

# HAROLD ROGERS PRESCRIPTION DRUG MONITORING PROGRAM

*Reporting Guidance and Frequently Asked Questions*

*Updated April 2025*

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The following general instructions provide guidance for reporting Harold Rogers Prescription Drug Monitoring Program (PDMP) data. To aid in further understanding reporting requirements, answers to frequently asked questions (FAQs) are also included. If you have additional questions, please contact the BJA PMT Helpdesk at: [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov).

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

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## I. GENERAL AWARD ADMINISTRATION

### Q) Performance Measure Question 1: Is this the last reporting period for which the award will have data to report?

A) Only indicate “Yes” if this is the final report being submitted after the end date of the grant award, or if all the grant activities are completed and the award is in the process of closing out. See the Appendix for more information.

### Q) If I have multiple or overlapping grants, can I submit one report?

A) Grantees will respond to the performance measures with a single report covering the activities of all active Prescription Drug Monitoring Program (PDMP) awards but will submit a separate set of narrative questions for each award. See the Appendix for more information.

### Q) Performance Measure Question 2: Was there grant activity during the reporting period?

A) There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. Once “Yes” is selected, the program becomes operational and should remain so until the grant closes out.

**Table 1: Performance Management Tool and TTA Reporting Portal Schedule.**

Reporting Period	Data Required	Reporting Deadline	Upload PMT Report to JustGrants?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Closeout Questions	120 Days After Award End Date	No

### Q) Performance Measure Question 3: Select your program category.

A) Grantees should select the appropriate category or categories for their award(s). This will ensure the system routes you to the appropriate questions for each category of award. If you have awards that fall under both categories 1 and 2, you may select both categories and will then respond to the category 1 and category 2 questions.

Category 1 programs refer to grants in support of implementation, maintenance, and enhancement of a PDMP. Category 1 grants are awarded to the authorized state, territory, or tribal agency with oversight of the PDMP.

Category 1 applicants include:

- State governments.
- Native American tribal organizations (other than federally recognized tribal governments).

- Native American tribal governments (federally recognized).

Category 2 programs refer to grants in support of data-driven responses, multistate projects, or advancement of PDMP.

Category 2 applicants include:

- State governments.
- Native American tribal organizations (other than federally recognized tribal governments) and Native American tribal governments (federally recognized).
- Public and state-controlled institutions of higher education.
- Private institutions of higher education.
- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education.

Category 2 awards were only made in FY 2023.

**Q) Can grant subrecipients be reflected in reporting?**

A) Yes, subrecipient activity should be reflected in reporting.

**\* Additional information and guidance is available on the [BJA Performance Measures website](#).**

## II. CATEGORY 1 AWARDS

Questions (5–7) help to determine baselines for the measurements. The last entered data is carried forward by the reporting system and should be updated on subsequent reports, as needed.

**Q) Performance Measure Question 5: How do I determine the number of licensed prescribers?**

A) Licensed prescribers refer to those prescribers in your jurisdiction who are eligible to access PDMP information.

**Q) Performance Measure Question 6: How do I determine the number of licensed pharmacies?**

A) Licensed pharmacies refer to those pharmacies in your jurisdiction that dispense medications required to be reported to the PDMP.

**Q) Performance Measure Question 6A: What is entered if the PDMP does not register pharmacies to use the PDMP system?**

A) The registered pharmacy or pharmacist counts are designed to accommodate different operational models. Some states enroll pharmacies, while others enroll individual pharmacists. If a state only enrolls pharmacies, they should report the number of pharmacies registered at the end of the reporting period and indicate “N/A” for the number of pharmacists registered. The number of pharmacies registered will be carried forward in subsequent reports and should be updated, as needed, to reflect the current total at the end of each reporting period.

**Q) Performance Measure Question 7: How do I determine the number of licensed pharmacists?**

A) Licensed pharmacists refer to those pharmacists in your jurisdiction who are eligible to report medications to the PDMP or access PDMP information.

**Q) Performance Measure Question 7A: What is entered if the PDMP does not register pharmacists to use the PDMP system?**

A) The registered pharmacy or pharmacist counts are designed to accommodate different operational models. Some states enroll pharmacies, while others enroll individual pharmacists. If a state only enrolls pharmacists, they should report the number of pharmacists registered at the end of the reporting period and indicate “N/A” for the number of pharmacies registered. The number of pharmacists registered will be carried forward in subsequent reports and should be updated, as needed, to reflect the current total at the end of each reporting period.

**Q) Performance Measure Question 9: How should the number of integrations through a health information exchange (HIE) be counted? HIEs can skew the count of entities since one HIE may be connected to multiple healthcare organizations.**

A) Since one HIE can be connected to multiple healthcare organizations, HIEs should be counted as a single integration to avoid double counting of healthcare organizations, which should also be included in the count.

If the PDMP is connected to more than one HIE, then each HIE counts as an integration. The total count should reflect the number of reporting entities as of the last day of the reporting period. This number will be carried forward in subsequent reports and should be updated, as needed, to reflect the current total at the end of each reporting period.

**Q) Performance Measure Question 10: What is the definition of a “solicited report”?**

A) Solicited reports are reports provided by a PDMP in response to a request from an end user or another PDMP (i.e., requests fulfilled).

**Q) Performance Measure Question 10: What is the definition of an “unsolicited report”?**

A) Unsolicited reports are reports or notifications proactively created by a PDMP and forwarded to an end user or another PDMP in an electronic or paper form. Note: this does not apply to alerts that are generated and displayed on a patient profile report.

**Q) Performance Measure Question 10H: What is meant by “drug treatment program”?**

A) Drug treatment programs refer to substance use disorder treatment programs, like opioid treatment programs.

**Q) Performance Measure Question 11: What types of individuals are considered “authorized investigators” to conduct investigations for law enforcement or regulatory purposes?**

A) Authorized law enforcement or regulatory investigators are individuals who are eligible to access PDMP information as defined in statute or regulation for your jurisdiction. The number of authorized investigators registered will be carried forward in subsequent reports and should be updated, as needed, to reflect the current total at the end of each reporting period.

**Q) Performance Measure Question 11: Should the reported information reflect the numbers for the reporting period or a cumulative grant total?**

A) The counts reported in question 11 are a snapshot in time and should reflect the number of individuals registered to use the PDMP system to conduct investigations for law enforcement or regulatory purposes as of the last day of the reporting period.

**Q) Performance Measure Question 11A: What should the response reflect?**

A) The counts reported in question 11A should be limited to the number of authorized investigators that accessed PDMP at least once during the reporting period.

### III. CATEGORY 2 AWARDS

**Q) When do I need to complete this section?**

A) Only grantees that received a Category 2 award in FY 2023 need to complete this section.

### IV. CLOSEOUT

**Q) When do I need to complete this section?**

A) Only grantees that are closing out either their Category 1 or Category 2 award should complete this section.

### V. SEMIANNUAL NARRATIVE QUESTIONS

**Q) When do I need to complete this section?**

A) This section should be complete every semiannual reporting period, which occurs January and July of each year, and during the final reporting period of an award. A separate set of semiannual narrative questions is required for each active award a grantee has.

## APPENDIX

When grantees log in to complete performance reporting for their active PDMP award(s), grantees will see the screen below. Note that it is split into two sections – the Program Performance Measures Reporting at the top, and the Narrative Reporting below. This supports combined reporting of program performance measures for all active awards, and separate narrative reporting for each active award.

The Program Performance Measures Reporting section lists all active PDMP awards in the reporting period together (circled in red). And the Narrative Reporting sections lists each active PDMP award separately.

Each quarter, grantees should click to enter performance data for all active PDMP awards in a single performance report and then follow the instructions to report narrative information for each active award, also uploading the report into the Justice Grants System (JustGrants) semiannually and during the final reporting period for that award.

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### Grantee Federal Awards

This screen provides a summary of your data entry and report status by Federal award. This list includes only those reporting periods that require reporting at this time.

[View All Reporting Periods](#)

### PDMP

#### Program Performance Measures Reporting

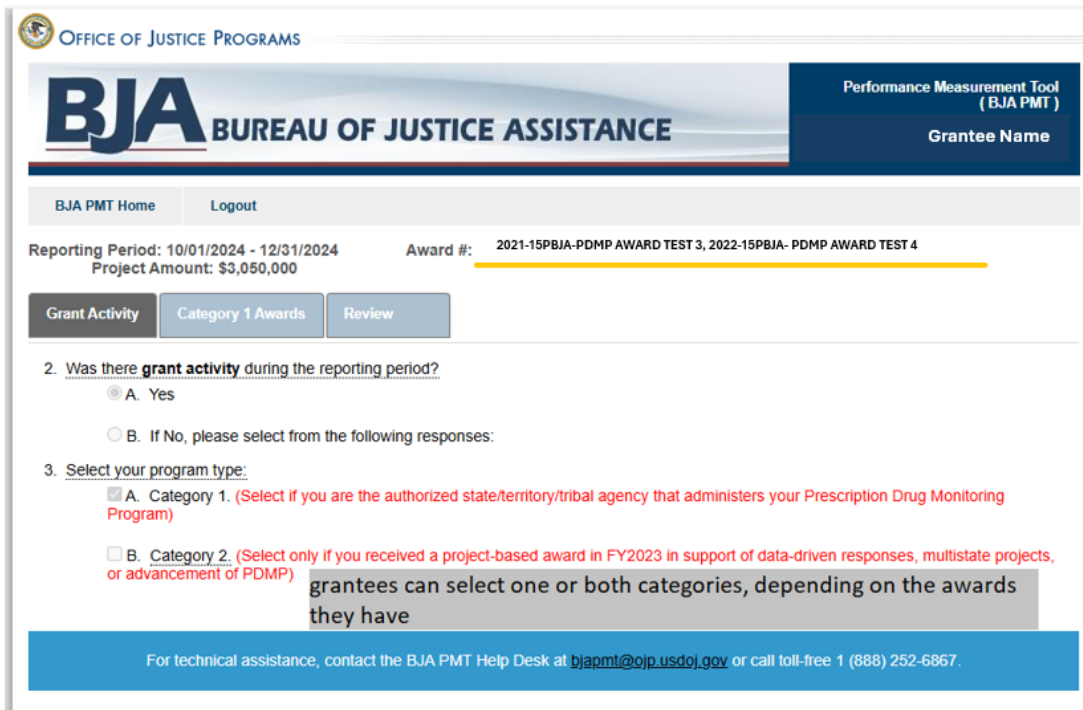
Federal Award Number	Total Award Amount	Reporting Period	Data Entry Status
2023-15PBIA -PDMP AWARD TEST 2020-GC-AWARD TEST	\$3,360,265	July to September 2024	Complete <a href="#">Unlock</a> <a href="#">View Data</a>
2023-15PBIA -PDMP AWARD TEST	\$1,990,595	October to December 2024	Complete <a href="#">Unlock</a> <a href="#">View Data</a>

#### Narrative Reporting

Federal Award Number	Award Amount	Reporting Period	Narrative Status	Report Status
2023-15PBIA -PDMP AWARD TEST Start Date: Oct 01, 2023 End Date: Sep 30, 2025	\$1,990,595	July to September 2024	Complete <a href="#">View Narrative</a>	Created <a href="#">Unlock</a> <a href="#">View JustGrants Report</a>
2023-15PBIA -PDMP AWARD TEST Start Date: Oct 01, 2023 End Date: Sep 30, 2025	\$1,990,595	October to December 2024 REMINDER: Upload this <i>JustGrants</i> report into JustGrants by 1/30	Complete <a href="#">View Narrative</a>	Created <a href="#">Unlock</a> <a href="#">View JustGrants Report</a>
2020-GC-AWARD TEST Start Date: Oct 01, 2020 End Date: Sep 30, 2024	\$1,369,670	July to September 2024 REMINDER: Upload a <i>Final JustGrants</i> report into JustGrants	Complete <a href="#">View Narrative</a>	Created <a href="#">Unlock</a> <a href="#">View Final Report</a>

For more information contact [bjapmt@ojp.usdoj.gov](mailto:bjapmt@ojp.usdoj.gov)  
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

In most cases, grantees will select either Category 1 or Category 2, as applicable, when reporting on active PDMP awards, which are listed at the top of the performance report (see below). For the few grantees with active Category 1 *and* Category 2 awards, grantees can select both in question below and will be directed to report to both sections.



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Performance Measurement Tool (BJA PMT)

Grantee Name

BJA PMT Home Logout

Reporting Period: 10/01/2024 - 12/31/2024 Award #: 2021-15PBIA-PDMP AWARD TEST 3, 2022-15PBIA- PDMP AWARD TEST 4  
Project Amount: \$3,050,000

Grant Activity Category 1 Awards Review

2. Was there **grant activity** during the reporting period?

☒ A. Yes

☐ B. If No, please select from the following responses:

3. Select your program type:

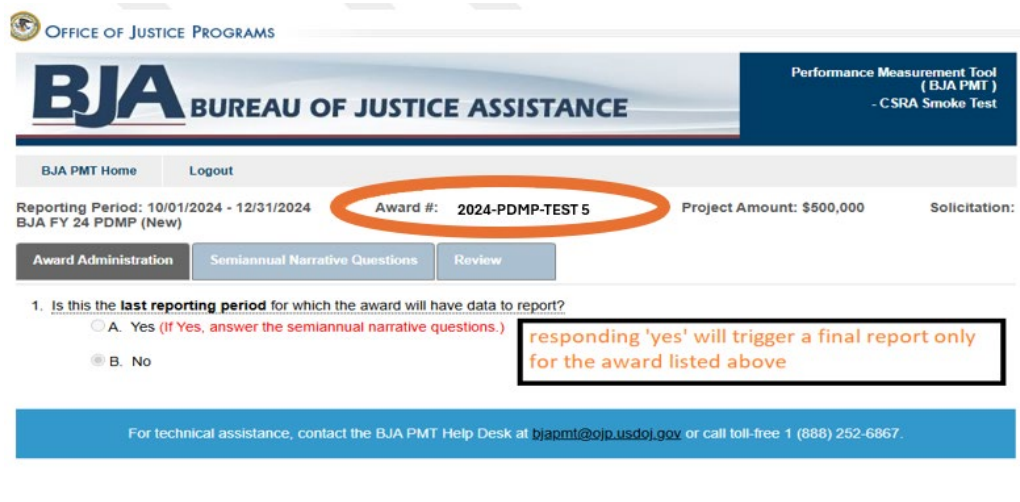
☒ A. Category 1. (Select if you are the authorized state/territory/tribal agency that administers your Prescription Drug Monitoring Program)

☐ B. Category 2. (Select only if you received a project-based award in FY2023 in support of data-driven responses, multistate projects, or advancement of PDMP)

grantees can select one or both categories, depending on the awards they have

For technical assistance, contact the BJA PMT Help Desk at [bjapmt@ojp.usdoj.gov](mailto:bjapmt@ojp.usdoj.gov) or call toll-free 1 (888) 252-6867.

In the Narrative Reporting section, grantees will see only a single award at the top (circle in red). Grantees respond to the narrative questions award semiannually, and during their final reporting period for the award listed at the top. This allows grantees to 'close out' an award while other active awards will continue reporting in subsequent reporting periods. The Narrative Reporting section also allows grantees to generate the necessary PDF reports to upload required reports to JustGrants. Note that the performance data will be the same for each report, but the narrative responses will be specific to each award.



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Performance Measurement Tool (BJA PMT)  
- CSRA Smoke Test

BJA PMT Home Logout

Reporting Period: 10/01/2024 - 12/31/2024 Award #: 2024-PDMP-TEST 5 Project Amount: \$500,000 Solicitation:  
BJA FY 24 PDMP (New)

Award Administration Semiannual Narrative Questions Review

1. Is this the **last reporting period** for which the award will have data to report?

☐ A. Yes (If Yes, answer the semiannual narrative questions.)

☒ B. No

responding 'yes' will trigger a final report only for the award listed above

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