BUREAU OF JUSTICE ASSISTANCE
PRESCRIPTION DRUG MONITORING PROGRAM (PDMP)
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

The following frequently asked questions (FAQs) were derived from the most commonly asked questions received during the performance measures trainings for the PDMP grant program and from questions sent to the PMT Help Desk. If you have any additional questions about the measures that are not covered in the FAQs, please contact the 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.

Performance Measures

Q2. What is the difference between formal and informal training?

A. *Formal training* may be conducted in a classroom setting or online setting that uses an established curriculum. There is a clear beginning and end, and participants receive an indication of completion such as a grade, continuing education credit, or a certificate.

Informal training generally refers to making information available to practitioners for self-study. This is often accomplished by producing mass mailings, or by directing practitioners to relevant postings on Web sites or articles in journals or trade publications. It may also include information presented interpersonally or during conferences.

Q3. What is the difference between an intra-state report and an interstate report?

A. *Intra-state reports* are distributed or made available to practitioners and investigators in one state only.

Interstate reports are distributed or made available to 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 (PMIX). These reports can 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.

Q4. Where can I find additional information about one of the data performance measures?

A. You can view additional information about each indicator by clicking on it. This opens a new window 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 PMT Help Desk.

Q5. Who is a prescriber?

A. A prescriber is a physician, dentist, podiatrist, veterinarian, midlevel 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 who is registered with the U.S. Drug Enforcement Agency.

Q6. Who is an authorized dispenser?
A. An authorized dispenser is a practitioner (usually a pharmacist) who, pursuant to the lawful order of an authorized prescriber, delivers a controlled substance to the ultimate user.
Q7. Who is an authorized investigator?
A. An authorized investigator is a representative of a state administrative or regulatory agency or a law enforcement officer (including coroners) who is authorized to use the PDMP system to conduct official investigations.
Q8. Should I include liquid doses in the quantities I report?
A. No, only record nonliquid doses for all PDMP questions.

Overall Reporting

Q9. 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: 1) the Grants Management System (GMS), and 2) the Performance Measurement Tool (PMT).
Q10. 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.
Q11. 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.
Q12. Does the same ID and password work for both the PMT and the GMS?
A. No, log-in information is different for each system.
Q13. 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.
Q14. 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://ojpsso.ojp.gov/support/OJP_PMP_SSO_Login_Instructions.pdf
Q15. I lost my user ID/password. How can I retrieve my log-in credentials?
A. You can retrieve your log-in information by contacting the PMT Help Desk. For security reasons, you may be asked to verify some information before your login credentials are provided.

Q16. 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.

Reporting/Data Entry in the PMT

Q17. 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 page, 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.

Q18. 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.

Q19. 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 *Add Comments.* 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."

Q20. 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.

Q21. 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

Q22. When would I select "no grant activity" (or not operational) to indicate that no funds were received yet or expended?

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.

Q23.	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.
Q24.	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 in the GMS

Q25.	Do I have to upload a PMT *GMS Report* to complete the closeout process for my grant?
A.	Yes, as part of the grant closeout process in GMS, you must submit a PDF copy of a PMT *Final Report* as an attachment to your grant's *Final* Progress Report. Your PMT *Final Report* should include your response to the qualitative (narrative) questions.
Q26.	Where do I go in the GMS to close out my award?
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

Other Questions

Q27.	Once the grant has been expended, do I have to continue reporting in the PMT?
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 *Final Report* in the PMT and upload a PDF copy of the *PMT Final Report* as an attachment to the grants *Final Progress Report* in GMS for acceptance by your State Policy Advisor at BJA.
Q28.	How do I find my State Policy Advisor (SPA) or program manager?
A.	Go to https://www.bja.gov/About/Contacts/ProgramsOffice.html.
Q29.	Where do I find information on when I need to report and where can I find training materials?
A.	This information is on the Information and Resources page in the PMT. Here you will find the following: • PMT Reporting Schedule; • 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.