

BUREAU OF JUSTICE ASSISTANCE

DEATH IN CUSTODY REPORTING ACT (DCRA)

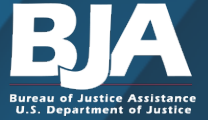
HOW TO ADD, REMOVE, AND REVISE DATA IN THE PERFORMANCE MEASUREMENT TOOL

September 2023



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Overview



This is part of a training series of videos designed to help states comply with Death in Custody Reporting Act (DCRA; [Public Law 113-242](#)).

This video will cover the following topics:

- Using the online questionnaire
- Reporting requirements
- Manner of death and brief circumstances
 - Updating previously entered records
 - Improving data submissions

Death in Custody Reporting Act Reporting: Performance Measurement Tool



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- State Administering Agencies (SAAs) must directly report all decedent records to the Bureau of Justice Assistance (BJA) through the Performance Measurement Tool (PMT).
- SAAs report data using the online questionnaire.
- DCRA reporting requirements can be found using the [Death in Custody Reporting Act Performance Measures Questionnaire](#).

The screenshot shows the login page for the Performance Measurement Platform. At the top, it features the U.S. Department of Justice logo and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs Building Solutions • Supporting Communities • Advancing Justice". Below this is the title "Performance Measurement Platform". The login form has two input fields: "User Name" (with a help icon and "Email Address" below it) and "Password" (with "Maximum of 3 attempts" below it). A "Login" button is to the right of the password field, and a "Forgot Password" link is below it. A "Please note:" section contains three numbered instructions in red text regarding the PMT system's availability and reporting requirements.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

User Name **Password**

Email Address Maximum of 3 attempts

[Forgot Password](#)

Please note:

1. The PMT system will remain open for reporting until further notice. The Grants Management System (GMS) closed on September 22. Beginning October 15, primary grantees or direct recipients of OJP grant funds should upload PMT reports in PDF format to JustGrants (<https://justicegrants.usdoj.gov>) instead of the GMS. Primary grantees should upload PMT reports in JustGrants semi-annually or annually (in accordance with the award solicitation) and at closeout.
2. The PMT System works best in Google Chrome (version 4.1.0 and above) and Internet Explorer (version 11 and above).
3. In order for PMT system features to properly function, users must enable JavaScript. For instructions on how to enable JavaScript, click [here](#).

Data Collection Requirements



The data collection system is tied to Justice Assistance Grant (JAG) reporting in the PMT.

Those who report on behalf of the state will have an account in the PMT, which is linked to the state's JAG awards.

Federal Award Number	Award Amount	Reporting Period	Data Entry Status
2019		October to December 2019	Not Started Begin Reporting Process

Federal Award Number	Award Amount	Reporting Period	Data Entry Status	Report Status
[Redacted] Start Date: Oct 01, 2017 End Date: Sep 30, 2021	[Redacted]	October to December 2019 REMINDER: Upload this <i>GMS</i> report into GMS by 1/30	Not Started Begin Reporting Process	Not Created Create GMS Report
[Redacted] Start Date: Oct 01, 2016 End Date: Sep 30, 2020	[Redacted]	October to December 2019 REMINDER: Upload this <i>GMS</i> report into GMS by 1/30	Not Started Begin Reporting Process	Not Created Create GMS Report

The SAA is responsible for setting up procedures to ensure that DCRA reporting is completed.

Using the Online Questionnaire



- Enter “Yes” if there was at least one reportable death in your state during the reporting period.
- Enter the number of records.

BJA PMT Home **Enter Data** Logout

Reporting Period: 07/01/2021 - 09/30/2021 Award #: Project Amount: \$0
Your data has been partially saved.

DEATH IN CUSTODY REPORTING ACT Decedent Information Review

The Death in Custody Reporting Act of 2013 requires states that receive allocations under specified provisions of the Omnibus Crime Control and Safe Streets Act of 1968 to report certain information regarding the death of any person in law enforcement custody. This may include individuals who are detained, arrested, en route to incarceration, or incarcerated in state or local facilities or a boot camp prison.

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.

A. Yes

B. No (In order to select "No", all Decedent Information records must be cleared.)

C. If yes, please provide the number of reportable deaths in your state during the reporting period
14

D. Not Applicable (select this if you have not accepted your FY 2019 JAG award)

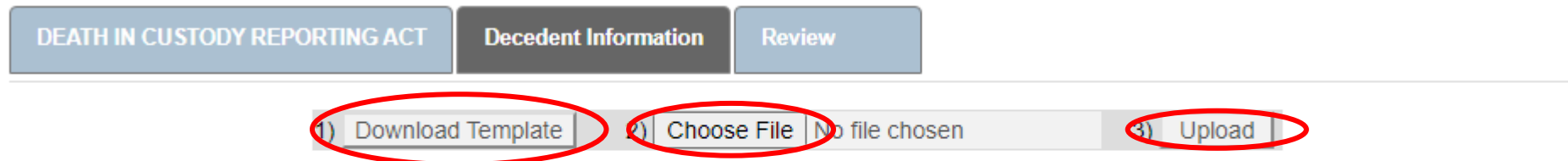
Save **Save & Continue**

Answer all required questions and go to the 'Review' page to complete data entry

Uploading Records in Bulk



- To upload in bulk, click on **Download Template** and enter records in the Excel spreadsheet.
- Enter decedent information into the PMT Import template for the reporting period.
- When all decedent information for the reporting period has been entered into the PMT Import template, return to the PMT and navigate back to the **Enter Data** tab:
 - Select the **Choose File** button and click on the saved PMT Import template for the reporting period.
 - Click the **Upload** button to finish uploading the template.
 - Select **Save and Continue** to navigate to the **Review** tab.
 - Ensure all data is completely and accurately entered.
 - Select the **Mark Data Entry as Complete** to save and lock the report.



Please select each link below to enter individual decedent information. Complete the decedent information for each individual prior to selecting 'Save and Continue'. Select 'Save' periodically to save your work as you complete entering data.

Bulk Upload Sample



Last Name	First Name	Middle Name
Doe	John	A
Smith	Jane	B
Doe	Jane	C

Decedent Information



Demographic Information

- Name
- Gender
- Race
- Ethnicity
- Birth year

DEATH IN CUSTODY REPORTING ACT Decedent Information Review

DECEDENT INFORMATION: JOHN, Q PUBLIC -

2. Please provide the following decedent information. If you have multiple deaths in custody, you will report one at a time.

A. Last Name

First Name

Middle Name

B. Gender

1. Male

2. Female

3. Other gender identity

C. Race (Select all that apply)

1. American Indian or Alaska Native

2. Asian

3. Black or African American

4. Native Hawaiian or Other Pacific Islander

5. White

6. Unknown

D. Ethnicity

1. Hispanic, Latino, or Spanish origin

2. Not of Hispanic, Latino, or Spanish origin

3. Unknown

E. Birth Year (YYYY)

If unknown, please enter "9999"

Location Information



Location Information

- Date of death
- Time of death
 - "00:00" acceptable for unknown time of death.
 - BJA expects data to be updated at a later time when more information is available.
- Location and address of death

3. Please list the following information regarding the decedent's death.

A. Date of Death (MM-DD-YYYY):

B. Time of Death (24-hour clock):

C. Location of Death

1. Location Name (if applicable). This could be the name of a facility, place of business, or other designation for the location of death:

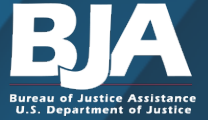
2. Street Address:

3. City:

4. State (postal abbreviation):

5. Zip:

Facility Type and Agency Name



Location Information

- Facility type:
 - Municipal/County Jail
 - State Prison
 - State-run Boot Camp Prison
 - Any State/Local Contract Facility
 - Other State/Local Correctional Facility (Including Juvenile Facilities)
 - None of the Above (e.g., Law Enforcement)
- Name of Agency
 - The facility or agency identified in 3D should be named in Question 4.

D. If the event causing the death occurred in any of the following facilities, please indicate the appropriate facility below. If the event causing the death did not occur in one of the facilities listed below, please use the "None of the above" answer choice

- 1. Municipal or county jail
- 2. State prison
- 3. State-run boot camp prison
- 4. Contracted boot camp prison
- 5. Any state or local contract facility
- 6. Other local or state correctional facility (to include any juvenile facilities)
- 7. None of the above

4. Please list the name of the department or agency that detained, arrested, or was in the process of arresting the deceased.

A. Agency Name:

Manner of Death and Brief Circumstances



Manner of death

- Execution
- Accident
- Death Attributed to Use of Force by a Law Enforcement or Corrections Officer
- Natural Causes
- Suicide
- Unavailable, Investigation Pending

Brief circumstances

- Text Entry

5. Please indicate the manner of death (Mark only one).

A. Execution

B. Accident

C. Death attributed to use of force by a law enforcement or corrections officer

D. Homicide (e.g., an incident between two or more incarcerated individuals resulting in a death)

E. Natural causes

F. Suicide

G. Unavailable, investigation pending

H. Other

6. Please provide a brief description of the circumstances leading to the death (e.g., details surrounding an event that may have led to the death, the number and affiliation of any parties involved in an incident, the location and characteristics of an incident, other context related to the death, etc.).

A.

You have characters left. (Maximum characters: 5000)

Reporting Records with Unknown or Incomplete Information



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Reporting Unknown or Incomplete Information



- The SAA may receive records with incomplete information such as missing required elements (e.g., name, birth date, race, ethnicity) or records where the cause of death remains under investigation for a lengthy time period.
- The SAA may choose to delay submitting these records to BJA until the next reporting period (with the next quarterly submission), when more information is known and/or the SAA has had time to review and ensure the completeness of the data.
- Submission delays should not exceed one full quarterly reporting period. This extended time should allow the state to improve the quality of their data collection.
- It is important to note that complete and valid data should still be reported quarterly.

Entering Unknown or Incomplete Information



- Although the goal for SAAs should be to obtain all necessary information related to a decedent record, SAAs may enter “Unknown” for demographic and location information until more information is available .
- SAAs may also enter “9999” for unknown birth year or “00:00” for unknown time of death.
- However, **ALL** efforts should be exhausted to ensure each record that is entered is complete, accurate, and valid.

Handling “Unavailable, Investigation Pending” Records



- Records identified as “Unavailable, Investigation Pending” must include the agency name responsible for the investigation.
- Keep track of all “Unavailable, Investigation Pending” records and update the manner of death once the investigation is complete.
- Upon request, the PMT Helpdesk will provide a list of records currently listed as “Unavailable, investigation pending.”
- There is no set timeframe for updating records, but updates should be made as soon as investigations are completed.
- Note: SAAs may delay reporting decedent records to BJA until the next reporting period to collect complete, accurate data.

Updating Records



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Updates to Previously Submitted Decedents



- Records should be updated when new information is available (e.g., manner of death is established in an “Unavailable, Investigation Pending” case).
- When updating records, **do not** create a new entry. Instead, **update the existing** entry:
 - Option A: Manually update one record at a time.
 - Option B: Modify the bulk upload Excel file (allows for modifying multiple records at once).
- Before saving, check for duplicate entries. Each decedent should only have one record.

Updating One Record at a Time



Option A: Manually update one record at a time.

1. On the Decedent Information tab, select the name of the decedent (e.g., Doe, John – Smithville Department of Corrections).
2. On the DCRA report form, update any fields that need to be revised.
3. Click on **Save** or **Save & Continue**.
4. On the Review page, select **Mark Data as Complete** and **Save**.

DEATH IN CUSTODY REPORTING ACT | Decedent Information | Review

1) Download Template | 2) Choose File | No file chosen | 3) Upload

Please select each link below to enter individual decedent information. Complete the decedent information for each individual prior to selecting 'Save and Continue'. Select 'Save' periodically to save your work as you complete entering data.

Delete Selected Records

- [Decedent #1](#)
- 2. [Decedent #2](#)
- 3. [Decedent #3](#)
- 4. [Decedent #4](#)
- 5. [Decedent #5](#)

Back | Save | Save & Continue

Using Bulk Upload to Update Records



Option B: Modify the bulk upload Excel file (allows for modifying multiple records at once).

1. On the **Decedent Information** tab, select **Download Template**. This will create an Excel file with all records reported in the selected quarterly report.
2. Modify the records and resave the Excel to your computer.
3. Select **Choose File** and then **Upload**.
4. A prompt will then ask if you are OK with replacing the records. Select **OK** to replace the existing records with the updated records.
5. On the Review page, select **Mark Data as Complete** and **Save**.

A screenshot of a web application interface for the "DEATH IN CUSTODY REPORTING ACT". The interface has three tabs: "DEATH IN CUSTODY REPORTING ACT", "Decedent Information", and "Review". The "Decedent Information" tab is active. A red oval highlights a sequence of three buttons: "1) Download Template", "2) Choose File No file chosen", and "3) Upload". Below this, a text box contains instructions: "Please select each link below to enter individual decedent information. Complete the decedent information for each individual prior to selecting 'Save and Continue'. Select 'Save' periodically to save your work as you complete entering data." Underneath, there is a "Delete Selected Records" button and a list of five items, each with a checkbox and a link: "1. Decedent #1", "2. Decedent #2", "3. Decedent #3", "4. Decedent #4", and "5. Decedent #5". At the bottom, there are three buttons: "Back", "Save", and "Save & Continue".

Remove Blank Decedents



To remove a duplicate or nonreportable decedent record:

1. Click the box(es) next to the decedent link.
2. Click **Delete Selected Records**.
3. A prompt will ask if you are OK with deleting the records. If yes, select **OK**. This will delete the records.
4. On the Review page, select **Mark Data as Complete** and **Save**.

A screenshot of the 'Decedent Information' review page in the BJA system. The page has a navigation bar with 'DEATH IN CUSTODY REPORTING ACT', 'Decedent Information', and 'Review'. Below the navigation bar, there are three steps: '1) Download Template', '2) Choose File' (with 'No file chosen' next to it), and '3) Upload'. A text box contains instructions: 'Please select each link below to enter individual decedent information. Complete the decedent information for each individual prior to selecting 'Save and Continue'. Select 'Save' periodically to save your work as you complete entering data.' Below this, there is a 'Delete Selected Records' button with a red arrow pointing to it. Underneath, there is a list of five decedent links: '1. Decedent #1', '2. Decedent #2', '3. Decedent #3', '4. Decedent #4', and '5. Decedent #5'. The first link, '1. Decedent #1', is circled in red. At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Save & Continue'.



BJA PMT Helpdesk

Monday–Friday
8:30 a.m. – 5:00 p.m. Eastern Time
Closed on Federal Holidays
bjapmt@usdoj.gov

Contact Information



BJA
Bureau of Justice Assistance
U.S. Department of Justice



Jimmy Steyee
BJA Program Analyst
James.D.Steyee@usdoj.gov

Contact Information



BJA
Bureau of Justice Assistance
U.S. Department of Justice



Justice Information Resource Network

202-842-9330

www.jrsa.org

DCRA@jrsa.org

Thank you for your hard work and dedication.