



OJJDP PERFORMANCE MEASURE REPORTING

GENERAL INFORMATION

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) Performance Measurement Tool (PMT) is an online tool to collect quantitative and qualitative data on the performance of OJJDP federal award-funded activities. OJJDP uses the data to demonstrate progress towards meeting OJJDP program goals and objectives. The PMT reporting is complete when the State Policy Advisor accepts the final progress report and closeout package. A report created from the data entered in the PMT must be uploaded as an attachment to the progress report tab in the Grants Management System (GMS).

REPORTING REQUIREMENTS

As an OJJDP grantee, you are required to report on the progress of your activities in the OJJDP PMT. In addition, grantees must submit an annual or semiannual report in GMS, which is a separate system from the PMT. The report provides program performance measurement data and narrative question responses for two or four quarters (i.e., six months or a year).



REPORTING SCHEDULE

Depending on your program, you will enter data in the PMT either annually or semiannually (Table 1). If your program requires semiannual reporting, submit your data in January for the July–December reporting period and in July for the January–June reporting period. If your program requires annual reporting, submit your data before the date shown in the table. Continue to report until your grant’s project end date or when the grant is officially closed in GMS. Use whichever ever date is first.

PMT REPORTING TIMELINES

OJJDP Grant Programs	Reporting Period	PMT Due Date
<ul style="list-style-type: none"> • 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 and Reentry • Training and Technical Assistance • Tribal Youth Program • Victims of Child Abuse • Violence Prevention Initiatives 	<p>January–June</p> <p>July–December</p>	<p>July 30</p> <p>January 30</p>
Title V* Tribal Juvenile Accountability Discretionary Grant*	October–September	November 30
Title II (Formula)*	October–September	December 30
Juvenile Accountability Block Grant*	April–March	June 30



Remember to only report activities that occurred during the reporting period.

*For grant programs denoted with an asterisk, data is submitted annually and covers the entire year.

WHAT YOU NEED FOR DATA ENTRY AND REPORTING IN THE PMT

1. [Log-in instructions](#).
2. Your data from your agency's tracking system to ensure you are prepared to respond to each question.

HOW DO I ENTER MY DATA?

1. Log in and select OJJDP-PMT.
2. Review/update the *Profile* page.
3. Go to the *Home* page.
4. Select a reporting period, click on **Begin Reporting**, and answer the *Award Information questions*.
5. Enter your data, click **Save**, and Mark Data as Complete.
6. On the Reports tab, click **Run Report**, mark data as final, and create Performance Data Report.
7. Add Comments to further explain the information in your report.
8. Save the report as a PDF file and then save the file to your computer.
9. Upload or attach the report to your progress report in the GMS on the required date.



SUBMITTING REPORTS TO THE GMS



1. A PMT Report must be submitted as an attachment to all progress reports in the GMS, a separate reporting website.
2. After entering data in the PMT and completing data reports, log in to the [GMS Website](#) to submit a progress report or to close out your grant.
3. Upload your Report PDF in GMS before the reporting deadline
 - A PMT report must be submitted as an attachment to all open federal awards in GMS by the last day of the reporting period.
 - For information about how to close out your grant in the GMS, go to: http://www.ojp.usdoj.gov/gmscbt/module_04.html
 - For help accessing and navigating the GMS system, please call the GMS Helpdesk at 1-888-549-9901 and dial 3 when prompted or email the at GMS.Helpdesk@usdoj.gov

INFORMATION AND RESOURCES

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

- User Guides for navigation
- Performance Measure Grids for data entry
- Frequently Asked Questions (FAQ)
- 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 ojdppmt@ojp.usdoj.gov or call the toll free number: 1-866-487-0512.