

Death in Custody Reporting Act Performance Measurement Tool Import Feature

This document describes the steps that Performance Measurement Tool (PMT) users must take to use the Death in Custody Reporting Act (DCRA) Import Feature. This tool allows users to do a "bulk upload" of decedent information in the PMT using a standardized Excel template that is made available through the PMT. For the detailed data specifications for the DCRA Import Feature Excel Template, see appendix A.

1 Log in to the Bureau of Justice Assistance (BJA) PMT system.

- Log in to the BJA PMT at <https://ojpsso.ojp.gov> using your email address and password. If you do not have an assigned PMT login, please contact the BJA PMT Helpdesk (see contact information on page 3).

2 Navigate to the Federal Awards tab.

- Navigate to the Federal Awards tab. Under the Justice Assistance Grant (JAG) heading you will see a table for DCRA Reporting. Click on the Begin Reporting Process button.

The screenshot shows the 'Federal Awards' tab in the PMT system. It includes navigation links for 'Info & Resources', 'Profile', 'Federal Awards', 'Manage Subrecipients', 'Reports', 'Help', and 'Log Out'. Below these are filters for 'Click to view:' with options like 'All Grants', 'ARRA JAG', 'ARRA JAG (as of 3/31/2012)', 'JAG', 'JAG (as of 3/31/2012)', and 'RSAT'. Another set of filters shows years from 2019 to 2009. The main content area is titled 'Grantee Federal Awards' and contains a 'View All Reporting Periods' button. Under the 'JAG' heading, there is a 'DICRA Reporting' table with columns for Federal Award Number, Award Amount, Reporting Period, and Data Entry Status. One entry shows a 'Not Started' status with a red 'Begin Reporting Process' button circled in red. Below this is a 'Program Performance Measures Reporting' table with columns for Federal Award Number, Award Amount, Reporting Period, Data Entry Status, and Report Status. The 'Data Entry Status' column for the first entry shows 'Complete' with a 'View Reported Data' button, and the 'Report Status' column shows 'Created' with 'Unlock' and 'View GMS Report' buttons.

Enter the number of decedents.

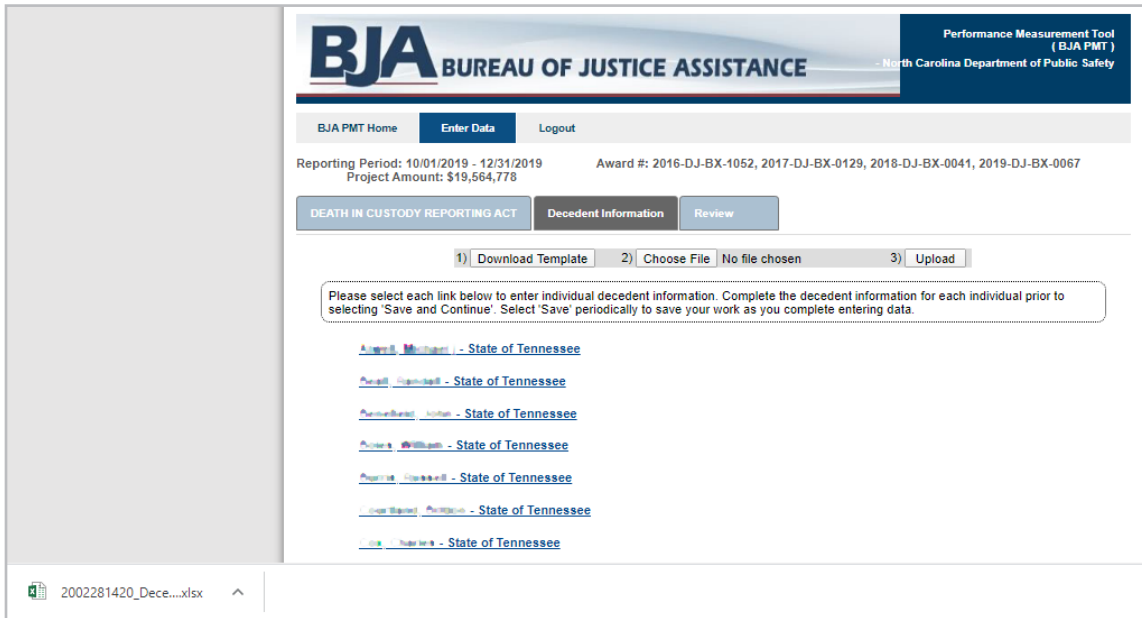
- On the next page, when asked if there was at least one reportable death during the reporting period, click Yes. A new field will appear below where you can type in the number of deceased individuals. Then click the Save and Continue button.
- Enter at least the same number of decedents as you have records in your Excel spreadsheet.

The screenshot shows the 'DEATH IN CUSTODY REPORTING ACT' form with tabs for 'Decedent Information' and 'Review'. A text box explains the reporting requirements. Below is a question: '1. Was there at least one reportable death in your state during the reporting period? A reportable death refers to the death of an individual who was detained, arrested, en route to incarceration, or incarcerated in state or local facilities or a boot camp prison.' The options are:

- A. Yes
- B. No (If No, this marks the conclusion of the module)
- C. If yes, please provide the number of reportable deaths in your state during the reporting period. The input field contains the number '42'.
- D. Not Applicable (select this if you have not accepted your FY 2019 JAG award)

4 Download the DCRA Import Feature Template.

- If this is the first time you have used the DCRA Import Feature, select the Download Template button to download a copy of the DCRA Import Feature Template to your computer. The template will automatically be saved to your downloads folder on your computer as a Microsoft Excel worksheet. If you already have the template and have been populating it throughout the reporting period, you may skip to step 5.



5 Populate and verify your data.

- Populate the PMT Import Template with the decedent information for the reporting period. DO NOT edit anything in row 1 (shaded green) in the template.

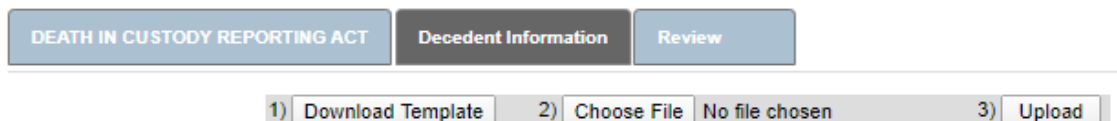
	A	B	C	D	E
1	Last Name	First Name	Middle Name	Gender - 1. Male	Gender - 2. Female
2					
3					
4					
5					

6 Review your data for proper formatting.

- Review all data to ensure proper formatting (see the review tips on the next page).
- Double-check to make sure your data is thorough and accurate in the spreadsheet before importing.

7 Import your data.

- Return to the PMT system and navigate back to the Enter Data tab. Select the Choose File button. Select the Choose File button to select the template from your computer.
- Then click the Upload button.



8 Address any errors if the import was unsuccessful.

- If the PMT system generates an error message, go back to the Excel template to correct errors. Reference the review tips on page 5 to ensure all data is in the proper format.
- Repeat the process to import the template into the PMT system. Contact the BJA PMT Helpdesk (see contact information on the bottom of this page) for additional assistance.

9 Review your data on the Review tab.

- Navigate to the Review tab to review your quarterly data in the PMT system. Ensure your data is accurate and thorough.
- If any data needs to be corrected, you may do so manually within the PMT system. You can also correct any errors in the spreadsheet and re-import. The data entered previously will be overwritten.

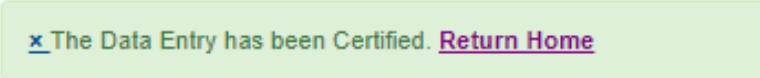
10 Mark data as complete.

- Check the Mark Data Entry as Complete box. This will lock your report.
- Important Note: The system does not automatically mark the data as complete, so you must do this manually in order to complete the DCRA requirement.

bjapmt@ojo.usdoj.gov or call toll-free 1 (888) 252-6867.'" data-bbox="176 346 794 491"/>

11 Data entry is complete.

- After you have successfully completed steps 1–10, your quarterly DCRA data entry is complete.
- If you need to make data changes after marking data entry as complete, contact the BJA PMT Helpdesk (see contact information on the bottom of this page) to unlock your report. You can then manually update your data. Once revisions are made, remember to mark data as complete again and click Save.

 **x** The Data Entry has been Certified. [Return Home](#)

Tips for Reviewing Your DCRA Import Feature Data Entry

Tip #1: Do not edit the template cells with the PMT system-assigned column headers (row 1).

Tip #2: Ensure that all data in the template is in the proper format:

- Numeric responses must be whole numbers (no decimals or special characters).
- Narrative responses should be text without line breaks or special symbols. The backslash key is fine for responses indicating “N/A.”

Tip #3: Enter data for all required fields before attempting to upload the template.

Tip #4: Contact the BJA PMT Helpdesk Monday–Friday, from 8:30 a.m. to 5:00 p.m. ET via email at bjapmt@usdoj.gov or call the toll-free number: 1–888–252–6967.

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We appreciate your feedback on how we can better assist you with performance reporting and using the Import Feature. Please contact BJA PMT Helpdesk if you have any recommendations or suggestions on how we can improve the feature.

Appendix A: Excel Template Data Specifications

GROUP	COLUMN HEADER	COLUMN TYPE	VALIDATION	EXAMPLE VALUE
Name	Last name	Text	Required	Doe
	First name		Required	John
	Middle name			S
Gender (radio option)	Male	Text	Required • D–F (only one can be checked) • If F is checked, G cannot be blank	
	Female			
	Other			X
	Specify other gender			N/A
Race (checkbox option)	American Indian or Alaska Native	Text	Required • H–L (one or more can be checked) • If M is checked, H–L must be blank	
	Asian			Checked
	Black/African American			
	Native Hawaiian or other Pacific Islander			Checked
	White			
	Unknown			
Ethnicity (radio option)	Hispanic, Latino, or Spanish origin	Text	Required • N–P (only one can be checked)	Selected
	Not of Hispanic, Latino, or Spanish origin			
	Unknown			
	Birth year	Text	Required • Format YYYY • If unknown enter 9999	1980
Date time of death	Date of death	Text	Required • Format MM-DD-YYYY • Year of death cannot be earlier than birth year (except 9999)	02-01-2000
	Time of death		Required • Format (24-hour clock) HH:MM	15:30
Location of Death	Location name	Text	Not required • T Required • U–X • Must be valid state code and must be 5-digit zip code	
	Street address			1300 Western Blvd.
	City			Raleigh
	State			NC
	Zip			27606

GROUP	COLUMN HEADER	COLUMN TYPE	VALIDATION	EXAMPLE VALUE
Event causing the death occurred in facilities (radio option)	Municipal or county jail	Text	Required • Y-AE only one can be checked	
	State prison			
	State-run boot camp prison			
	Contracted boot camp prison			
	Any state or Local contract facility			X
	Other local or state correctional facility (include juvenile facilities)			
	None of the above			
	Name of the department or agency...	Text	Required	NCDPS/Prisons
Manner of Death (radio option)	Execution	Text	Required • AG-AL, AM, AO (only one can be checked) • If AM is checked, AN cannot be blank • If AO is checked, AP cannot be blank	
	Accident			
	Death attributed to use of force by...			
	Homicide			
	Natural causes			
	Suicide			
	Unavailable... Pending			Yes
	Report the agency conducting the...			Waiting for the agency's report
	Other			
	Explain other			
	Brief description of the circumstances leading to the death...	Text	Required	N/A

For questions that have radio button and checkbox options, the DCRA Import Feature accepts any values (e.g., "1," "X," "Selected," "Checked," "Y").