | **Record Data Here** |
|  | 3 – Number of programs implemented |  |
|  | 1 – Number of state agencies reporting improved data collection systems (Short Term) |  |
|  | 1 – Number of state agencies reporting improved data collection systems (Long Term) |  |
|  | 2 – NUMBER OF LOCAL AGENCIES REPORTING IMPROVED DATA COLLECTION SYSTEMS (Short Term) |  |
|  | 2 – NUMBER OF LOCAL AGENCIES REPORTING IMPROVED DATA COLLECTION SYSTEMS  (Long Term) |  |
|  | 6 – Number and percent of program youth completing program requirements (Short Term) |  |
|  | 11 – NUMBER OF CONTRIBUTING FACTORS DETERMINED FROM ASSESSMENT STUDIES (Short Term) |  |
|  | 12 – Number of contact points reporting reduction in disproportionality at the state level (Long Term) |  |
|  | 13 – Number of contact points reporting reduction in disproportionality at the local level (Long Term) |  |
|  | 14 – NUMBER AND PERCENT OF RECOMMENDATIONS FROM ASSESSMENT STUDIES IMPLEMENTED (Long Term) |  |

**Output Measures**

You may select additional OUTPUT measures.

|  |  |  |
| --- | --- | --- |
| **Select** | **Measure** | **Record Data Here** |
|  | 2 – Number of FTEs funded by FG $ |  |
|  | 6 – Number of non-program personnel trained |  |
|  | 7 – Number of hours of non-program personnel training provided |  |
|  | 8 – Number of program materials developed during the reporting period |  |
|  | 10 – Number of service hours completed |  |
|  | 11 – Average length of stay in program |  |
|  | 16 – Number of program/agency policies or procedures created, amended, or rescinded |  |

**Outcome Indicators**

You may select additional OUTCOME measures.

|  |  |  |
| --- | --- | --- |
| **Select** | **Measure** | **Record Data Here** |
|  | 1 – Number and percent of program youth who RE-OFFEND (Short Term) |  |
|  | 1 – Number and percent of program youth who RE-OFFEND (Long Term) |  |
|  | 3 – Number of minority staff hired (Short Term) |  |
|  | 7 – Number and percent of program families satisfied with program (Short Term) |  |
|  | 8 – Number and percent of program youth satisfied with program (Short Term) |  |
|  | 9 – Number and percent of program staff with increased knowledge of program area (Short Term) |  |
|  | 10 – Number and percent of non-program personnel with increased knowledge of program area (Short Term) |  |

## Performance Measures

For this section, please find the “performance measure grid by category” on the DCTAT sign-in page under the grant program name. Please print out the selected program category grids to add to this document. Record the collected data in the “Record Data Here” column for each performance measure.

## Narrative Questions

Please respond to each question below. Your response should reflect activity that occurred during the previous 12-month period.

| **#** | **Question** | **Information Grantee Provides** |
| --- | --- | --- |
| 1 | What were your accomplishments within this reporting period? |  |
| 2 | What goals were accomplished, as they relate to your grant application? |  |
| 3 | What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? |  |
| 4 | Is there any assistance that OJJDP can offer you to address any problems/barriers identified in question #3 above? |  |
| 5 | Are you on track to fiscally and programmatically complete your program as outlined in your grant application?? |  |
| 6 | What major activities are planned for the next six months? |  |
| 7 | Based on your knowledge of the juvenile justice field, are there any innovative programs/accomplishments that you would like to share with OJJDP? |  |