

BUREAU OF JUSTICE ASSISTANCE

Reporting System Overview: Navigation and FAQs

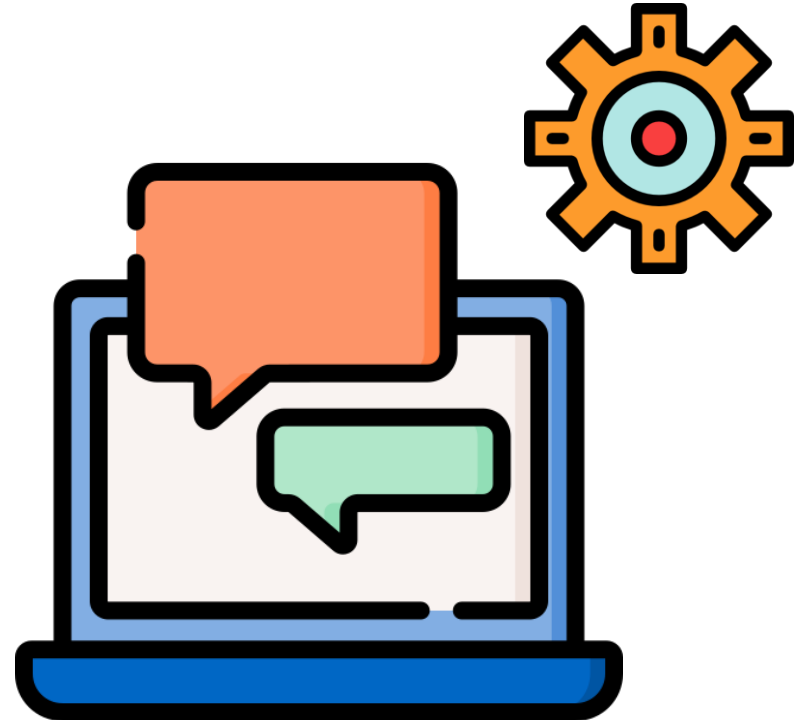
October 12, 2021



Technical Issues?

For any technical issues, contact
Katherine McCarthy:

- Send a Private Message via chat
- Send a message to “All Panelists”
- Send an email to:
mccarthy_katherine@bah.com



How to Submit a Question



In the **Chat Box**, submit your question to **All Panelists** using the following format:

Name

Question

Program

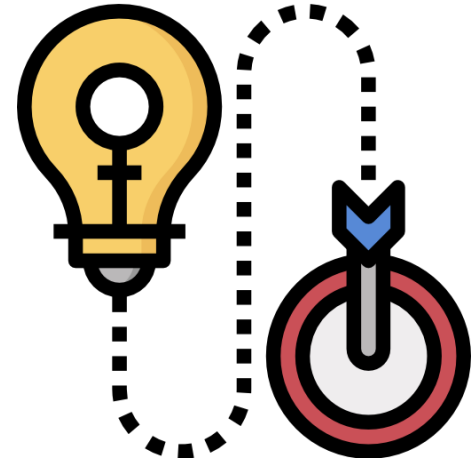
Email Address

Please follow this format so the Planning, Performance, and Impact (PPI) team can most effectively respond to your question and provide any needed follow-up training or technical assistance.

Thank you for your participation!

Agenda

- Meet Our Team
- What is Performance Management?
- Navigation and FAQs
- Contact Information and Resources
- Questions and Answers



Meet the Planning, Performance, and Impact Team



Team Management

- Team management, quality reviews
- Coordination with client

Allison Bondanza, Task Lead
Jimmy Steyee, Deputy Task Lead Data Analysis and Performance Measures
Christina Mariscal, Deputy Task Lead Training and Technical Assistance (TTA)



Data Analysis & Performance Measure Review

- Analyze data and develop data reports, respond to data requests
- Conduct quarterly reviews of grantee-reported data
- Support the development and revision of performance measures

Mike Adams, Senior Research Associate
Angie Balchi, Research Analyst
Amy Dezember, Senior Research Associate
Tori Goldberg, Senior Research Associate
Nichole Norvesh, Research Analyst
Sam Wilcox, Research Analyst

Meet the Planning, Performance, and Impact Team (cont'd)



Training and Technical Assistance

- Develop and conduct training for grantees and federal staff
- Respond to user helpdesk inquiries, requests for coaching

Kerwin Henderson, Training and Technical Assistance Specialist



Performance Measurement Tool (PMT) Helpdesk Support

- Assist grantees with PMT reporting issues, navigation, account creation, unlocking reports
- Assist grantees with reporting questions and guidance

Alicia Hooks, Helpdesk Lead Specialist
Jameson Martinez, Helpdesk Support Specialist
Harif Balogun, Helpdesk Support Specialist
Liz Wain, Performance Measurement Systems Subject Matter Expert

What is Performance Management?



Performance management is the process by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.



Performance measures are the data that are collected using a questionnaire established by the Bureau of Justice Assistance (BJA) for each individual program.



Each program's performance measures and the Semiannual Narrative Questions can be found on the BJA Performance Measures Webpage: <https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures#t7vxf>

Why Performance Measures?

Purpose for BJA:



Identify areas of success and potential areas of improvement



Track grant activity and progress towards program goals



Understand how funds are being distributed



Comply with the law

Benefit to Grantees:



Identify areas for improvement to focus internal efforts

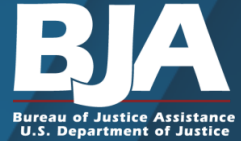


Promote ability to proactively request TTA to address challenges




Generate evidence of progress toward program goals, which can enhance resource advocacy for sustainability

Performance Measurement Tool



Performance Measurement Platform

 User Name Email Address	Password Maximum of 3 attempts	<input type="button" value="Login"/>
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[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](#).

- BJA’s PMT is the online system required for grantee performance measurement reporting
- Grantees report data into the online questionnaire.
- Access the PMT at <https://bjapmt.ojp.gov>
- Additional training on reporting within the PMT can be found on [BJA’s Performance Management website](#)
- Guidance for uploading and completing a report to JustGrants can be found at: [JustGrants Training | Performance Reporting | Justice Grants \(usdoj.gov\)](#)

Helpful Tips



Error Message

Follow the prompt to correct any errors or discrepancies. Then, click the Federal Awards page and review the Data Entry Status and Report Status columns to make sure you have completed data entry.



Edit Submitted Data

If your report is locked, contact the PMT Helpdesk to request that the report be unlocked.

Helpful Tips (cont'd)



“I Lost Data”

PMT will time out after 30 minutes of inactivity. To avoid reentering data, click the **Save** button before leaving the system or when you are finished entering data.



Update Information

It is crucial for PMT users to make sure the profile page has the correct and complete contact information. Please update information in JustGrants first, and then contact the BJA PMT Helpdesk to request that changes be made in the PMT.

Helpful Tips (cont'd)



Viewing All Reporting Periods

Click on the "View All Reporting Periods" button on the Federal Awards page to see all of the reports available to for your grant.



"Where's My New Award?"

If your organization recently received an award from BJA and it does not appear in your organization's PMT profile, check JustGrants to ensure your organization has accepted the award. After confirming, contact the PMT Helpdesk to request that the award be uploaded into the PMT.

Helpful Tips (cont'd)



Red Button

Select the **red** buttons throughout the page, and it will complete the task at hand or take you to the next step.



What Does this Mean...

On the data entry page, each underlined measure and question has a link to more information. Click on the links throughout the page for definitions and instructions.

Helpful Tips (cont'd)



Report Creation Error

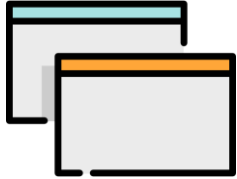
Make sure previous reports have a data entry status of “complete” and a report status of “created”. If an error persists, contact the PMT Helpdesk.



No Grant Activity

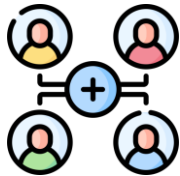
If your organization did not conduct grant activities during a given period, you must still submit a PMT report. When prompted, answer “No” to the question, “Was there grant activity during the reporting period?”

Helpful Tips (cont'd)



Collapsing Sections

Grantees can click on the headings to collapse sections but should be sure to enter all required information; otherwise, the report will be incomplete. In version 2.0, the cursor will not change in appearance when hovering over collapsible sections but clicking on the blue or yellow headings will collapse or expand different sections.



Account Creation

Users with existing access to the PMT can create accounts for others on the **Profile** page by selecting “Manage Users.”

Contact Information and Resources



BJA PMT Helpdesk

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

PPI Team Contacts

Kerwin.B.Henderson@usdoj.gov
Christina.Horst@usdoj.gov

Thank you for your hard work and dedication!

Contact Information and Resources (cont'd)

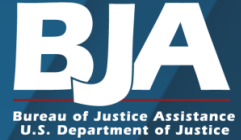
Helpful Links

- BJA Performance Measures:
<https://bja.ojp.gov/funding/performance-measures>
- Performance Measurement Tool:
<https://bjapmt.ojp.gov>
- JustGrants (Resources and Assistance):
<https://justicegrants.usdoj.gov/>
- JustGrants Help Desk: JustGrants.Support@usdoj.gov



Thank you for your hard work and dedication!

Contact Information and Resources (cont'd)



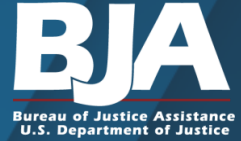
The JustGrants Helpdesk

1-833-872-5175 | JustGrants.Support@usdoj.gov

JustGrants Training and Resources

<https://justicegrants.usdoj.gov/>

Questions?



**Thank you for attending the Reporting System Overview:
Navigation and FAQs training.**

Please send a message in the chat box to **All Attendees** and be sure to include your name, the program you are a part of, and your email address.