

Guide to OJJDP's Performance Measures

VICTIMS OF CHILD ABUSE

June 2016

We will:

- Define “performance measure”
- Go over changes to the VOCA module in the DCTAT
- Review the VOCA performance measures
- Highlight DCTAT resources
- Review how to submit data in the DCTAT

Performance measures:

- Are indicators, statistics, or metrics used to assess program performance
- Gauge progress toward achieving predetermined goals
- Are directly linked to OJJDP's core mission and designed to support the VOCA grant program's goals and objectives
- Help OJJDP determine whether the federal program has achieved its goals and objectives
- May be used to improve program and policy decisions at the federal level

- **Outputs**




- Measure the products or activities your program implemented in terms of volume of work accomplished, such as number of youth served, number of service hours provided.

- **Outcomes**

- Measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the program, such as program completion.

OLD

NEW

- Discretionary/TTA module  VOCA module
- Multiple program areas selection  One program area
- Optional measures  All measures are mandatory

Performance Measures

- All measures are mandatory.
- Type of questions:
 - Training and technical assistance (TTA)
 - System improvement
 - Direct services
- New measures

Examples:

- Number of **training requests received/trainings held**
- Number and percent of **staff trained**
- Number and percent of other relevant **youth-serving professionals or community members** trained
- Number of **technical assistance requests received and delivered**
- Number of program **materials developed/disseminated**

Examples:

- Number of **Memoranda of Understanding (MOU)** developed
- Number of other **system-level improvement initiatives** implemented
- Number of **system-planning activities** conducted
- Number of **program policies changed, improved, or rescinded** during the reporting period
- Number of **planning and coordination activities** during the reporting period

Examples:

- Number of **youth or youth and families served**
- Number and percent of **programs/initiatives employing evidence-based practices or programs**
- Number and percent of youth and/or families with whom **an evidence-based program or practice was used**
- Number of youth or youth and family **screened, assessed, and receiving** the required treatment intervention
- Number (by type) of **services provided to enrolled youth or family and youth**

- **Type of staff trained during the reporting period** (*Check all that apply*)

- Prosecutors Medical professionals Law enforcement
- CPS workers Others

If others, please explain: _____ [textbox: 200 characters]

- **Number of new training materials developed during the reporting period**

A. Count of number of materials developed: _____

B. *Explain the type of training developed: _____ [textbox: 200 characters]*

Measure	Data Grantee Reports
1. Number and percent of training recipients with increased knowledge of program area	<p>A. Number of people exhibiting an increase in knowledge post-training</p> <p>B. Total number of people trained during the reporting period and returning surveys</p> <p>C. Percent of people trained who exhibited increased knowledge (A/B)</p>

Definition
<p>This measure represents the number of people (recipients of training/technical assistance) who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.</p>

Performance measures in the DCTAT have three components:

1. The measure
2. The data grantee reports (label)
3. The definition

Resources for the DCTAT

<https://www.ojjdp-dctat.org>

U.S. Department of Justice
Office of Justice Programs
*Innovation * Partnerships * Safer Neighborhoods*

OJJDP *Office of Juvenile Justice and Delinquency Prevention*
Serving Children, Families, and Communities



DCTAT Home

- Help

Log in

Understanding Performance Measures

Logic Models

Performance Measures For Grantees

Performance Measures by Program

Frequently Asked Questions

Glossary

PERFORMANCE MEASURES

Data Reporting Tool (DCTAT)

The Data Reporting Tool (DCTAT) is a reporting system for users to submit performance data about their OJJDP grants.

Please be aware that your session will time out 30 minutes after you stop saving data. Thus, to avoid having to reenter data, click the "save" button when you're finished entering data or before leaving the system unattended.

DCTAT Reporting Schedule

DCTAT Reporting Schedule +

DCTAT Training Schedule +

There are no trainings currently scheduled. Please check back for updated training dates. Please register for a training using the link in the OJJDP training e-mail you received. You can also call the OJJDP DCTAT Help

Enter your login credential to access the system.

The DCTAT has a new improved login and user account management process!

To maintain access, click **Log In** below and follow the **Update Account** instructions. **New users, contact the DCTAT Help Desk at 1-866-487-0512.** Subgrantees, please contact your grantee.

DCTAT Reporting Schedule	Password: <input type="text"/>	<input type="button" value="Log In"/>
DCTAT Reporting Schedule +		
DCTAT Training Schedule + <i>There are no trainings currently scheduled. Please check back for updated training dates.</i>		
Formula and Block Grants		
Contract All Expand All		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Click the plus sign to expand this view and see program resources. </div>		
Enforcing Underage Drinking Laws Block Grants Program +		
Juvenile Accountability Block Grants Program +		
Title II Formula Grants Program +		
Title V Community Prevention Grants Program +		

Training and Technical Assistance Providers

Tribal Juvenile Accountability Discretionary Grant Program

Tribal Youth Program

Victims of Child Abuse Program

Performance Measures Grid

- [Word](#)
- [PDF](#)
- [By Program Category](#)

Training

- [DCTAT User Guide for Grantees Only](#)
- [Data Collection Form](#)
 - [Word](#)
 - [PDF](#)
- [FAQs](#)
- [Fact Sheet](#)

Performance Report

- [July - December 2015](#)

Click the **blue** links to download training materials and other program-specific information such as the DCTAT User Guide, FAQs, etc.

Click the **minus sign** to collapse this view.

1. Log into the DCTAT at: <https://www.ojjdp-dctat.org>.
2. Sign into the DCTAT account using a unique user ID and password.
3. Enter quantitative data into the DCTAT.
 - Data entered should be aggregated.
 - Data should reflect 6 months of activities of your grant program's services.
4. Create a *Performance Data Report*.
5. Export the *Performance Data Report* to a PDF file, and save a copy.
6. Upload the saved *Performance Data Report* to GMS to fulfill the grant requirement.

Activity Period	DCTAT Due Date	Upload to GMS?
January–June	July 30	Yes
		By July 30
July–December	January 30	Yes
		By January 30

- If you received funding in October 2015:
 - Any data entered after January 1, 2016, will be in the new VOCA module.
 - You can still access your July-December 2015 data in the Discretionary or TTA module.

- If you received funding prior to FY 2015:
 - Any data entered after January 1, 2016, will be in the new VOCA module.
 - Any data reported prior to January 1, 2016, will be available in the Discretionary or TTA module.

Home Profile Reports Recordings Log Out

Grant Program Selection

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.

Current / Open Reporting Period

Select a reporting period

January 2016 - June 2016 Go

Closed / Read-only Reporting Period

Select a reporting period

July 2015 - December 2015 Go

Click on the arrow to expand or collapse **Closed/Read-Only Reporting Periods** (to review your previously reported data)

The **Grantee Status Summary** page provides an overview of the data entry status for the selected award. The status indication varies depending on the progress of the data entry – see next slide.

If you have multiple awards, click on the award tab to switch between them.

Remember: All statuses for all records **must** show as **Complete** before you can create a *Performance Data Report*.

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
National	\$11,068.00	Performance Data	Not Started Begin Reporting	Not Created

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**

Status on the Grantee Status Summary page:

Begin Reporting: Grantee has NOT saved any data.

Continue Reporting: Grantee has begun entering data but has not completed the data entry process.

Complete: Grantee has entered and saved data; the record is marked as complete.

Not Created: Data entry is complete, but grantee has not created a *Performance Data Report*.

Created: Data entry is complete, and grantee has created a *Performance Data Report*; all data entry are completed for the DCTAT.

2014-XX-XX-0001 October 2014 to September 2015 [Switch Grant Program](#)

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

Funds Used During The Reporting Period

Primary: 1. Aftercare/Reentry Intervention-type Activities

2. Number of program youth served Output

A. Number of program youth carried over from the previous reporting period, plus new adm reporting period

9. Number of program/agency policies or procedures created, amended, or rescinded Output

A. Number of policies or procedures created, amended, or rescinded

13. Number and percent of program youth who **offend** (Short Term Measure) Short Term Outcome

A. Total number of program youth served

B. Number of program youth tracked during the reporting period

C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period

D. Number of program youth who were committed to a juvenile facility during the reporting period

E. Number of program youth who were sentenced to adult prison during the reporting period

F. Number of youth who received another sentence during the reporting period

G. Percent OFFENDING (C/B) Calculated Value: 0%

15. Number and percent of program youth who **re-offend** (Short Term Measure) Short Term Outcome

A. Total number of program youth served

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.

Click any blue measure to get more information about that measure.

[Home](#) [Profile](#) [Reports](#) [Recordings](#) [Log Out](#)

2010-JF-FX-0000 January to June 2016 [Switch Grant Program](#)

2010-JF-FX-0000

View of Performance Data Report

Below is a view of the Performance Data Report containing data entered for the reporting period.

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

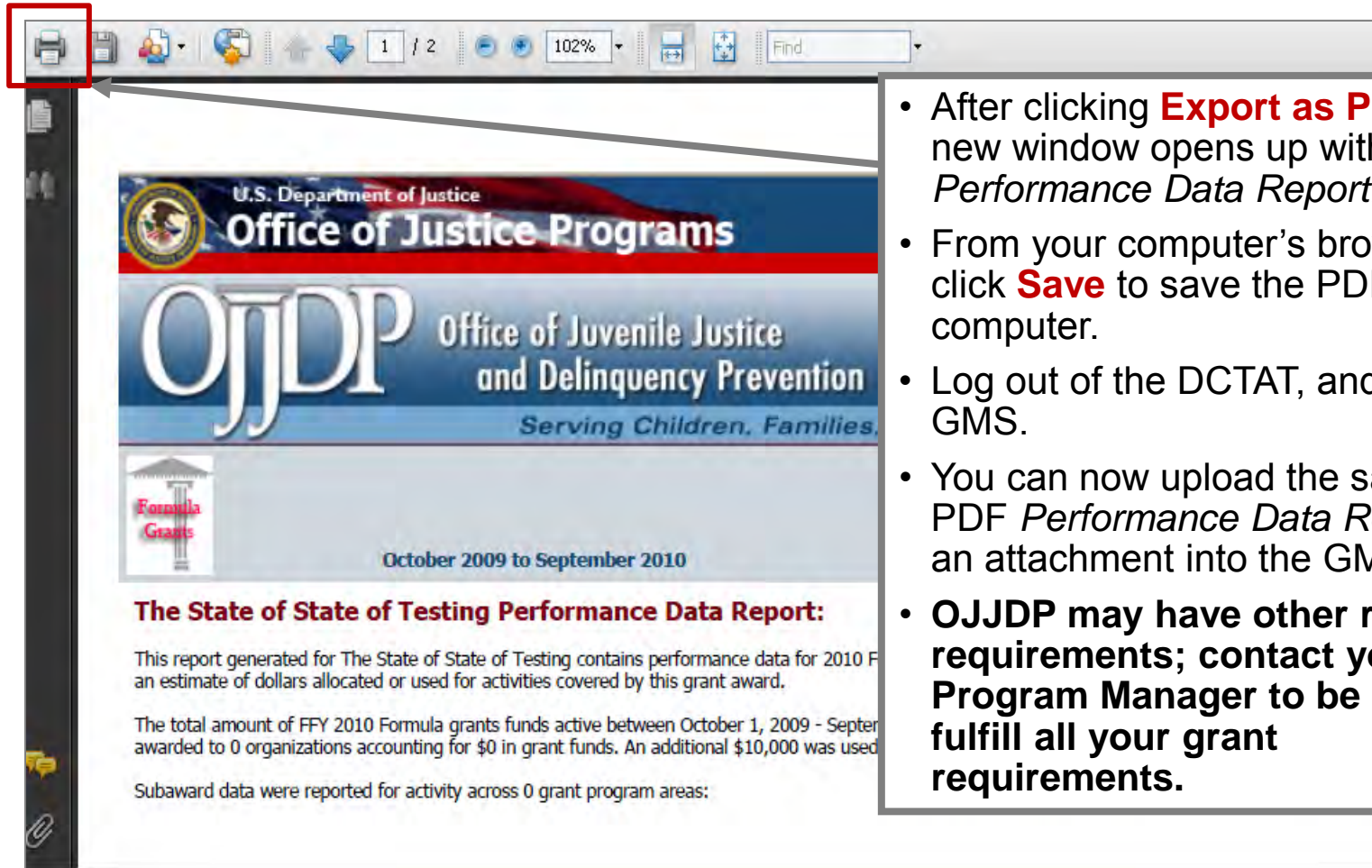
Click [Export as a PDF file](#) to open a new window with the PDF file so that you may save it to your computer.

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

OJJDP DCTAT Performance Data Report
Grantee: Department of Economic
Award Number: 2010-JF-FX-00-00
Data marked as complete on January 17, 2014

The Performance Data Report is created for the Department of Economic and represents performance measurement data entered into OJJDP's Data Collection Tool (DCTAT) for Federal award number 2010-JF-FX-0000. The Federal award amount is \$835,000. Any dollars shown only represent an estimate of funds allocated or used for activities covered by the Federal award cited.

- You may add a few comments (2-3 sentences) about your data entry for the reporting period by clicking **Add Comments**.
- Export the file to your computer by clicking **Export as a PDF file**.



U.S. Department of Justice
Office of Justice Programs

OJJDP Office of Juvenile Justice
and Delinquency Prevention
Serving Children, Families.

Formula Grants
October 2009 to September 2010

The State of State of Testing Performance Data Report:

This report generated for The State of State of Testing contains performance data for 2010 F...
an estimate of dollars allocated or used for activities covered by this grant award.

The total amount of FFY 2010 Formula grants funds active between October 1, 2009 - Septe...
awarded to 0 organizations accounting for \$0 in grant funds. An additional \$10,000 was used

Subaward data were reported for activity across 0 grant program areas:

- After clicking **Export as PDF file**, a new window opens up with your *Performance Data Report*.
- From your computer's browser, click **Save** to save the PDF to your computer.
- Log out of the DCTAT, and log in to GMS.
- You can now upload the saved PDF *Performance Data Report* as an attachment into the GMS.
- **OJJDP may have other reporting requirements; contact your Program Manager to be sure you fulfill all your grant requirements.**

**THIS ONLY APPLIES TO THE FINAL CLOSE-OUT REPORT
IN THE DCTAT**

If you are closing out your Federal Award in the GMS and require a DCTAT report, do the following:

1. Run a final report in the Discretionary or TTA module for data prior to January 1, 2016.
2. Run a final report in the new VOCA module for data entered after January 1, 2016.
3. Include both DCTAT performance reports in the GMS closeout package for the award.

- **Want to practice?**
 - The DCTAT has a practice site:
<http://ojjdp-dctat.csrincorporated.com/>
 - This site lets you test-drive the DCTAT to try any features of the system. You can use your DCTAT user ID and password to access the site.
- Note: *Remember this site is only for practice.* Data entered on the practice site will not be saved and does NOT complete your reporting requirements.

- Data collection is an ongoing process that keeps your project focused.
- Data collection provides the information you need to calculate the performance measures.
- Data collection and reporting enhance your ability to monitor, understand, and share your program's accomplishments.
- It is important that you enter all data into the DCTAT and upload it to the Grant Management System (GMS) on a semiannual basis.

- Access the DCTAT at: <https://www.ojjdp-dctat.org>
- DCTAT Help Desk
 - Monday–Friday 8:30 a.m.– 5:30 p.m. EST
 - Toll-free number: 1-866-487-0512
 - E-mail: ojjdp-dctat@csrincorporated.com

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