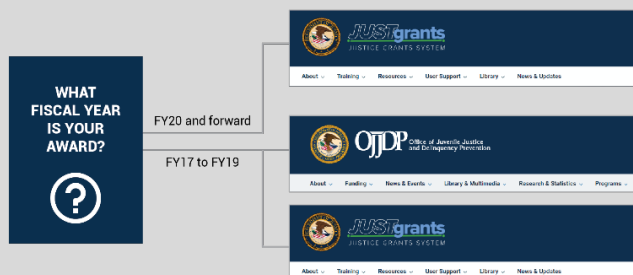


PERFORMANCE MEASURE REPORTING TIPS

Managing an Office of Juvenile Justice and Delinquency Prevention (OJJDP) award involves different types of reports. This short guide provides an overview of where to start for the performance measure report. Go to the Helpdesks and Resources section to find additional options for assistance.

Start with the Fiscal Year



Award fiscal year award determines if you must create a report in Performance Measurement Tool (PMT) or Justice Grants system (JustGrants). Fiscal year 2019 and prior report in the PMT. Fiscal year 2020 and forward report directly in JustGrants.

Answer A Few Essential Questions



A performance measure report is more than a form you fill out every 6 months in the PMT or JustGrants. **Here are some essential questions to consider BEFORE logging into a system:**

1. What is the title of the solicitation under which this award was won? (Note: It is often different from the program name)
2. When is the performance report due?
3. Who has Grant Award Administrator (GAA) role in JustGrants or who has access to the PMT?



Find Your Performance Measures

Click here to find the [Definitions and Questions document with OJJDP assigned performance measures by solicitation and fiscal year.](#)

- All [FY 2019 and Prior Performance Measures](#)
- All [FY 2020 and Forward Definitions and Questions](#)
- [Progress Reporting Questions](#) (Narrative)



Consider a Performance Management Plan

Performance Management Plans are essential to strategic planning. These plans are not required but are a recommended best practice to help you compare performance measures to program goals or to help when you have staff turnover.

Watch the ["Why Your Team Needs a Performance Management Plan"](#) training for tips and tricks on creating a plan.

Begin Data Collection and Reporting



OJJDP provides the questions, and your organization provides the answers to complete the puzzle.

Here are some reporting resources to help put the pieces together:

- [FY 2020 and Forward Performance Measures trainings](#)
- [FY 2019 and prior PMT training](#)
- [OJJDP Performance Measure Terms and Definitions](#)

Complete the Report



FY 2019 and prior awards two steps performance reporting:

1. Enter data and generate a PDF report in the [PMT](#).
2. GAA uploads the PDF report into [JustGrants](#).

FY 2020 and forward awards report directly into JustGrants.

1. GAA fills out one or more surveys in [JustGrants](#) and uploads any additional attachments.
2. **Awards needing an additional Excel attachment:**
 - SCA [Reentry](#) and [Children of Incarcerated Parents training](#)
 - [Mentoring training](#)
 - Title II

REPORTING SCHEDULE

The following table provides the due dates for reporting on different OJJDP grant programs.

Reporting Period (Period of Grant Activity)	Reporting	Deadline
January 1–June 30	July 1–July 30	July 30
July 1–December 30	January 1–January 30	January 30
Title II Formula: October 1–September 30	October 1–December 30	December 30

HELPDESKS and RESOURCES



OJJDP Grantees contact the **PMT Helpdesk** for inquiries such as:

- [Creating a new PMT account and password resets](#)
- Understanding performance measures
- Setting up virtual support sessions via Webex
- Email ojjdpmt@usdoj.gov or call 866-487-0512, Monday to Friday 9:00 a.m. to 5:00 p.m. Eastern Time



Grantees should contact the **JustGrants Service Desk** for inquiries such as:

- [Uploading a PMT report PDF into JustGrants](#)
- [Requesting a Grant Award Modification \(GAM\)](#)
- [Updating a federal award point of contact \(POC\)](#)
- Error Messages



Performance Measure Resources:

- [Performance Measures Training Resources](#)
- All questions and comments are welcome and aid in your strategic planning.
- [Performance Data Reports](#)
- Ask about a “Welcome to Performance Reporting” session via Webex for new grantees or for staff turnover.
- [PMT guides and recorded systems trainings](#)