




OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION PERFORMANCE MEASURES TERMINOLOGY RESOURCE

Ever wondered what a validation is or the difference between multi-program and overall measures? This short guide defines some general performance measure terms and definitions. The [Definitions and Questions documents](#) contain more detailed explanations, specific to a program's performance measure questions.

The Performance Management team is here to help you find, understand, and respond to performance measure reports. Helpful information and materials are available on the [Performance Measures](#) web pages.

ACTIVITY PERIOD 	DEFINITIONS AND QUESTIONS DOCUMENT 	CARRIED OVER 
<p>The 6 months before a performance report is due when grant activity took place. For example, if the performance report is due July 30, the activity period is January 1 to June 30.</p> <p><i>Note: This is different from a "reporting period."</i></p>	<p>A PDF document listing performance measures that is viewable/ accessible outside the Justice Grants system (JustGrants). In addition, Office of Juvenile Justice and Delinquency Prevention (OJJDP) assigns Definitions and Questions documents by solicitation.</p> <p>To find your Definitions and Questions document, view the OJJDP Performance Measurement "How to Find Your Performance Measures" document.</p>	<p>An individual(s) who continues to actively receive services funded by an OJJDP award.</p> <p>Report individual(s) as carried over when the same individual(s) continues to receive services. For example, an individual is reported as "carried over" for the July 2022 report if that individual began with the program in September 2021 and is still with the program.</p>

EVIDENCED-BASED 	GRANT ACTIVITY 	INDIVIDUALS SERVED 
<p>A program or practice that an outside entity puts the through rigorous outcome evaluations (utilizing experimental or quasi-experimental designs). The program or practice must also be able to be replicated and scaled when implemented with fidelity.</p>	<p>Any proposed work approved from your proposal that is started or executed with OJJDP grant funds. Understanding if grant activity occurred is key to beginning a performance report.</p>	<p>Individuals who actively receive services from a program, organization, or system funded by an OJJDP award. The services will vary depending on the goal of the award. Grantees must decide what this means for their OJJDP award.</p>

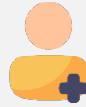
JUSTGRANTS



The Office of Justice Programs, the Office on Violence Against Women, and the Office of Community Oriented Policing Services use [JustGrants](#) to manage all award activities.

OJJDP Fiscal Year (FY) 2020 and forward awards report performance measures only in JustGrants.

NEW ADMISSION



An individual who is new to the program and began receiving services during the current activity period. An individual is a new admission only once when they start receiving services, regardless of the number of services received.

OUTPUT



A countable product or service your program provides or produces (e.g., the number of youths served or the number of trainings conducted).

OUTCOME



A change in knowledge, attitude, skill, or behavior within an individual, family, agency, system, or community. These can be short- or long-term changes.

PARTNERSHIP



A formal, collaborative effort between two or more public, private, or tribal agencies, organizations, or programs that differ from subrecipients/subgrantees who receive a portion of grant funds.

PERFORMANCE DATA REPORTS



The reports summarize performance report data collected from OJJDP grantees with awards under similar solicitations.

[Click here for the OJJDP Performance Data Reports.](#)

[Click here for the Department of Justice Grants Financial Guide 2022.](#)

OVERALL MEASURES



Assigned to a wide variety of solicitations. OJJDP combines these performance measures for a high-level activity view across many solicitations. The definitions are purposefully broad, allowing grantees to refine or add input to what each measure means to a program. For example, "individuals served" or "exited" must have specific requirements added to align what the overall measures mean to a program.

MULTI-PROGRAM MEASURES



Assigned to a small group of solicitations. These measures generally look at outcomes that impact three different types of populations:

- Shared targeted populations (i.e., children involved in the child welfare system).
- Similar service delivery model (i.e., mental health services, prevention services).
- Shared outcomes (i.e., youth provided with defense counsel).

PROGRAM SPECIFIC MEASURES



Assigned to a minimal set of solicitations. When aggregated, these measures align with a specific population, funded activity, or desired result. Program specific measures have more precise definitions to reflect each program's unique outputs and outcomes and distinguish them from other programs.

PERFORMANCE MEASUREMENT



Regular collection of data to assess whether the correct processes are being performed and the desired results are being achieved. It is a way for you to know how your grant is progressing in meeting its goals and objectives as outlined in your application.

PERFORMANCE MEASUREMENT TOOL (PMT)



A performance measurement reporting system used by OJJDP. Grantees with FY 2019 and prior awards report on performance measures using the [online PMT platform](#).

After grantees enter their performance measure data into the PMT, upload a PDF report into JustGrants. [Click here for PMT user guides](#).

PERFORMANCE MEASURE PILOT PERIOD



Time and space for grant managers and grantees to adjust to reporting on new performance measures, as well as to become familiar with using a new reporting mechanism (JustGrants).

PERFORMANCE MANAGEMENT

A way to think about a holistic process to create performance measure reports that are consistent and reliable. Include performance measures in your program's strategic planning activities.

- Plan – Add performance measures to strategic planning.
- Monitor – Refine performance measure definitions based on program goals. Train subrecipients and set up reporting points of contact and backup.
- Report – Act on reporting due dates and correct reporting platforms.
- Assess – Check reports and look for ways to grow and improve a program.

[Access the "Why You Need a Performance Management Plan" Training on the OJJDP web site.](#)

PROGRESS REPORT



Narrative-based questions to give context and tell the story behind the data collected and summarize the status of goals or deliverables.

[Click here for a link to an example list of progress report questions.](#)

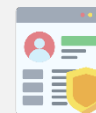
PROTECTIVE FACTORS



Outcome-based performance measures are designed to help OJJDP understand impacts.

Grantees select at least one protective factor based on grant-funded goals. Survey instruments and self-reports by program participants or staff can be data sources.

SECONDARY PROTECTIVE FACTORS



When individuals served start to exhibit other improved protective factors due to the services. For instance, a program that targets an increase in "school engagement" also notices that youth served have enhanced participation in "positive leisure activities."

REPORTING PERIOD



The timeframe during which a performance report is due. For example, grantees have to submit a performance report from July 1 to July 30 before funds are frozen, and the report is delinquent.

[Click here for performance measure reporting tips.](#)

SUBGRANTEE



Provides a subaward from a primary grantee to carry out part of the primary grantee's award or funded program.

SUBRECIPIENT

An outside entity that provides goods or services contributing to the award rather than carrying out part of the award.

**MENTORING
AWARDS ONLY**

VALIDATION



A way to compare the outputs of different performance measures. OJJDP data analysts use validations to check for general reasonableness in performance reporting. For example, protective factor measures are checked against the total number of individuals served to see if they are similar. Grantees must validate their data and their subrecipient data.

[Click here to view an example recorded training with validation information.](#)

OJJDP PERFORMANCE MANAGEMENT SUPPORT

If you have questions or suggestions for this resource, contact the OJJDP Helpdesk. In addition, virtual support sessions are available via Webex for individuals or teams to talk about performance measures or reports. These sessions allow for screen sharing and are available outside regular business hours by request.

PMT HELPDESK



Monday-Friday

8:30 a.m. – 5:00 p.m. Eastern Time

Closed on Federal Holidays

Toll-free number: 866-487-0512

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