

BUREAU OF JUSTICE ASSISTANCE
ADULT DRUG COURT GRANT PROGRAM
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

The following frequently asked questions (FAQs) are derived from questions users ask during trainings and send to the BJA PMT Help Desk. For further guidance, contact the BJA PMT Help Desk by phone (1-888-252-6867), or e-mail (bjapmt@usdoj.gov).

General Award Information

Q1. Are we required to report on all applicable performance measures, or only on those for which we can and are able to provide data?

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

Q2. If I have subrecipients, should I gather the data from all my subrecipients and enter them in the PMT, or should the subrecipients do it themselves?

- A. As a grantee, you can enter data on behalf of the subrecipients, or you can add subrecipient users to the PMT so they can enter their data directly in the PMT. As the grantee, you have the ability to set up, manage, and review (accept or send back for revisions) subrecipient data.

Q3. Should I aggregate my subrecipient data with my data?

- A. No, grantee data and subrecipient data should be entered separately in the PMT. Subrecipients should have their own account set up so they can enter their data. If your subrecipients do not have an account, it is up to you to enter their data for them.

Q4. Our program activities are funded by multiple active Federal awards during the same reporting period? How do we report without duplicating data?

- A. Reporting in the PMT is award-based. To report without duplicating data, it is preferred that you spend down funds and create a final report of activities you performed for the oldest award first before beginning to enter data and reporting on another award. If this is not possible, you must pro-rate your quantitative data according to the amount(s) of each award. For example, you have two awards, one for \$150,000 and the other for \$270,000. The two awards total \$420,000. As the first award is 36% of the combined amount, report 36% of the quantitative data under the first award and 64% of the quantitative data under the second award. That way, you are reporting funds from both awards for the same reporting period without duplicating the data.

Overall Reporting

Q5. How many places do I have to report?

- A. As the grantee (or direct recipient of funds from BJA), you are required to report into two places: 1) the Grants Management System (GMS), and 2) the PMT.

Q6. What kind of information am I reporting?

- A. The PMT (<https://bjapmt.ojp.gov>) collects performance measurement data, both quantitative (numeric) and qualitative (narrative). The GMS (<http://www.ojp.usdoj.gov/gmsct>) maintains award information and collects financial documents, such as Form 425.

Q7. When do I submit a PMT report to BJA through the GMS?

- A. You are required to enter data in the PMT on a quarterly schedule (or every 3 months). During the October–December and April–June reporting periods, you are also required to create and upload a PDF copy of the PMT *GMS Report* as an attachment into the GMS semiannually (or every 6 months) by January 30 and July 30.

Q8. Does the same user name and password work for both the PMT and the GMS?

- A. No, log-in information is different for each system.

Q9. Can the PMT Help Desk help me with GMS-related questions?

- A. The PMT and the GMS are independent systems managed by different organizations. To receive the most accurate advice and assistance, contact the appropriate Help Desk number.
- BJA PMT Help Desk #: 1-888-252-6867.
 - GMS Help Desk #: 1-888-549-9901, Option 3.

Q10. Where can I obtain or retrieve a lost user name and password for the PMT?

- A. For information about logging in to access the PMT, go to:
https://www.ojpsso.org/support/OJP_PMP_SSO_Login_Instructions.pdf.

Q12. How do I change the primary point of contact information in the PMT?

- A. To change the primary point of contact information, submit a Grant Adjustment Notice (GAN) through the GMS from the following URL: <https://grants.ojp.usdoj.gov/gmsexternal>. Please note that GANs are updated in the PMT once the GMS has reviewed and approved the GAN. This process can take up to 90 days to complete.

Performance Data Reporting

Q13. Should I be reporting on services delivered through combined BJA and SAMHSA funding or just those services funded by the BJA grant?

- A. No, as an Adult Drug Court (ADC) grantee, you should only report in the PMT on activities funded with BJA funds and the nonfederal match.

Q14. How should I calculate "sessions" for residential substance abuse treatment?

- A. To calculate this number, determine the number of substance abuse treatment service or recovery support sessions that each participant received. Then add the number of sessions for each participant together to determine the total number of sessions delivered. For example, your program has 25 participants. Ten participants had 3 sessions (for a total of 30 sessions), 8 participants had 2 sessions (for a total of 16 sessions), and 7 participants had 1 session (for a total of 7 sessions). The total number of sessions was 53: 30+16+7=53. Please note that for outpatient services, one **visit** should be counted as one "session," and for inpatient services, one **day** spent should be counted as one "session."

Q15. Are services that are provided in a jail setting considered inpatient services?

- A. No, inpatient services refer only to those provided on a 24-hour basis in the community. Services administered in jails or prisons should be considered outpatient services.

Q16. For the "Participant-Level Measures" section, should I include only those individuals in the target population for our grant?

- A. Yes, participant-level information should only be reported for activities funded with BJA funds for the target population indicated on your grant application.

Q17. Does admitting a participant to the program count as adding a treatment slot?
A. No, because a participant is not the same as a slot. A slot is a placeholder for a person your facility has the capacity to treat at any given time. For example, if your facility can treat 10 people, it has 10 treatment slots, regardless of whether there are 10 people in the facility receiving that treatment. If you get BJA funding for 2 more slots, you have the capacity to treat 12 people.
Q18. Should I report on the number of <i>participants</i> tested within the 90-day period, or the number of <i>drug tests</i> administered to participants during the 90 day period?
A. The number you enter should be an unduplicated count of the total number of participants tested for alcohol and illegal substance. As this is the total number of participants tested, regardless of test results, this number should be greater than or equal to the number you enter for participants who tested positive.
Q19. How should I report on 1-year post completion recidivism information if the drug court program has not been in operation long enough?
A. If your ADC program does not have any successful completers, regardless of the reason, you should report zero for 1-year post completion recidivism information. You can then provide an explanation for the zero in the narrative section; in your case, you can say your program has not been in operation long enough to provide any data.
Q20. Should I report on all treatment services even though they are not funded by BJA dollars?
A. You should report only on treatments services provided by your BJA grant and the non-federal match funds.
Q21. How should I report the number of court appearances?
A. Enter the number based on the number of appearances drug court participants had before a drug court judge (rather than a sentencing judge) since the participants' enrollment date.
Q22. For ADC programs that refer clients to outside recovery support services (job training, medical, etc.) but do not provide these services, how should we count such services?
A. You can count a referral to an outside recovery support service as a direct service because you pay for the services directly and can obtain outcome information for these participants.
Q23. For the number of participants currently enrolled, should I provide a snapshot of the number of participants in the drug court program?
A. Yes, the number should be based on a 1-day count of the number of participants as of the last day of the reporting period.

Reporting/Data Entry in the PMT

Q24. When I begin entering data, can I log out and finish at a later date?
A. Yes, once you hit the Save button at the bottom of the screen, all your work up to that point is saved. 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're finished entering data.

Q25. Our new grant is listed under a different user ID. How do I get it under one user ID?
A. If you already have a username and password for the PMT, contact the PMT Help Desk, and they can merge the new award with the existing user account. Please call the PMT Help Desk BEFORE you enter any data using a new profile ID, or they cannot complete the merge.
Q26. Are we required to report on all applicable performance measures, or only on those for which we can and are able to provide data?
A. You are required to enter data on all performance measures that are applicable* to activities proposed in your grant application. Based on the selected services, the PMT will narrow down the performance measures for which you will need to report.
Q27. How will the BJA PMT distinguish legitimate values of zero from missing data?
A. Along with entering zero as the data value for the reporting period and marking an indicator “not applicable” where appropriate, you will create a GMS report. This report pulls in all reported data for the reporting period. It provides a function to <i>Add Comments</i> . Click this button to open a window that will allow you to explain the data reported (or not reported) for the period. For example, you might write, “For measure #1, the data are not available because X, Y, and Z happened, and so we entered a 0. We plan to collect these data in the next reporting period.”
Q28. How often will I be asked narrative questions?
A. Narrative questions are asked semiannually, or every 6 months, in the PMT during the October–December and April–June reporting periods.
Q29. How will I know when reporting is due in the PMT?
A. The point of contact for the organization and any additional contacts entered in the PMT will receive an e-mail 45, 30, and 15 days before the data are due in the PMT. If you do not submit data in the PMT, you will receive a delinquency e-mail notice 5 days after the submission due date.

Operational vs. Not Operational

Q30. When would I select “no grant activity” (or not operational)?
A. This may be necessary for the first and last reporting periods of the grant to indicate that you did not receive any funds yet. It is generally expected that you will do what is necessary to collect and enter data for all reporting periods until your last or final report. 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 specific reporting period.
Q31. What constitutes activity?
A. “Activity” involves execution of activities or projects outlined in the grant application—for example, purchasing the actual 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, and communicating with vendors.
Q32. If there is no activity related to the award during a reporting period, do we still need to report?
A. All grantees are required to report on the status of the award every 3 months. If you have no grant 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 quantitative (performance measures) data.

Closing an Award

Q33. Once the grant has been expended, do I have to continue reporting in the PMT?
<p>A. You are required to report in the BJA PMT every 3 months, beginning with the start date of the award, even if there was no activity and the award was “not operational” during the reporting period. If during the reporting period you expended all funds and executed all proposed grant activity defined in the approved BJA grant application, create a <i>Final Report</i> in the PMT and upload a PDF copy of the <i>PMT Final Report</i> as an attachment to the grants <i>Final Progress Report</i> in GMS for acceptance by your State Policy Advisor at BJA.</p>
Q34. Do I have to upload a PMT report to complete the closeout process for my grant?
<p>A. Yes, as part of the grant closeout process in GMS, you must submit a PDF copy of a PMT <i>Final Report</i> as an attachment to your grant’s <i>Final Progress Report</i>. Your PMT <i>Final Report</i> should include your response to the qualitative (narrative) questions.</p>
Q35. Where do I go in the GMS to close out my award?
<p>A. For more information about the closeout process in GMS, go to: http://www.ojp.usdoj.gov/gmscbt, or contact the GMS Help Desk at 1-888-549-9901, Option 3.</p>

Other Questions

Q36. How do I find my State Policy Advisor (SPA) or program manager?
<p>A. Go to https://www.bja.gov/About/Contacts/ProgramsOffice.html.</p>
Q37. Where do I find information about reporting requirements and training materials for the BJA PMT?
<p>A. This information is on the <i>Information and Resources</i> page in the PMT. Here you will find the following:</p> <ul style="list-style-type: none"> • 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; • Frequently Asked Questions (FAQs); and • Other resources.