

DATA ENTRY INFORMATION AND RESOURCES

Helpful information and user materials are available on the Performance Measurement Tool's (PMT) *Information and Resources* page (<https://ojpsso.ojp.gov/>), including:



Performance Measures



Frequently Asked Questions



Recorded Webinar Trainings



User Guide for Grantees

REPORTING CALENDAR			
Reporting Period	Type of Data Required	PMT Due Date	Upload to the Grants Management System? When?
January 1 – March 31	Program Performance Measures	April 30	No
April 1 – June 30	Measures and Narrative	July 30	Yes July 30
July 1 – September 30	Program Performance Measures	October 30	No
October 1 – December 31	Measures and Narrative	January 30	Yes January 30

Every quarter, grantees must report in the PMT. Additionally, after the 2nd and 4th quarters, as well as when closing out a grant, grantees must export their data and upload it into the Grants Management System (GMS).

BUREAU OF JUSTICE ASSISTANCE PERFORMANCE MEASUREMENT TOOL DATA ENTRY TIPS

1. Log in and select BJA PMT. If you do not have an assigned PMT login, contact the BJA PMT Helpdesk. If you are a subgrantee, contact your grantee.
2. Review/update your profile page.
3. Review user training materials on the *Information and Resources* page.
4. Go to the Federal Awards page.
5. Select a reporting period and then select Begin Reporting Process. Next, answer the questions under Award Administration:
 - a. Is this the last reporting period of data you will have to report?
 - b. Were all grant funds subawarded to subrecipients, used by grantee only, or used by grantee and subrecipients?
6. Data entry:
 - a. Enter data and press Save.
 - b. When finished, press Mark Data Entry as Complete.
7. Create a report:
 - a. Add comments to include additional information in your report.
 - b. Export the report as a PDF file.
 - c. Save the report to your computer.
8. When it is due, upload or attach the report to your progress report in GMS.

PERFORMANCE MEASUREMENT TOOL SYSTEM HELPFUL HINTS

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.

"I LOST DATA!"



PMT will timeout 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 correct and complete contact information. Please update information in GMS first, and then update the PMT.

RED BUTTON



Red buttons are used to indicate the action required on that page. Select the red buttons throughout the page to complete the task or move to the next step.

WHAT DOES THIS MEAN...



On the data entry page, each measure and question is underlined in blue and links to more information. Click on, or hover over, the links throughout the page for definitions and instructions.

EDIT SUBMITTED DATA



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

BROWSER



The PMT system works best in either Google Chrome 4.1.0 and above or Internet Explorer 11 and above. Using a different browser makes it more likely that you will receive an error.

SYSTEM ERROR 505



During open reporting periods, increased site traffic causes slowness and site errors. If you experience issues, try again after 10 minutes. If it happens a third time, please reach out to the helpdesk.

WHAT MEASURES DO I REPORT?



You can find a PDF of your program's measures on the *Information and Resources* tab.

IT SAYS "AWARD IN PROGRESS"



If a grantee has entered their data, but their subgrantees have not, the grantee's main award status will be *In Progress*. Once the grantee and all of their subgrantees have entered their data, the PMT status will read *Complete*.

AWARD NOT OPERATIONAL



All grantees are required to report on the status of the award every 3 months during the project period start and end date. If you have no 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 data on your purpose areas and activities.

THE SYSTEM KICKED ME OUT!



There are three scenarios that can kick you out of the PMT system. First, having multiple browser tabs open in the system. Second, accessing the PMT during peak PMT use (11:00 a.m.–5:00 p.m. ET). We recommend inputting your data during non-peak times. Third, if multiple people are attempting to access your account or award at the same time. Be sure no one else on your grant or login is in the system at the same time.

WHO DO I CONTACT ABOUT...

- Unlocking a report
- Reporting on specific measures
- Adding new users to account
- General data entry questions
- Any other PMT-related questions

THE BJA PMT HELPDESK

1-888-252-6867 | BJAPMT@ojp.usdoj.gov
Monday-Friday | 8:30 a.m.-5:00 p.m. ET

- Issues in the GMS system

THE GMS HELPDESK

1-888-549-9901 (dial 3 when prompted)
GMS.Helpdesk@ojp.usdoj.gov
Support hours are 24/7 including holidays

- No-cost extensions
- Grant Adjustment Notices
- Programmatic questions

YOUR BJA GRANT MANAGER



BJA PMT HELPDESK

Monday-Friday
8:30 a.m.-5:00 p.m. ET
Closed on Federal Holidays
Toll-free number: 1-888-252-6867
bjapmt@ojp.usdoj.gov

During reporting periods, call volumes are often high for the PMT Helpdesk.
Please try to email first at BJAPMT@ojp.usdoj.gov.

Please be ready to share your Federal Award Number and contact information.

We strive to respond to all inquiries within 24 hours. If you have contacted the helpdesk about an issue, please wait 24 hours before reaching out again.