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BUREAU OF JUSTICE ASSISTANCE
RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT PROGRAM
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

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> The following frequently asked questions (FAQs) were derived from the most commonly asked questions received during the performance measures trainings for the grant program and those sent to the BJA PMT Help Desk. If you have any additional questions about the measures that are not covered in the FAQs, please 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. An explanation of how your data is being reported should also be provided as additional comments in your report in the PMT.

Program Characteristics

Q5. **Where can I get more information on evidence-based treatment?**

A. http://www.samhsa.gov/ebpwebguide/.

Q6. **Do we only report staff who are funded by RSAT funds or all treatment staff regardless of funding source?**

A. Report on staff working directly with participants in the RSAT program who are funded only by BJA RSAT funds.

Q7. Can I estimate the amount of BJA funds expended or obligated during the reporting period for each category?

A. Yes, you can estimate the amount of expended or obligated funds.

Risk Assessment and Treatment Planning

Q8. Is there a standard definition or criteria for what constitutes "a risk and need assessment" or "high criminogenic risk?"

A. The PMT does not have a standard definition for risk and need assessment. These definitions should come from the state's standards. Based on that assessment, the participant will be ranked as a high or low criminogenic risk. Part of the grant requirement is that the agency conducted some form of risk and need assessment.

Q9. Where can I get more information on risk and need assessment?

A. You can review the PowerPoint presentation provided by the RSAT Training and Technical Assistance Resource Center for an overview of risk and need assessment at: http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CF0QFjAA&url=http%3A%2F%2Fwww.rsat-tta.com%2FFiles%2FWebinars%2FOffender-Assessment-Utilizing-the-Risk-Need-Respon&ei=vt-zT_OXNqmZ6AGD3dm6CQ&usg=AFQjCNHKV7w81X5GkM_QY65xGQQ1Fc-nbw&sig2=HY-8YKgWPP6qkvmLMYuwxQ

Amount of Services Provided

Q10. Do I only count people who receive the service during the reporting period? What if they were counted in the previous reporting period and continue to receive the same service this reporting period? Would that be double counting?

A. Count anyone who receives the service for the reporting period, even if they were included in a previous reporting period. The data will not be aggregated; therefore, it will not be double counting. BJA wants to capture the amount of services provided each quarter.

Program Completion

Q11. Is there a BJA standard for "successful completion?"

A. Successful completion should be based on the agency's standards. This should include all the steps the participant needs to do to complete the program within the "time" requirements of the program set forth in the funding solicitation.

Q12. Do I need to provide a reason if I select "other" for participants who did not complete the programs?

A. Yes, if you select "Other" because the reason is not on the list, specify what that reason is.

Overall Reporting

Q18. 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.

Q19.	**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.
Q20.	**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.
Q21.	**Does the same ID and password work for both the PMT and the GMS?**
A.	No, log-in information is different for each system.
Q22.	**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.
Q23.	**Where can I obtain a user ID 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.
Q24.	**I lost my user ID/password. How can I retrieve my login credentials?**
A.	You can retrieve your login information by contacting the PMT Help Desk, either by e-mail (bjapmt@usdoj.gov) or by phone toll free at 1-888-252-6867. For security reasons, you may be asked to verify some information before your login credentials are provided.
Q25.	**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

Q26.	**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.
Q27.	**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.

Q28. 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.

Q29. 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."

Q30. 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.

Q31. 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

Q32. When would I select "no grant activity" (or not operational) to indicate that no funds were received yet?

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.

Q33. 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.

Q34. 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

Q35. Do I have to upload a PMT *Report* to complete the closeout process for my grant in GMS?	
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.	
Q36. 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

Q37. 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.
Q38. How do I find my State Policy Advisor (SPA) or program manager?
A. Go to https://www.bja.gov/About/Contacts/ProgramsOffice.html.
Q39. 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; • 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.