Performance Measurement Tool (PMT) User's Guide

Residential Substance Abuse Treatment (RSAT)

Subrecipient Level Data Entry

September 2010

CSR *Incorporated*

About this Guide

How to Get the Most Out of the Users Guide

This *Users Guide* will assist you in navigating through the Performance Measurement Tool. The beginning of each segment will offer an overview of the general steps you will need to follow in order to enter data in the PMT.

Each *Step* will explain the process you must complete in order to properly enter data in the PMT. After each step are screen shots to help you become more familiar with the system.

Please follow the <u>red</u> buttons!

The PMT will always highlight your next step by changing the button color from blue to red. If you are unsure what your next step is, just click the red button.

Guide Overview

PMT Step-by-Step Instructions

Includes ⟶ | *What If…*
Helpful Hints
Resources

NOTE: A *subrecipient* is defined as an entity that has a formal relationship with the direct award recipient. This relationship may be established through an MOU or contract , or through a competitive grant process.

Overview

REPORTING PERIODS:

- **Quarterly**: The PMT collects data for a 3-month period. Your grantor will determine your quarterly due dates for entering data in the PMT.

- You are encouraged to create a report for your records after each quarterly reporting period.

PMT Reporting Periods

Type of Data Required	Reporting Period	PMT Date Due	Upload to GMS?
Program Performance Measures	January 1 – March 31	April 30	No
Program Performance Measures & Narrative	April 1 – June 30	July 30	**Yes**
			July 30
Program Performance Measures	July 1 – September 30	October 30	No
Program Performance Measures & Narrative	October 1 – December 31	January 30	**Yes**
			January 30

BJA Performance Measurement Tool (PMT)

Subrecipient Level Data Entry

Step 1:   Log In

Step 2:   Profile Screen

Step 3:   Information & Resources Screen

Step 4:   Awards Screen

Step 5:   Data Entry

- General Award Information

- Numerical Data Entry

- Mark Data as Complete

Step 6:   Submit Data to Grantor

Step 7:   Create a Report

Step 1: Log In

Subrecipient Activity Only

https://www.bjaperformancetools.org

Enter your **userID** and **password** to log into the system

Calendar of Training and Technical Assistance Events

The BJA Performance Tools system is composed of 2 online reporting tools that support BJA grantees: the Performance Measurement Tool and the Training and Technical Assistance Reporting System. Your user ID will identify the database you are required to use.

Steps 2 & 3

FIRST TIME ENTRY:

1. **Profile Information**: Review contact information pre-populated from GMS and add additional contact name and email

2. Click **Continue** and you'll be taken to the **Grantee Federal Awards** screen

RETURNING USERS:

1. Logging in will bring you to **Information and Resources** screen

2. Select **Continue** and you'll be taken to the **Grantee Federal Awards** screen

Whether you are a first time or returning user, it is important that you verify your contact name and email address, and enter an additional contact so we can update you on important PMT reporting requirements.

Step 2: Profile Screen

Information & Resources   **Profile**   **Awards**   **Help**   **Log Out**
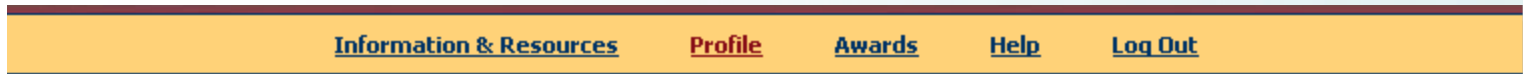
Profile

The information on this screen was entered by your Grantor. If any chan[...] your Grantor.

User ID:	DEMO0016G
Legal Name:	Sub Name

RSAT Contact Information

Primary Contact:	Name
	123-456-7890
	name2@email.com
Secondary Contact:	_____ (Name)
	_____ (Phone)
	_____ (Email)

Save Secondary Contact Information

Continue

For more information contact BJAPMT@csrin[corporate]
Toll-free Technical Assistance Helpdesk Number: 1-888-2[...]

- **Check profile for accuracy**.

- If any changes are needed, please contact your grantor.

- You may Add an additional contact to receive notices from your grantor. Click **Save Additional Contact Information** to save information entered.

Click **Continue** button to move to the next screen

Step 3: Information & Resources Screen

Information & Resources   **Profile**   **Awards**   **Help**   **Log Out**
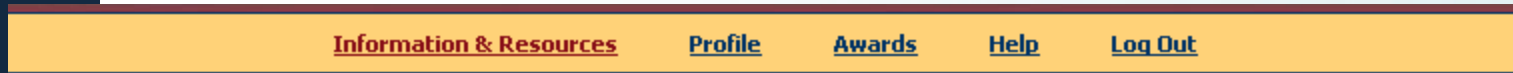
Information and Resources

RSAT

Welcome to the BJA Performance Measurement Tool!

If you have a technical question about use of the PMT, please contact the helpdesk staff at (8
Questions about the grant program or your award should be directed to your Grantor.

Resources:
RSAT Indicator Grid
RSAT PMT FAQs

Continue

r more information contact BJAPMT@csrincorporated.com
ree Technical Assistance Helpdesk Number: 1-888-252-6867

Navigation bar – Appears on all screens to help switch between different points in the system

This screen contains training dates and other reporting information for grantees.

Click **Continue** button to move to the **Awards Screen**

All screens have contact information for the helpdesk

Awards Screen

Subrecipient Awards

This screen provides a summary of your data entry by award. This list includes all re...

View Current Reporting Periods Only

Select the reporting period for the award for which you're reporting data by clicking **Enter/Edit Data.**

PLEASE NOTE: The PMT will end your session after 30 minutes of inactivity. You will get a 10 minute warning.

RSAT

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
		January to June 2009	Not Operational **View Data**
	$10,000	July to September 2009	Not Started **Begin Reporting Process**
		October to December 2009	Not Started **Begin Reporting Process**
		January to March 2010	Not Started **Begin Reporting Process**
0987654321 Start Date: Jan 01, 2010 End Date: Sep 30, 2011	$50,000	January to March 2010	Not Started **Begin Reporting Process**

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

Step 4: Data Entry

If the award was Operational:

General Award Information

- **Answer** yes to the question, 'was the project operational during the reporting period?'
- **Enter** project title & description
- **Designate** target population
- Save
- Enter Numerical Data
- Save
- Mark Data as Complete
- Confirm completion of data entry

If the award was Not Operational:

General Award Information

- **Answer** No to the question, & complete page (steps 2-4 for operational)
- Mark Data as Complete
- Confirm award was not operational

*An award is considered 'operational' if activities described in the grant application occurred and/or funds were used.

Step 4: Data Entry

Operational Data Entry Status

| Information & Resources | Profile | Awards | Help | Log Out |

Subrecipient: Sub Name **Program:** RSAT **Reporting Period:** Jan - Mar 10 **Subgrant ID:** 0987654321

General Award Information

Please answer Yes or No:
Was the project operational during the reporting period?

All fields are required for projects operational during the reporting period. After you have entered the requested information about this subgrant, use the button at the bottom of the screen to save your information.

General Award Information

Was the project operational during the reporting period January 1, 2010 - March 31, 2010? [Click

 ○ Yes

 ○ No, no activity occurred during the period and no funds were expended.

Please enter the project title and a brief description of all grant-funded activities:

Project Title:

Description:

Target Population

What age population is funded by this award? Check all that apply.

 ☐ Adult - over age 18
 ☐ Juvenile - 18 and younger

What gender population is funded by this award? Check all that apply.

 ☐ Female
 ☐ Male

[Save] [Cancel]

Answer the question "Was the project operational during the reporting period?" **Enter** all information about your award and click **Save** at the bottom of the screen.

13   BJA Performance Measurement Tool (PMT)

Step 4: Data Entry

| Information & Resources | Profile | Awards | Help | Log Out |

Subrecipient: Sub Name　　　**Program:** RSAT　　　**Reporting Period:** Jan - Mar 10　　　**Subgrant ID:** 0987654321 **Amt:** $50,000

Numeric Data　　**Back to View**

Please enter data for each indicator shown below.

Award Information saved.

Numeric Data　Jail-Based

1. Average treatment cost per offender for the BJA-funded residential program. Output

   A. Treatment provider salary (contractor or state employed) prorated to include the time spe[nt] in the BJA-funded program or the portion of the treatment provider's salary that is paid wi[th] BJA funds

   B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)

   C. Number of offenders enrolled in the BJA-funded residential program (including those that drop-out or are removed

2. Average length of stay in the BJA-funded residential program in days, for offenders completing the program Output

   A. Total number of days between program entry and program exit for all offenders who complete the BJA-funded residential program during the reporting period

   B. Number of offenders to successfully complete the BJA-funded residential program during the reporting period

3. The number of offenders served in the BJA-funded program during the reporting period Output

   A. Number of offenders carried over from the reporting period in the BJA-funded program

   B. Number of NEW offenders added during the reporting period in the BJA-funded program

   C. Total number of offenders that exited the BJA-funded program (successfully and

- **Enter your numerical data.**

- **Your Program category was selected by your grantor. If it need to be changed, please have your grantor contact the Helpdesk.**

- **Click Save at the bottom of the screen**

Percentages, averages and other formulas are calculated by the system, you only need to enter numbers.

14　　BJA Performance Measurement Tool (PMT)

Step 4: Data Entry

Operational Data Entry Status

Information & Resources	Profile	Awards	Help

Subrecipient: Sub Name   **Program:** RSAT   **Reporting Period:** Jan – Mar 10   **Subgrant ID:** 0987654321 **Amt:** $50,000

Submit Data to Grantor

Please confirm for the system that you have completed data entry for this record. To view or change any data or information click the appropriate "edit" button.

Edit Award Information	Edit Program Type	Edit Data	Submit Data to Grantor

Use these buttons to navigate to any previous screen

Data Entry Status: In Progress   Selected Reporting Period: January to March 2010   Report Status: Not Created

Click Submit Data to Grantor to finalize your data entry and complete your reporting for this reporting period.

Numeric Data - Jail-Based

1. Average treatment cost per offender for the BJA-funded residential program. Output

    A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the BJA-funded program or the portion of the treatment provider's salary that is paid with BJA funds

    B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc) — $2

    C. Number of offenders enrolled in the BJA funded residential program (including those that...

15   BJA Performance Measurement Tool (PMT)

Step 4: Data Entry

Information & Resources   **Profile**   **Awards**   **Help**

Subrecipient: Sub Name   **Program:** RSAT   **Reporting Period:** Jan - Mar 10   **Subgrant ID:** 0987654321 Amt: $50,000

Confirm completion of data entry

Please review the information below. Once you submit this information to your Grantor, the information will be locked to editing. To make changes you will need to contact your Grantor. Are you sure you want to submit this information to your Grantor?

Yes   No

General Award Information

Was the project operational during the reporting period January 1, 2010 - March 31, 2010? [Click for Definition]

Yes

Please enter the project title and a brief description of all grant-funded activities:

Title
Description

Click Yes in order to submit your data to your Grantor.
Click No if any edits need to be made.

Target Population

What age population is funded by this award? Check all that apply.

Adult - over age 18

What gender population is funded by this award? Check all that apply.

Female Male

Numeric Data - Jail-Based   **January to March 2010**

1. Average treatment cost per offender for the BJA-funded residential program. Output

Step 5: Create a Report

- After clicking submit data to grantor, your record has been locked. If you need to make any changes, please have your grantor "send data back for revisions."

- You can create a report for your records.

- After submitting data and or creating a report, click Awards on the navigation bar to see your current data entry status.

Step 5: Create a Report

Information & Resources   **Profile**   **Awards**   **Help**   **Log Out**

Subrecipient: Sub Name   **Program:** RSAT   **Reporting Period:** Jan - Mar 10   **Subgrant ID:** 0987654321 **Amt:** $50,000

View of Performance Measures

Create Report   **Return to Home**   **Log Out**

Data Entry Status: Complete   **Selected Reporting Period:** January to March 2010   **Report Status:** Ready to Create

General Award Information

Was the project operational during the reporting period January 1, 2010 - March 31, 2010? [Click for Definition]

Yes

Please enter the project title and a brief description of all grant-funded activities:

Title
Description

Target Population

What age population is funded by this award? Check all that apply.

What gender population is funded by this award? Check all that apply.

Female Male

Numeric Data - Jail-Based	January to March 2010
1. Average treatment cost per offender for the BJA-funded residential program. Output	
A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the BJA-funded program or the portion of the treatment provider's salary that is paid with BJA	$2

> After you submit your data, you can **Create a Report** for your records. *This button will always show after you have submitted data.*

18   BJA Performance Measurement Tool (PMT)

Step 5: Create a Report

Once you click **Create a Report** a dialog box opens with a PDF version of your data.

Click **Save** to save to your computer.

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Awards Screen

Data Entry status for this award is Not Started.

Data Entry status for this award is Complete and the data has been submitted to grantor.

BJA Performance Measurement Tool (PMT)

Other Resources

- Sometimes your grantor may ask you to edit the data that has been submitted. You will get an email from the grantor that says a revision is needed.

- Log into the PMT and click the Begin Reporting Process for the award that is In Progress. Edit Data & Submit Data to Grantor.

- You should also Create a Report again to reflect the changes made.

Other Resources

BJA Performance Measurement Tool (PMT)

Other Resources

Information & Resources   **Profile**   **Awards**   **Hel**

Subrecipient: Sub Name   **Program:** RSAT   **Reporting Period:** Jan - Mar 10   **Subgrant ID:** 0987654321 **Amt:** $50,000

Submit Data to Grantor

Please confirm for the system that you have completed data entry for this record. To view or change any data or information click the appropriate "edit" button.

Edit Award Information   **Edit Program Type**   **Edit Data**   **Submit Data to Grantor**

Data Entry Status: In Progress   **Selected Reporting Period:** January to March 2010   **Report Status:** Not Created

Numeric Data - Jail-Based	January to March 2010
1. Average treatment cost per offender for the BJA-funded residential program. Output	
A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the BJA-funded program or the portion of the treatment provider's salary that is paid with BJA funds	$2
B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)	
C. Number of offenders enrolled in the BJA-funded residential program (including those th drop-out or are removed	
D. Cost per offender for BJA-funded residential treatment (a+b)/c Auto-calculated by the	
2. Average length of stay in the BJA-funded residential program in days, for offenders completing the program Output	
A. Total number of days between program entry and program exit for all offenders who complete the BJA-funded residential program during the reporting period	2

After making the changes, click Submit Data to Grantor. This will lock your data again.

What if?....

- **I need to edit data that were submitted in a previous report?**
  - Contact your grantor to request that they send your record back to you for revisions.

- **My award is Not-Operational?**
  - An award is in fact "not-operational" if no activity occurred and no funds were used.
  - If this is the case, go back to Slide 13:
    - Mark No to the question 'Was the project operational?'
    - Save
    - Submit Data to Grantor

![BJA logo]

What if?....

I don't understand what an indicator means?

11. Average length of stay in the BJA-funded aftercare program in days, for all offenders completing the program. Output

   A. Total number of days between program entry and program exit for all offenders who complete the BJA-funded aftercare program during the reporting period

   B. Number of offenders to successfully complete the BJA-funded aftercare program during the reporting period

12. Percent of offenders successfully completing the BJA-funded aftercare program Output

   B. Of those in A, the total number of offenders that successfully completed the BJA-funded aftercare program

   C. Of those in A, the total number of offenders who dropped out of the BJA-funded aftercare program

   D. Of those in A, the total aftercare program

Click any of the underlined statements, and a new window opens with a definition of that indicator.

OFFICE OF JUSTICE PROGRAMS

BUREAU OF JUSTICE ASSISTANCE

Indicator Detail Summary

Indicator Type: Output
Indicator Title: Average length of stay in the BJA-funded aftercare program in days, for all offenders completing the program.
Indicator Description: This measure tries to capture the number of days spent in the BJA-funded aftercare program by offenders who have completed the aftercare program. Report the total count of days spent at the aftercare program for all offenders who complete the program. Report the number of offenders to successfully complete the BJA-funded aftercare program. Successful completion of the program refers to completing the specific program requirements as identified by each individual program. SOURCE: Program records are the preferred data source.

close window

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Helpful Hints....

- ## Keep Profile Information Updated
  - New and longstanding members are asked to make sure the profile page has correct and complete contact information. If contact information is wrong please contact your grantor. If needed, update the secondary contact information.

- ## Always Click the RED Button
  - Red buttons are used to indicate that you are ready for the next step on the next screen.
  - Select it to complete the action at hand and to take you to the next step.

Contact Information

Website

- To access the BJA PMT website, please go to: https://www.bjaperformancetools.org/

Technical Assistance

- If you have a question about your award amount, program category etc, please contact your grantor first.
- If you have a question about the PMT or how to enter data, please contact the PMT.
    - Please be aware that we will need permission from your grantor to make any changes to your record.
    - You can call or email us:
        - 1-888-252-6867
        - bjapmt@csrincorporated.com