Frequently Asked Performance Measure Questions for the Performance Measurement Tool (PMT)

For Grantees of the Residential Substance Abuse Treatment (RSAT) Program

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Reporting

Q1.	**How many places do I have to report?**
A.	The grantee (direct recipient) will report information in two places: (1) the Office of Justice Programs Grants Management System (GMS) and (2) the Bureau of Justice Assistance Performance Measurement Tool (PMT).

Q2.	**What kind of information am I reporting to these agencies?**

A.	The PMT collects performance measures data. Once you enter all your data, you may create a quarterly report on it for your records. The PMT automatically accumulates all data reported from the previous 6-month period into this report. There is no need to upload the quarterly reports that were created. Twice a year—January 30 and July 30—you will have to upload the PMT report into the GMS system.
	
	The grantee accepts awards and can fill out financial documents, such as the SF269 (now called Form 425) in GMS.
	
	• The BJA PMT Web site is https://www.bjaperformancetools.org
	  And the help desk number: 1-888/252-6867.
	
	• The GMS Web site is https://grants.ojp.usdoj.gov
	  And the help desk number: 1-888/549-9901, Option 3.

Q3.	**When do I submit a PMT report to BJA through the GMS?**
A.	The grantee is required to enter data in the PMT on a quarterly schedule. Semiannually (July and January of each year), the grantee must upload a report from the PMT—the *GMS* report—into GMS. This information is available on the PMT's *Information and Resources* screen.

Q4.	**Does the same ID and password work for the PMT and GMS?**
A.	No, the grantee will have a different user ID and password assigned for each system. • To access your PMT login information, send a request to bjapmt@csrincorporated.com or call in to: 1-888/252-6867. • To access your GMS login information, send a request to helpdesk@ojp.usdoj.gov or call in to 1-888/549-9901, Option 3.

Q5.	**Can the PMT help desk assist me with GMS-related questions?**
A.	The PMT and GMS are independent systems managed by three different organizations. To receive the most accurate advice and assistance, contact the appropriate help desk number (listed under question 2).

Q6.	How will I know when reporting is due in the PMT?
A.	The point of contact for your organization and any additional contacts entered in the PMT will receive an e-mail 45, 30, and 15 days before the data are due in PMT. If the grantee does not submit data in the PMT, the grantee will receive a delinquency e-mail notice 5 days after the submission due date.

Data Entry in the PMT

Q7.	When I begin entering data, can I log out and finish at a later date or do I have to complete all the data entry at one time?
A.	Once you hit the *Save* button at the bottom of the screen, all your work up to that point is saved. When you log in again, you will pick up where you left off.

Q8.	What happens if a grantee does not have the data available to complete the report?
A.	If data are not available for the reporting period, enter *0.* Once you have received your data, BJA will allow you to go back to that reporting period and enter the information. BJA strongly encourages each grantee to make every effort to gather and enter data in a timely fashion.

Q9.	Are we required to report on all applicable performance measures or only on those for which we can and are able to provide data?
A.	Grantees and subrecipients are required to enter data on all performance measures that are applicable* to activities proposed in the grant application. Based on the selected purpose areas and activity types, the PMT will narrow down the performance measures for which you will need to report. If you do not have data to enter for this reporting period, enter zeroes (0) for those measures.
	Applicable means you are funding activities with a measure for which data can be collected.

Q10.	How will the BJA PMT distinguish legitimate values of zero from missing data?
A.	In addition to entering zero (0) as the data value for the reporting period and marking *not applicable* (where appropriate), the grantee will create a GMS report. This report, which pulls in all reported data for the reporting period, provides a function to *Add Comments.* Click on this button to open a window that will allow you to explain the data reported (or not reported). For example, you may state that "For measure #1, the data are not available because X, Y and Z, and therefore a value of 0 was entered. We plan to collect these data in the next reporting period."

Q11.	How often will I be asked narrative questions?
A.	Narrative questions are asked twice a year, during the April–June and October–December reporting periods.

Not-Operational vs. Operational

Q12.	When would I indicate that my award is "not-operational"?
A.	This may be necessary for the first reporting period of the project period. It generally is expected that the grantee will do what is necessary to collect and enter data for future reporting periods. Responding *no* to the question "Was the project operational during the reporting period?" indicates that activities proposed in the grant application did not occur and thus no funds were spent that period.

Q13.	What constitutes activity?
A.	*Activity* involves execution of activities/projects outlined in the grant application—for example, purchasing the actual equipment, hiring people, planning events and/or activities, and so on. Some actions that may not qualify are checking prices, requesting proposals from vendors, and talking to vendors.

Q14.	If there is no activity related to the grant during a reporting period, do we still need to report, or is there a short version for no activity?
A.	All grantees are required to report on the status of the award once it is considered an active award. *Active* means it has been formally accepted by your organization's authorized representative. If you have no activity to report, specify that the project was not-operational for that reporting period. You thereby will not be prompted to enter data on your purpose areas and activities.

Performance Measures

Q15.	Do I include the match when calculating the average treatment cost per offender?
A.	You should report any match funds included in the provider's salary as well as additional residential materials. If the provider receives an annual salary, it should be prorated across the four reporting periods. You will not include funds spent for basic needs such as room and board, medical expenses, IT systems, or any indirect costs.

Q16.	What does successful completion mean?
A.	Successful completion occurs when an individual has fulfilled all the program requirements or obligations that participants must meet, including passing drug testing. These vary by program, but they should be included in a predefined list for participants.

Q17.	What do you mean by beds enhanced with BJA funds?
A.	*Beds enhanced with BJA funds* refers to treatment beds that are funded with *non-BJA funds* but nonetheless these individuals may receive services provided with BJA funds during this reporting period. *Enhanced* refers to additional services that offenders would not be able to receive without BJA funds.

Q18.	I have a question about one of the data performance measures. Whom do I contact?
A.	Each indicator is underlined to signify that it is a link. When you click a link, a new window will open with the indicator's definition. If you are still unsure, please contact the PMT help desk at 1-888/252-6867 or by e-mail at BJAPMT@csrincorporated.com and we will help you better understand the question.