

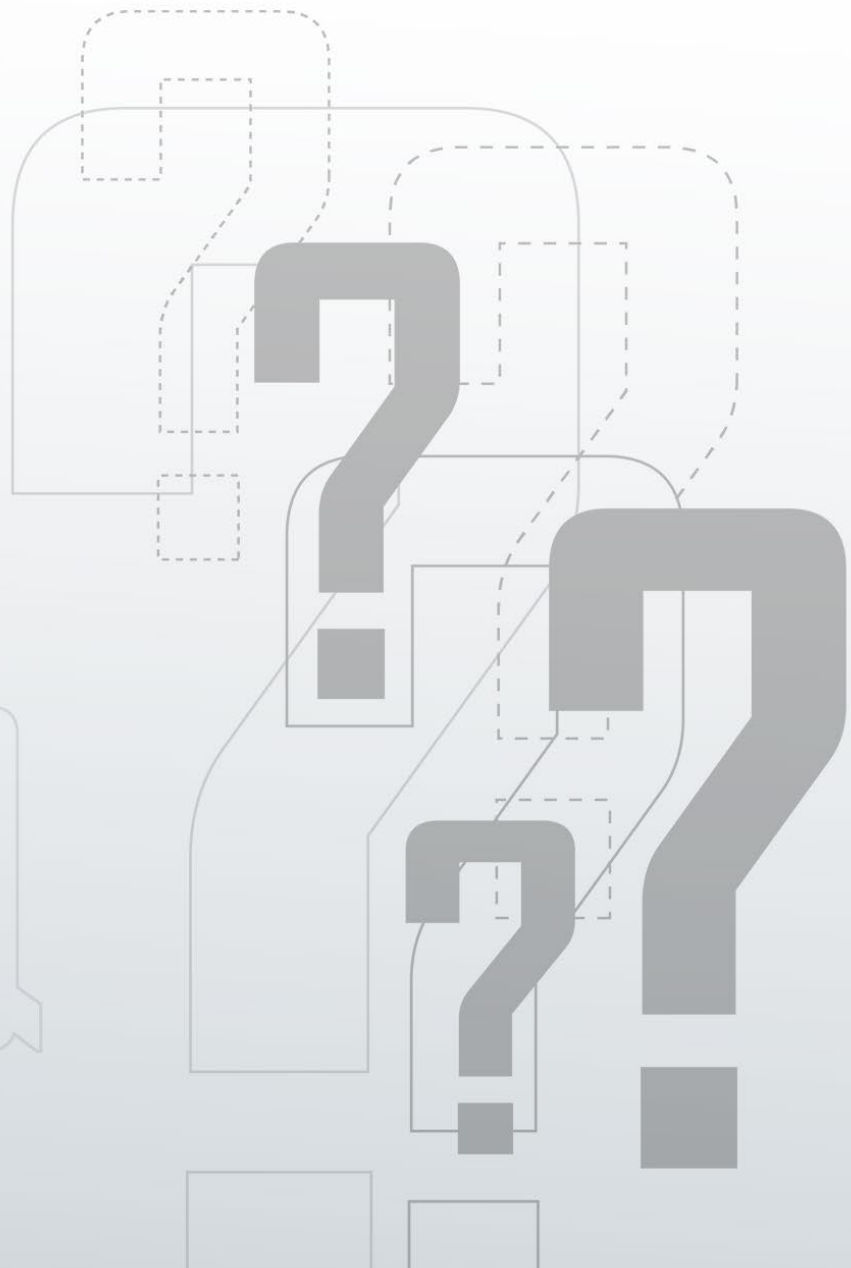


BJA
Bureau of Justice Assistance
U.S. Department of Justice

COMPREHENSIVE OPIOID STIMULANT AND SUBSTANCE USE PROGRAM

PERFORMANCE MEASUREMENT TOOL · FREQUENTLY ASKED QUESTIONS

FAQ



The following frequently asked questions (FAQs) were derived from the most commonly asked questions received during the performance measures trainings for the Comprehensive Opioid Stimulant and Substance Use Program (COSSUP) (formerly COAP/COSSAP) grant program and questions sent to the Performance Measurement Tool (PMT) Helpdesk. If you have any additional questions about measures that are not covered in this or any other FAQ, please call the Bureau of Justice Assistance (BJA) PMT Helpdesk at 1-888-252-6867 or email the helpdesk at bjapmt@usdoj.gov.

I. GENERAL AWARD INFORMATION

1. Are we required to report on all applicable performance measures or only on those for which we can and are able to provide data?

You are required to enter data on all performance measures that relate to the activities described in your approved BJA grant application and carried out with BJA funding.

2. Do you submit the closeout report once all the grant funds are expended, even if the program being funded is not fully complete or is ongoing?

Yes, you will need to submit the closeout report when you have expended all grant funds and the award is in the process of closing out.

3. Should we add research team or action researchers, funded through a subaward, to the PMT as subgrantees?

You do not need to add the research team, even if funded through a subaward, as a subgrantee. However, you should integrate the research team within your project team, so they can help you respond to the performance measures.

4. Will subgrantees answer the same questions as the prime grantee?

The prime grantee will assign subgrantees to different questionnaires that align with the subgrantees' activities.

5. Is there a limit to the number of goals that each grantee can enter in the Goals and Objectives section?

Yes, you can enter up to five goals in the Goals and Objectives section of the PMT.

II. REPORTING

1. How many places do I have to report?

The grantee or a direct recipient of funds from BJA is required to report in the PMT and the Justice Grants system (JustGrants).

2. What kind of information am I reporting?

The PMT (<https://bjapmt.ojp.gov>) collects both quantitative (numeric) and qualitative (narrative) performance measurement data.

3. When do I submit a PMT report to BJA through JustGrants?

Grantees are required to enter data in the PMT on a quarterly schedule (every 3 months). Grantees are required to submit a PMT report through JustGrants on a semiannual basis or every 6 months, during the October–December and April–June reporting periods. The grantee is also required to create and upload a PDF copy of the PMT JustGrants report as an attachment into JustGrants by January 30 and July 30.

Type of Data Required	Reporting Period	PMT Due Date	Upload to JustGrants
Program Performance Measures	January 1–March 31	April 30	NO
Program Performance Measures and Narrative	April 1–June 30	July 30	YES, by July 30
Program Performance Measures	July 1–September 30	October 30	NO
Program Performance Measures and Narrative	October 1–December 31	January 30	YES, by January 30

III. REPORTING/DATA ENTRY IN THE PERFORMANCE MEASUREMENT TOOL

1. When I begin entering data, can I log out and finish later?

Yes, once you hit the *Save* button at the bottom of the page, the system will save all your work up to that point. When you log in again, you can resume entering data from where you last saved your work. Please be aware that due to security rules and regulations, **your session in the PMT will time out after 30 minutes of inactivity**. To avoid having to reenter data, click the *Save* button before leaving the system unattended or when you finish entering data.

2. The PMT listed our new grant under a different user ID. How do I get it under one user ID?

If you already have a user ID and password for the PMT, contact the BJA PMT Helpdesk and we can merge the new award with the existing user account. Please call the BJA PMT Helpdesk **BEFORE** you enter any data using your new user ID and password or the PMT system cannot complete the merge.

3. How will the BJA PMT distinguish legitimate values of zero from missing data?

Along with entering zero (0) as the data value for the reporting period and/or marking “N/A” where it is appropriate, the grantee will mark data as complete on the Review page before creating a JustGrants report. On the bottom of the Review page, there is a field for Additional Comments. Use this field to explain the data reported, or not reported, for the reporting period. For example, you might write:

“For measure #1, the data is not available because X, Y, and Z happened. Therefore, a value of 0 was entered. We plan to collect these data in the next reporting period.”

4. How often are narrative questions required?

Narrative questions, also known as Goals and Objectives, are asked twice a year, during the April–June and October–December reporting periods.

5. How will I know when reporting is due in the PMT?

The point of contact for the organization and any additional contacts entered in the PMT will receive an email on the day that the PMT opens for reporting. If the grantee does not submit data in the PMT, the grantee will receive a delinquency email notice after the submission due date.

IV. PERFORMANCE MEASURES

1. Where can I find the performance measures I have to track?

You can find the PDF versions of the questionnaires for each category of COSSUP award funding by clicking the following link: <https://bjapmt.ojp.gov/help/COAPDocs.html>.

2. If my budget has not been approved and I do not have any grant activities to report, do I still need to complete a PMT report?

Yes, you will still need to complete a PMT report. If you have not had any grant activity, you can select “No” to the first numbered question: “Was there grant activity during the reporting period?” Then, please indicate your reason for no grant activity. You may also need to enter your grant goals and objectives prior to completing your PMT report.

V. COMMON QUESTIONNAIRE

1. Performance Measure Question 16: Indicate the extent to which you use the following strategies with regard to your problem of focus (e.g., identifying overdose survivors, increasing the use of diversion or alternatives to incarceration programs). Select N/A if the stated strategy is not relevant to your problem of focus. Select Unavailable if the stated strategy is not available in your area of service.

The purpose of this question is to understand the range of strategies your program has employed over the course of your COSSUP grant award to support the programs goals. For each strategy, please indicate the extent to which it has been implemented under or in collaboration with your program. Feel free to report activities that were partially funded by other sources if the activities are being done in collaboration with the COSSUP-funded program. If an activity exists but has no connection to your program, please select “N/A.” You should also select “N/A” if the strategy is not relevant to your program or is planned but has not been initiated to date. Please select “Unavailable” if the strategy is not available in your area.

2. Performance Measure Question 19: Please rate your level of agreement with the following statement: The following stakeholders exhibit a high level of collaboration with one another (e.g., criminal courts and child welfare agencies; local and state law enforcement). Collaborations include criminal courts and child welfare agencies; local and state courts; and healthcare and substance use treatment providers.

The purpose of this question is to understand the impact of COSSUP and COSSUP-related activities on the level of collaboration among community stakeholders. If an agency or entity is not part of your program, please select “N/A,” even if that agency is known to you through other channels. We expect grantees to limit answers to this question to how well agencies are working together on the COSSUP initiatives or COSSUP-related activities.

3. Performance Measure Question 20-21:

20. Did the COSSUP provide or facilitate training to project workgroup members or other groups or organizations (e.g., first responders, victim services providers, and child protective services professionals) during the reporting period?

21. For each of the trainings completed during the reporting period, indicate the number of individuals who attended the training and the length of the course in hours.

The purpose of these questions is to understand both the types of training activities your program provided/supported and the training opportunities it facilitated. Please include all training activities provided/supported by your program workgroup, partners, stakeholders, or other providers that may be involved or have a vested interest in your program.

VI. PRESCRIPTION DRUG MONITORING PROGRAM

1. What is the difference between an intrastate report and an interstate report?

Prescription Drug Monitoring Programs (PDMPs) distribute or make available *intrastate reports* to end users (e.g., practitioners and investigators) in one state only.

PDMPs distribute or make available *interstate reports* to end users (e.g., practitioners and investigators) in two or more states. Production of these reports can be facilitated by an established information sharing architecture such as the Prescription Monitoring Information Exchange. They can also be solicited by out-of-state users given access to the PDMP system, or they can be unsolicited reports distributed to practitioners or investigators in another state.

2. Where can I find additional information about one of the data performance measures?

You can view additional information about each indicator by hovering over it. Additional text will appear containing the indicator's definition and may include additional guidance for that measure. If you are still unsure about how you should report on a measure, please contact the BJA PMT Helpdesk.

3. Who is a prescriber?

A prescriber is a physician, dentist, podiatrist, veterinarian, mid-level practitioner, or other registered practitioner who is authorized to prescribe controlled substances by the jurisdiction in which he or she is licensed to practice and is registered with the U.S. Drug Enforcement Agency.

4. Who is an authorized investigator?

An authorized investigator is a representative of a state administrative, a regulatory agency, or a law enforcement officer (including coroners) who is authorized to use the PDMP system to conduct official investigations.

5. Should I include liquid doses in the quantities I report?

No, you should only record non-liquid doses for all PDMP questions.

VII. OPERATIONAL VS. NOT OPERATIONAL

1. **When would I select “no grant activity” or “not operational” to indicate that no funds were received yet or expended?**

This may be necessary for the first reporting period of the program. It is generally expected that the grantee will do what is necessary to collect and enter data for future reporting periods. Responding “No” to the question “Was there any grant activity during the reporting period?” indicates that activities proposed in the grant application did not occur and no funds were spent during the reporting period.

2. **What constitutes activity?**

“Activity” involves execution of activities or projects outlined in the grant application.

For example, this includes purchasing equipment, hiring staff, planning events and/or activities, and so on. Some examples that may not qualify as an “activity” are checking prices, requesting proposals from vendors, or communicating with vendors.

3. **If there is no activity related to the award during a reporting period, do we still need to report?**

All grantees are required to report on the status of the award every 3 months between the project period’s start and end dates. If you have no activity to report, specify that the project was not operational for that reporting period. By indicating that your project is not operational, you will not be prompted to enter data on your purpose areas and activities.

VIII. CLOSING AN AWARD IN THE GRANT MANAGEMENT SYSTEM

1. **Do I have to upload a PMT JustGrants report to complete the closeout process for my grant?**

As part of the grant closeout process in JustGrants, a PDF copy of the PMT JustGrants Closeout report should be submitted as an attachment into JustGrants. To generate this report in the PMT, you will need to respond “Yes” to the question “Is this the last reporting period for which the award will have data to report?” Doing so indicates that you are starting your closeout process.

2. **Where do I go in JustGrants to close out my award?**

JustGrants and PMT are two independent systems. Because of this, the JustGrants Helpdesk should be contacted directly so you can receive the most accurate and timely advice about the JustGrants closeout report. The JustGrants Helpdesk number is 1-833-872-5175.

IX. MISCELLANEOUS QUESTIONS

1. **Once the grant has been expended, do I have to continue reporting in the PMT?**

As a grantee, you are required to report in the PMT until you are in the process of closing out your grant. When you start the closeout process in the PMT you must respond “Yes” to the question “Is this the last reporting period for which the award will have data to report?” If you would like to close your grant and need assistance, please contact your State Policy Advisor (SPA) at BJA if you have questions. You are required to complete data entry in the PMT for every 3-month reporting period that an award is active. This includes the reporting period during which the award is closed.

2. How do I find my SPA or program manager?

To find your SPA or program manager, please visit <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

3. Where do I find information on when I need to report and where can I find training materials?

This information is located on the “Information and Resources” page in the PMT. Here you will find the following:

- PMT Reporting Schedule
- Access Information to View Recorded Webinar Trainings
- PMT Overview Training
- PMT User Guide on How to Navigate and Enter Data into the PMT
- Performance Measures
- FAQs
- Other Resources

X. ADDITIONAL RESOURCES

1. Does the same ID and password work for both the PMT and JustGrants?

No, the grantee will have a different user ID and password assigned for each system.

- To obtain a user ID and password, please contact the BJA PMT Helpdesk at bjapmt@usdoj.gov or 1-888-252-6867.
- To access your JustGrants login information, send an email request to JustGrants.Support@usdoj.gov or call 1-833-872-5175.

2. I lost my PMT user ID and password. How can I retrieve my login credentials?

You can retrieve your login information by contacting the BJA PMT Helpdesk. For security reasons, the BJA PMT Helpdesk Support Specialist may ask you to verify some information before your login credentials are provided.