

**BUREAU OF JUSTICE ASSISTANCE
DRUG COURT GRANT PROGRAM
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 Drug Court Grant program, and those sent to the PMT Help Desk. If you have any additional questions about the measures that are not covered in the FAQs, please call (1-888-252-6867) or e-mail (bjapmt@csrincorporated.com) the PMT Help Desk.

General Award Information

Q1. Should grantees be reporting on services delivered through combined BJA and SAMHSA funding, or just those services funded by the BJA grant?
A. No, ADC grantees should only report in the PMT on activities funded with BJA funds and the non-Federal match funds.
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 this themselves?
A. As a grantor, you can enter data on behalf of the subrecipients or provide the subrecipients with their own account to enter the data in the PMT.
Q3. Should I aggregate my subrecipient data with my data?
A. No, grantee data and subrecipient data should be entered separately in the PMT system. Subrecipients should have their own account set up. It is up to the grantee to enter those data or have subrecipients enter the data.
Q4. If I have three awards all funding the same program, how should I report? Do I enter the same data for each award?
A. To avoid duplicating data, prorate your data by the number of awards received. To prorate, take the data and divide it by the number of awards. For example, if the total is 42, take 42 and divide it by 3: $42 \div 3 = 14$. 14 should be the data entry input for each award when reporting in the PMT.
Q5. Should grantees report on all treatment services, even though they are not funded by BJA dollars?
A. ADC grantees should report only on treatment services provided by your BJA funds and the non-Federal match funds.

Amount of Services Added

Q6. What is a “drug court slot”?
A. A drug court slot is a space or position used to determine the number of individuals who can be provided services based on available staff and program funds to deliver services.
Q7. 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 and should not be counted as inpatient services.

Q8. Does admitting a participant to the program count as adding a treatment slot?

- A.** No, a drug court slot is a space or position used to determine the number of individuals who can be provided services based on available staff and program funds to deliver services.

Amount of Service Delivered

Q9. For ADC programs that refer clients to outside recovery support services (i.e., job training, medical care, etc.) but do not provide these services, how should we count such services provided?

- A.** ADC grantees can provide direct services, even when those services are not offered in the physical location of the organization. Since you pay for them directly and can obtain outcome information for these participants, participants should be reported as receiving direct services.

Participant-Level Measures

Q10. For the “Participant-Level Measures” section, should grantees 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 in your grant application.

Screening and Program Intake

Q11. What does “eligible” refer to?

- A.** Eligible refers to all the participants you have identified as being qualified for admission into your program. These individuals have met all the criteria for admission to the program. Eligible individuals are candidates for your program, whether they are admitted to it or not.

Q12. Why isn’t “Latino” included as a race category?

- A.** Hispanic or Latino is considered an ethnicity and not a race by the U.S. Census Bureau. Individuals who self-identify their ethnicity as Hispanic or Latino can self-identify their race as white, black, multiracial, etc. If you are unable to ask Hispanic or Latino participants how they self-identify their race, and then report these individuals in the “unknown” category.

Risk Assessment

Q13. 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 “high criminogenic risk. These definitions should come from the validated risk and needs assessment instrument used by your program. Based on that assessment, the individual will be ranked as a high or low criminogenic risk. Part of the grant requirement should be that the agency conducted some form of risk and need assessment on each participant.

Q14. 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&usq=AFQjCNHKV7w81X5GkM_QY65xGQQ1Fc-nbw&sig2=HY-8YKgWPP6qkvmLMYuwXQ

Number of Drug Court Participants Receiving Services

Q15. For the number of participants currently enrolled, should grantees 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.

Amount of Services Received

Q16. Do detox services count as inpatient services?

- A. Since detox services are health related and require overnight stays, and if the grant is BJA funded for the service, then yes, detox services should be counted as inpatient services.

Program Completion and Judicial Interaction

Q17. How is “successful completion” defined?

- A. *Successful completion* occurs when an individual has fulfilled all the program requirements necessary for completion. Requirements vary by program, but they should be a predefined list of requirements or obligations that participants must meet prior to program completion. This is commonly referred to as graduation from the drug court program.

Q18. Can I report the same individual as an unsuccessful completion for more than one reason?

- A. No, only count the individual in one category. Pick the category that most closely matches why the participant did not complete the program.

Alcohol and Substance Involvement

Q19. Should grantees report on the number of participants tested within the 90-day period or the number of drug tests administered to participants during the 90-day period?

- A. The number entered should be an unduplicated count of the number of participants tested for alcohol and illegal substances. Please note that the number entered should be greater than or equal to the number of participants who tested positive.

Criminal Involvement

Q20. Is an alcohol-related offense (such as public intoxication) considered a drug offense or a non-drug offense?
A. Alcohol is a type of drug; an alcohol-related offense should therefore be considered a drug-related offense.
Q21. When do I answer the criminal involvement questions?
A. Beginning with the January – March 2012 reporting period, the Criminal Involvement section will only be completed once, during the last reporting period in the PMT before closing out your grant.
Q22. If one individual had a new arrest and had a new conviction within the same reporting period, can that individual be reported for both an arrest and a new conviction?
A. Yes. The categories in criminal involvement are not mutually exclusive. An individual can be reported in as many categories as are applicable.

Overall Reporting

Q23. How many places do I have to report?
A. The grantee (or direct recipient of funds from BJA) is required to report into: 1) the Grants Management System (GMS), and 2) the Performance Measurement Tool (PMT).
Q24. What kind of information am I reporting?
A. The PMT collects performance measurement data. The GMS maintains award information and collects financial documents, such as the SF269 (now called Form 425). <ul style="list-style-type: none"> • BJA PMT Web site: https://www.bjaperformancetools.org • GMS Web site: http://www.ojp.usdoj.gov/gmscbt
Q25. When do I submit a PMT Report to BJA through the GMS?
A. Grantees 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, the grantee is also required to create and upload a PDF copy of the PMT <i>GMS Report</i> as an attachment into the GMS semi-annually by January 30 and July 30.
Q26. Does the same ID and password work for both the PMT and the GMS?
A. No, the grantee will have a different user ID and password assigned for each system. <ul style="list-style-type: none"> • To access your PMT login information, send a request to bjapmt@csrincorporated.com or call 1-888/252-6867. • To access your GMS login information, send a request to helpdesk@ojp.usdoj.gov or call 1-888/549-9901, Option 3.
Q27. 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. These numbers are listed in Q27.

Q28. Where can I obtain a user ID and password for the PMT?
A. The user ID and password for each award are e-mailed to the primary point of contact and any additional contact added to the PMT. The primary point of contact is established during the grant application process and cannot be changed in the PMT (see Q31). It is therefore up to the primary point of contact to determine whether or not to share the user ID and password with other staff.
Q29. 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. For security reasons, you may be asked to verify some information before your login credentials are provided.
Q30. How do I change the primary point of contact information in the PMT?
A. To change the primary point of contact information, you must submit a Grant Adjustment Notice (GAN) through the GMS, which can be accessed through 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

Q31. 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.
Q32. 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 user ID and password for the PMT, contact the PMT Help Desk and we can merge the new award with the existing user account. Please call the PMT Help Desk BEFORE you enter any data using your new user ID and password, or the merge cannot be completed.
Q33. How will the BJA PMT distinguish legitimate values of zero from missing data?
A. Along with entering zero (0) as the data value for the reporting period and marking an indicator "not applicable" where appropriate, the grantee will create a <i>GMS Report</i> . 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 that "For measure #1, the data are not available because X, Y, and Z happened, and therefore a value of 0 was entered. We plan to collect these data in the next reporting period."
Q34. How often will I be asked narrative questions?
A. Narrative questions are asked twice a year, during the April–June and October–December reporting periods.

Q35. 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 the grantee does not submit data in the PMT, the grantee will receive a delinquency e-mail notice 5 days after the submission due date.

Operational vs. Not Operational

Q36. 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 reporting period of the project. It is generally expected that the grantee will do what is necessary to collect and enter data for future reporting periods. 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.

Q37. 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.

Q38. 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 between the project period’s start and end dates. 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.

Closing an Award in the GMS

Q39. Do I have to upload a PMT *GMS Report* to complete the closeout process for my grant?

- A. As part of the grant closeout process in GMS, a PDF copy of the most recent reporting period PMT *GMS Report* should be submitted as an attachment into the GMS. If the most recent reporting period does not have a narrative section, please download the ‘Narrative—7 BJA Questions’ from the *Information and Resources* page in the PMT, respond to each of the questions, save the Word file to your computer, and attach the file into the GMS along with a copy of the latest PMT *GMS Report*.

Q40. Where do I go in the GMS to close out my award?

- A. The Grants Management System (GMS) and the Performance Measurement Tool (PMT) are two independent systems. Because of this, the GMS should be contacted directly so you can receive the most accurate and timely advice about GMS closeout. The GMS Help Desk number is 1-888-549-9901, Option 3.

Other Questions

Q41. Once the grant has been expended, do I have to continue reporting in the PMT?

- A.** As a grantee, you are required to report in the PMT until your closeout package has been completed and accepted by your BJA State Policy Advisor in the GMS. If you would like to close your grant and need assistance, please go to <http://www.ojp.usdoj.gov/gmscbt> for the online closeout training, and then click on Grants Management System Closeouts to view the computer-based training on closeouts. Then complete and submit your closeout package, contacting your State Policy Advisor (SPA) at BJA if you have questions. You are required to complete data entry in the PMT for every 3-month reporting period that an award is active. This includes the reporting period during which the award is closed.

Q42. How do I find my State Policy Advisor (SPA) or program manager?

- A.** Go to <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

Q43. Where do I find information on when I need to report, and where can I find training materials?

- A.** This information is located 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.