BJA Performance Measurement Tool (PMT)

BJA Discretionary Drug Court Performance Measures Reporting

User's Guide

Statewide, Enhancement, Implementation

January, 2008

Overview

- The tool was developed with the user in mind to help guide his/her steps in completing the performance measures reporting requirements for the BJA Discretionary Drug Court Program.

- This guide contains a series of screen shots with explanatory text to highlight the features on each screen of the PMT to explain to the user the information and data entry process for reporting on BJA's performance measures established for the drug court program.

Overview

- Access the BJA Performance Measurement Tool at: http://www.BJAperformancemeasures.org

- For technical assistance, please call 1-888-BJA-6867 (1-888-252-6867)

  or

- Email: BJAPMT@csrincorporated.com

Overview

- The Process:
- Log-in
- Information and Resources
- Profile (review info for accuracy)
- Step 1: Designate Award Activities
- Step 2: Enter 2 types of data: narrative and numerical
- Step 3: Create a report to submit to BJA (only in July and January of each year)
- User Feedback Form

Intro

Drug Court measures:

grouped by grant type:

        Implementation
        Enhancement
        Statewide

grouped by reporting period:
        Quarterly
        Semi-Annually

REPORTING PERIODS ARE:

- **July, 2007 – December, 2007 report by February 29, 2008; Complete narrative questions in GMS and complete numerical data in Performance Measurement Tool**

- **January, 2008 – March, 2008 report by April 30, 2008; Complete numerical data in Performance Measurement tool**

- **April, 2008 – June, 2008 report and submit by July 31, 2008 - Complete narrative and numerical data in Performance Measurement tool; create report and submit to BJA through GMS by July 31, 2008**

- **July, 2008 – September, 2008 report by October 31, 2008; Complete numerical data in Performance Measurement tool**

- **October, 2008 – December, 2008 report by January 31, 2009; Complete narrative and numerical data in Performance Measurement tool; create report and submit to BJA through GMS by January 31, 2008.**

Understanding the Drug Court Measures

- Drug Court Mission:

  "The Drug Courts program provides grants and technical assistance to state, local and tribal governments to establish drug courts. These courts break the cycle of substance abuse and crime by providing non-violent offenders with substance abuse treatment while keeping them under court supervision."

- Program Improvement Plans:

  "Developing measures and timelines for the goals of improving public safety and reducing drug abuse relapse."

  "Improving grantees' performance reporting"

BJA Performance Measurement Tool Sign-in screen

www.BJAperformancemeasures.org

Bureau of Justice Assistance
Solutions for Safer Communities

BJA Logo

BJA Performance Measurement Tool

The BJA Performance Measurement Tool will support your ability to identify, collect and submit performance measures data for your BJA grant award. An assigned userID and password is needed to access the system. If you need a userID, please contact the helpdesk at 1-888-252-6867.

Sign In Here

Enter your User ID and Password to sign in.

User ID:
Password:

Sign In

Forgot my password   **Sign-in help**

For more information contact BJAPMT@csrincorporated.co[m]
Toll-free Technical Assistance Hotline Number: 1-888-252-68[...]

Each grantee is assigned a unique user ID and password. The user ID is linked to an account that is specific to the grant type and reporting needs.

Information and Resources screen

Navigation bar – Appears on all screens to help switch between different points in the system

This screen contains training dates and information for grantees.

All screens have contact information for the help desk.

Information and Resources	Profile	Home	Reports

Information and Resources

REMINDER: Once data entry is complete, you should create a *GMS Report* from the Reports Me
submit to BJA via the Grants Management System (GMS) per your regular reporting cycle.

Drug Court Statewide
User training dates: January 31 and February 6 at 1:30 pm eastern time
You only need to participate in one session. You should have received
instructions already. Contact the helpdesk if you do not receive this
information.

General Information: Indicator data are reported in two formats–Numer
and Narrative. Numeric data are reported each quarter and narrative d
are reported in January and June.

Download Performance Indicator List

Continue to Home

BJA

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-252-6867

Profile screen

This screen is prepopulated based on a download from the GMS system forwarded to CSR from BJA. Grantees are not able to edit this information. If there is an additional point of contact that should receive emails from this tool, please enter their name and email address on the screen. If changes are needed, you should update your contact information in the GMS system and contact your State Policy Advisor.

Information and Resources	Profile	Home	Reports	Help	Log Out

Profile

The information on this screen was retrieved from information you entered into the GMS s... information in the GMS system and contact your State Policy Advisor.

User ID: TEST0001S

Organization Name: Statewide test #1

☑ This is a test org...

Address1:

Address2:

City:

State/Territory: TEST

Zip:

Phone:

Fax:

Contact Person Email: bjapmt@csrincorporated.com

Contact Person:

Additional Contact Name: [   ]

Additional Contact Email: [   ] [Save Additional Contact]

Continue to Home

Check profile for accuracy.

If any changes are needed, please update your contact information in the GMS system and contact your State Policy Advisor.

You may ADD an additional contact to receive notices sent from the tool. Click SAVE

Click "Continue to Home" button to move to the next screen

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Grantee Status Summary screen

This screen provides a summary of the data entry status for each award made to the grantee.

This screen is also called the "home" screen. At any point in the system, you can click on "Home" and return to this screen.

Information and Resources   **Profile**   **Home**   **Reports**   **Help**   **Log Out**

Grantee Status Summary

This screen provides a summary of your data entry and report status.

Drug Court Statewide

Award Number	Award Amount	Reporting Period	Data Status	Report Status
2007-BJA-DC-test Start Date: Jul 01, 2007 End Date: Jun 30, 2008	$500,000	July 1, 2007 - December 31, 2007	Not Started Enter/Edit Data	Not Created Create **GMS** Report

BJA

Begin data entry by clicking the "enter/edit data" button for the award for which you would like to report. Status should show as complete, once data entry has been marked as complete.

To create a report after the data entry status is complete, click "Create GMS Report". This is the report that you upload into the GMS system in July and January.

Award Activity Designation screen
(Statewide)

A question will appear to determine whether your STATEWIDE grant is used for one or more of the following activities:

Bureau of Justice Assistance
Solutions for Safer Communities

| Drug Court Statewide | 07/01/2007 to 12/31/2007 | 2007-BJA-DC-test |

Information and Resources   **Profile**   **Home**

Award Activity Designation

Please check the box(es) that best represents the types of activities for which your BJA award is used.

Please check the box(es) below to identify the types of activities for which funds from this awa

Award	Designate
Numerical Data	☐ For training or technical assistance for drug court teams in your State
2007-BJA-DC-test	☐ To conduct evaluation
	☐ To disseminate drug court information designed to enhance or support drug courts in your State
	☐ To track or compile statewide drug court informational or research materials

Save   **Cancel**

BJA

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Award Activity Designation screen (Enhancement)

A question will appear to determine whether your ENHANCEMENT grant is used for one or more of the following activities:

BJA
Bureau of Justice Assistance
Solutions for Safer Communities

Drug Court Enhancement Grants	07/01/2007 to 12/31/2007	33333

Information and Resources	**Profile**	**Home**	**Reports**	**Help**	**Log Out**

Award Activity Designation

These data have been marked as "final" and are "view-only". View-only allows the viewer to only look at data and not edit or enter data. If you need to edit this data, contact your BJA Program Manager to request that the tool is re-opened for you to do so. Your email should cc the BJA Performance Measures tool email address at BJAPMT@csrincorporated.com.

Please check the box(es) below to identify the types of activities for which funds from this award are, or will be, used.

Award	**Designate**
Numerical Data 33333	☐ For MIS development or enhancement ☑ To conduct drug court evaluation ☐ To expand services ☐ To train drug court staff

Save   **Cancel**

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For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-252-6867

Data Entry screen

There are 2 types of data to enter. The Numerical data is entered initially as semi-annual data (July – December 2007) and then quarterly (Jan. – March; April – June; July – Sept.; Oct – Dec.) The narrative data is reported on a semi-annual basis only in January and July.

Data Entry

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

| Designate Award Activity | Data Entry For Narrative Data | Data Entry For Numerical Data |

Data Status: Not Started   **Report Status:** Not Created

Narrative Data

1. What were your accomplishments within this reporting period? Output

2. What goals were a[...]

3. What problems/bar[...]u fro[...]

4. Is there any assista[...]tion [...]
   A. Yes/ No

5. Are you on track to[...]t app[...]
   please explain.) Ou[...]

6. What major activities are planned for the next 6 months? Output

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishm[...]
   Output

Numerical Data

1. Number of operational drug courts in the State/Territory Output
   A. Number of operational drug courts in the State/Territory during the reporting period
2. Drug court training provided Output
   A. Number of individuals trained during the reporting period
   B. Number of drug courts to receive training during the reporting period
3. Training quality Outcome
   A. Number of those trained to rate the training as useful
   B. Number of those trained that rated the training
   C. Percent of those trained that rated the training as useful (a/b) Auto calculated by tool

This is a "status bar". It will show the status of your data entry efforts as you move through the screens.

You get to this screen by clicking the "enter/edit data" button on the home screen.

This screen provides a "view" of the narrative and numerical questions;

Click the button for the type of data entry that you would like to report.

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Narrative Data screen

The narrative data is only entered on a semi-annual basis, in January for the period July - December and July for the period January through June. This screen will only be available for data entry in January and July.

Data Entry for Narrative Data

Please enter data for each indicator shown below.

Designate Award Activity

Narrative Data	December 31, 2007

1. What were your accomplishments within this reporting period? Output

2. What goals were accomplished, as they relate to your grant appl

3. What problems/barriers did you encounter, if any, within the rep

4. Is there any assistance that BJA can provide to address any prob
   A. Yes/ No

5. Are you on track to fiscally and programmatically complete your p
   please explain.) Output

6. What major activities are planned for the next 6 months? Output

7. Based on your knowledge of the criminal justice field, are there a ny innovative programs/accomplishments that you would like to share with BJA?
   Output

Save **Cancel**

By clicking the button "data entry for narrative data", the following screen will display. Enter all information.

This button will only display in July and January of each calendar year to remind you to enter this data.

Click SAVE once you are finished reporting this data.

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Narrative Data saved

Drug Court Statewide   07/01/2007 to 12/31/2007   2007-BJA-DC-test

Information and Resources   **Profile**   **Home**   **Reports**   **Help**   **Log Out**

Data Entry

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

Designate Award Activity   **Data Entry For Narrative Data**   **Data Entry For Numerical Data**

Your Data Has Been Saved.

Data Status: In progress   Report Status: Not Created

By clicking on the button "data entry for narrative data", the following screen displays. Enter all information. Click SAVE once your are finished reporting this data.

Narrative Data

1. What were your accomplishments within this reporting period? Output

2. What o   plication?

3. What p   eporting period that prevented you from reaching your goals or milestones? Output

4. Is there   roblems/barriers identified in question #3 above? Output
   A. Yes/   No

5. Are you   r program as outlined in your grant application? (Please answer YES or NO and if no, please

6. What m   ut

7. Based o   e any innovative programs/accomplishments that you would like to share with BJA? Output

Notice the message provided by the tool that your data has been saved and on the status bar it shows that your data entry is "in progress".

Data Entry for Numerical Data screen

Drug Court Statewide	07/01/2007 to 12/31/2007	2007-BJA-DC-test

Information and Resources   Pro

Data Entry for Numerical Data

Please enter data for each indicator shown below.

[Designate Award Activity]

> By clicking on the data entry for numerical data button the following screen displays. Enter all information. Click SAVE once you are finished reporting this data.

Numerical Data	December 31, 2007
1. Number of operational drug courts in the State/Territory Output	
A. Number of operational drug courts in the State/Territory during the reporting period	0
2. Drug court training provided Output	
A. Number of individuals trained during the reporting period	0
B. Number of drug courts to receive training during the reporting period	0
3. Training quality Outcome	
A. Number of those trained to rate the training as useful	0
B. Number of those trained that rated the training	0
C. Percent of those trained that rated the training as useful (a/b) Auto calculated by tool	Calculated Value

[Save] [Cancel]

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For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-252-6867

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Numerical Data saved

Drug Court Statewide	07/01/2007 to 12/31/2007	2007-BJA-DC-test

Information and Resources	Profile	Home	Reports	Help	Log Out

Data Entry

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

Designate Award Activity	Data Entry For Narrative Data	Data Entry For Numerical Data	Mark Data as Complete

Your Data Has Been Saved.

Data Status: In progress   Report Status: Not Created

After all data is entered for the reporting period, the system shows you a button that reads "Mark Data as Complete". Click on this button to tell the system that you are complete with reporting data for this record.

Narrative Data

1. What were your accomplishments within this reporting period? Output
   We were able to purchase all equipment described in application.
2. What goals were accomplished, as they relate to your grant application

3. What problems/barriers did you encounter, if any, within the reporting

4. Is there any assistance that BJA can provide to address any problems,
   A. Yes/ No

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.) Output

6. What major activities are planned for the next 6 months? Output

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? Output

Numerical Data	December 31, 2007
1. Number of operational drug courts in the State/Territory Output	
A. Number of operational drug courts in the State/Territory during the reporting period	5
2. Drug court training provided Output	
A. Number of individuals trained during the reporting period	60

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Confirmation to mark data as complete

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Solutions for Safer Communities

| Drug Court Enhancement Grants | 07/01/2007 to 12/31/2007 | bja2007-award-0001 |

| Information and Resources | Profile | Home | Reports | Help | Log Out |

Mark Data as Complete

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

| Designate Award Activity | Data Entry For Numerical Data | Data Entry For Narrative Data | Mark Data as Complete |

Confirm completion of data entry by clicking "yes". "No" will allow you to go back and edit the information entered. [Yes] [No]

Numerical Data	December 31, 2007
1. Percent increase in units of substance abuse treatment services Output	
A. Total number of drug court substance abuse	
B. Number of new drug court substance abuse	
C. Total number of drug court substance abuse	
D. Number of new substance abuse treatment	
2. Percent increase in units of ancillary services (a	
A. Total number of ancillary service types available during the reporting period	0
B. Number of new ancillary service types added during the reporting period	0
C. Total number of ancillary service providers or provider sites available during the reporting period	0
D. Number of new ancillary service providers or provider sites added during the reporting period	0
3. Percent increase in service provided to participants Output	
A. Number of drug court participants referred for services that were specifically added to the drug court, based on this grant.	0
B. Number of drug court participants served during the reporting period	0
C. Percent of participants that receive services added based on this grant (a/b) (Auto calculated by tool)	

Confirm completion of data entry by clicking "yes" or "no".

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Create a Report

In the PMT you create a report to submit through the GMS in January and July of each calendar year. You will continue to submit reports to the GMS system on a semi-annual basis. REMEMBER, your _reporting_ of data in the PMT happens on a quarterly basis (after this first reporting).

Drug Court Statewide	07/01/2007 to 12/31/2007	2007-BJA-DC-test

Information and Resources	Profile	Home	Reports	Help	Log Out

Data Entry

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

Designate Award Activity	Data Entry For Narrative Data	Data Entry For Numerical Data	Create a Report

Data Status: Complete   Report Status: Ready to Create

Narrative Data
December 31, 2007

1. What were your accomplishments within this reporting period? Output
   We were able to purchase all equipment described in application.
2. What goals were accomplished, as they relate to you
3. What problems/barriers did you encounter, if any, w ... your g
4. Is there any assistance that BJA can provide to addr ... Output
   A. Yes/ No
5. Are you on track to fiscally and programmatically com ... Please ar
   please explain.) Output
6. What major activities are planned for the next 6 mor
7. Based on your knowledge of the criminal justice field ... you would like to share with BJA?
   Output

> **Notice on the status bar that the data status is complete and report status shows as "ready to create". This means that you are ready to create a report.**

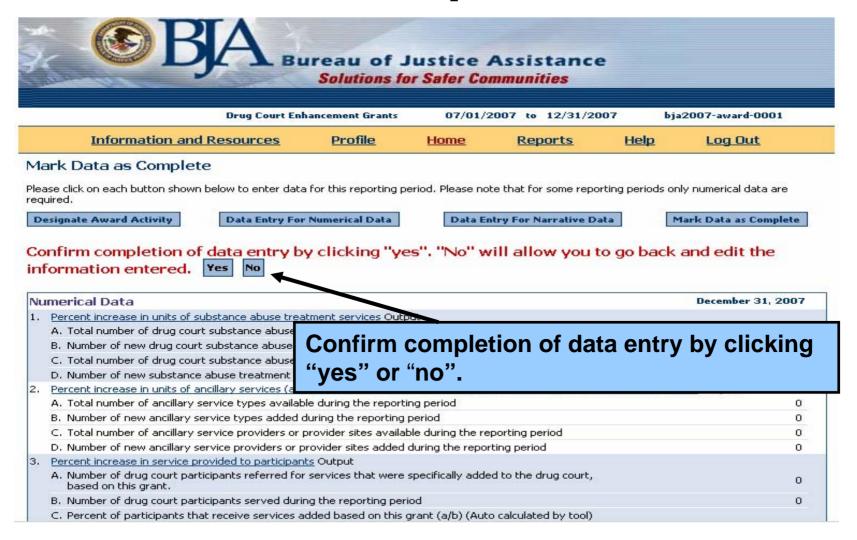> **Click "Create a Report" to move to the next screen.**

Numerical Data
December 31, 2007

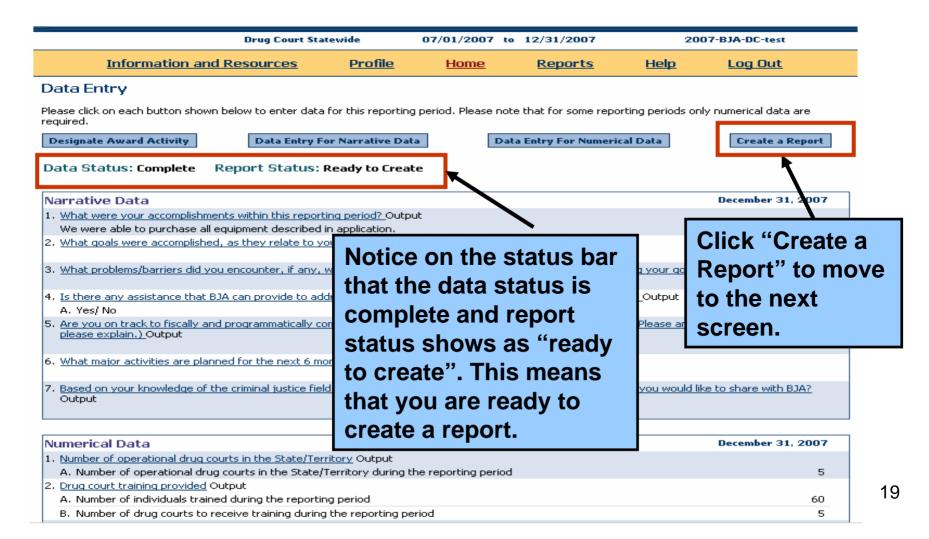1. Number of operational drug courts in the State/Territory Output
   A. Number of operational drug courts in the State/Territory during the reporting period 5
2. Drug court training provided Output
   A. Number of individuals trained during the reporting period 60
   B. Number of drug courts to receive training during the reporting period 5

Create a GMS Report

Information and Resources   **Profile**   **Home**   **Reports**   **Help**   **Log Out**

Data Completion
By marking your record as complete for this reporting period, the information will be locked to any further editing. Please click the link below to proceed.

Create a GMS Report

For more information contact BJAPMT@csrincorporated
Toll-free Technical Assistance Hotline Number: 1-888-25

Click the link "Create a GMS Report".

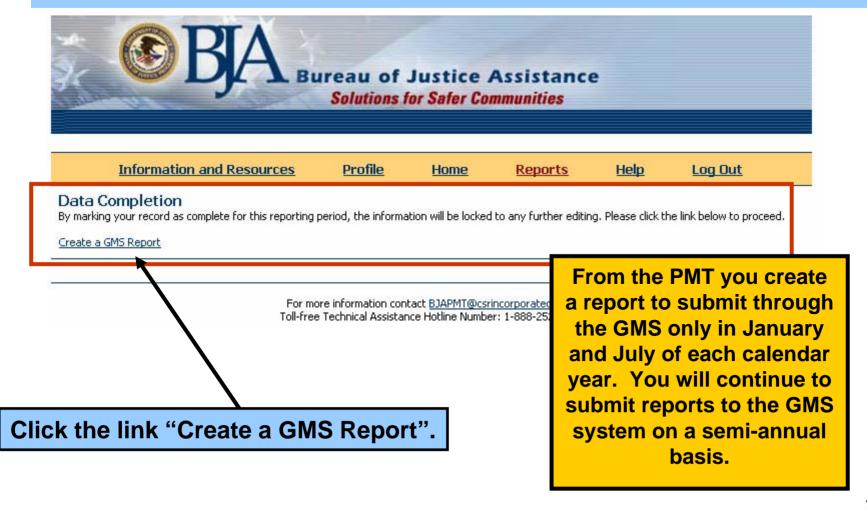**From the PMT you create a report to submit through the GMS only in January and July of each calendar year. You will continue to submit reports to the GMS system on a semi-annual basis.**

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Areas for Further Review

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Solutions for Safer Communities

Information and Resources   **Profile**   **Home**   **Reports**   **Help**   **Log Out**

Areas for Further Review

Along with the data checks shown throughout the system, the system provides a final check to make sure all records have been completed.

You will only see this screen if there is a discrepancy with your record. You should return to the home screen to correct the discrepancies. Once completed, you may try creating your report again.

BJA

Toll-free Technical Assistance Hotline Number: 1-888-252-6867
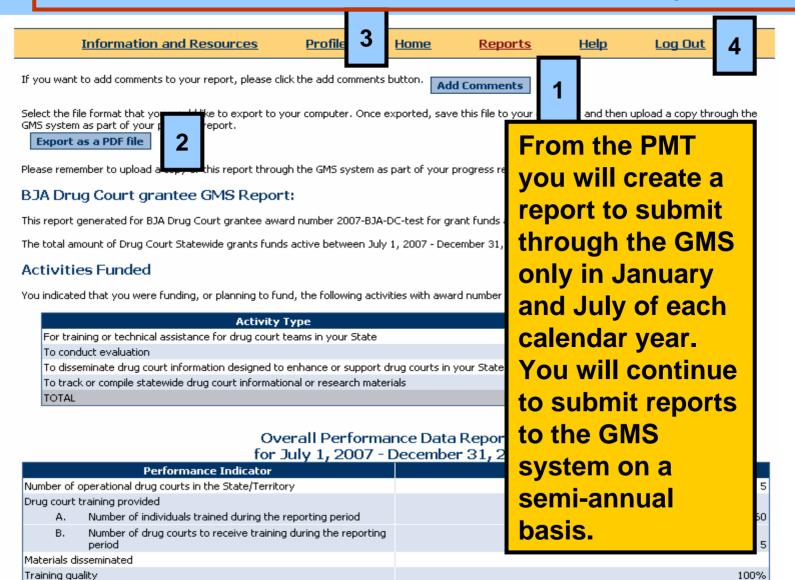
User Feedback Form

This form is voluntary. We urge you to please take a minute to tell BJA about your experience using the PMT. BJA would like to continue to maintain a user-friendly system and can only do that with your input and feedback. It only takes a minute. Thank you for using the Performance Measurement Tool.

User Feedback Form for the BJA Performance Measurement Tool

Thank you for using the BJA Performance Measurement Tool. You have been selected to answer a few questions to help BJA continue providing high quality training and technical assistance to its grantees.

We value your input, however completion of this form is optional. If you do not want to provide feedback, please click the **Decline Participation** button at the bottom of this page.

1. For which BJA grant programs did you report performance data using the Performance Measurement Tool? (Please check all that apply.)

☐ Drug Court Enhancement grant   ☐ Drug Court Implementation grant

☐ Drug Court Statewide grant   ☐ Targeting Violent Crime Initiative grant

2. Was this your first time entering performance data into the Performance Measurement Tool? (Check only one radio button)

○ Yes   ○ No

3. Thinking about your experience using the Performance Measurement Tool, how would you rate each of the following aspects of the system? (Check one radio button per row below).

	Excellent	Good	Satisfactory	Fair	Poor	Did not attempt
Obtaining your UserID/Password	○	○	○	○	○	○
Logging into the site	○	○	○	○	○	○
Accessing system help	○	○	○	○	○	○
Navigating through the system	○	○	○	○	○	○
Locating needed information within the system	○	○	○	○	○	○
System instructions/directions	○	○	○	○	○	○
Generating your GMS attachment	○	○	○	○	○	○
Usefulness of the other system reports (non GMS)	○	○	○	○	○	○
Overall system organization	○	○	○	○	○	○
Helpfulness of the system-related assistance provided by CSR staff	○	○	○	○	○	○
Speed of response to requests for system help	○	○	○	○	○	○

GMS Report

See next slide for instructions about the GMS Report

3 **4**

Information and Resources   **Profile**   **Home**   **Reports**   **Help**   **Log Out**

If you want to add comments to your report, please click the add comments button. [Add Comments]

1

Select the file format that you would like to export to your computer. Once exported, save this file to your [   ] and then upload a copy through the GMS system as part of your [   ] report.

[Export as a PDF file] **2**

Please remember to upload a copy of this report through the GMS system as part of your progress re[   ]

BJA Drug Court grantee GMS Report:

This report generated for BJA Drug Court grantee award number 2007-BJA-DC-test for grant funds

The total amount of Drug Court Statewide grants funds active between July 1, 2007 - December 31,

Activities Funded

You indicated that you were funding, or planning to fund, the following activities with award number

Activity Type
For training or technical assistance for drug court teams in your State
To conduct evaluation
To disseminate drug court information designed to enhance or support drug courts in your State
To track or compile statewide drug court informational or research materials
TOTAL

From the PMT you will create a report to submit through the GMS only in January and July of each calendar year. You will continue to submit reports to the GMS system on a semi-annual basis.

Overall Performance Data Report
for July 1, 2007 - December 31, 2

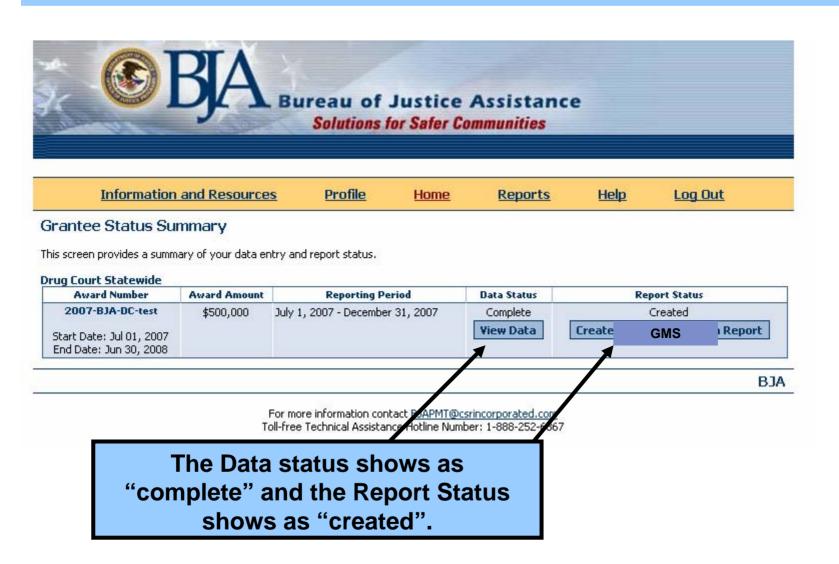| Performance Indicator		
Number of operational drug courts in the State/Territory		5
Drug court training provided		
A.	Number of individuals trained during the reporting period	60
B.	Number of drug courts to receive training during the reporting period	5
Materials disseminated		
Training quality		100%

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Instructions for the GMS Report

To save and submit:

- Once the system has provided you with a view of your report. You may:
    - **(1)** Add comments – The system can save and append your comments to the end of your report. Enter brief (2-3 sentences) comments about the data that has been reported during the reporting period.
    - **(2)** Export as a PDF file – You must export this file to your computer. You will then save it to your computer files. Please be sure to name it with something you can retrieve when you need to upload the file into the GMS system.

- After you have saved the GMS Report to your computer, return to the "Home" **(3)** screen to view the status of your data reporting and creation of your report.

- Log out of the Performance Measurement tool **(4).**

- Log into the GMS system and upload your report.

Return to Home Screen

By clicking "home" on the navigation bar, you can see that your data status shows as complete and the report has been "created"

Bureau of Justice Assistance
Solutions for Safer Communities

| Information and Resources | Profile | Home | Reports | Help | Log Out |

Grantee Status Summary

This screen provides a summary of your data entry and report status.

Drug Court Statewide

Award Number	Award Amount	Reporting Period	Data Status	Report Status		
2007-BJA-DC-test Start Date: Jul 01, 2007 End Date: Jun 30, 2008	$500,000	July 1, 2007 - December 31, 2007	Complete **View Data**	Created Create	**GMS**	Report

BJA

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-252-6867

The Data status shows as "complete" and the Report Status shows as "created".

Reporting Periods

- **July, 2007 – December, 2007 Report by February 29, 2008**
  Complete narrative in GMS system and numerical data in Performance Measurement Tool;

- **January, 2008 – March, 2008 Report by April 30, 2008**
  Complete numerical data in Performance Measurement Tool;

- **April, 2008 – June, 2008 Report and submit by July 31, 2008**
  Complete narrative and numerical data in Performance Measurement Tool; Create report and submit to BJA through GMS

- **July, 2008 – September, 2008 Report by October 31, 2008**
  Complete numerical data in Performance Measurement Tool;

- **October, 2008 – December, 2008 Report and submit by January 31, 2009**
  Complete narrative and numerical data in Performance Measurement Tool; Create report and submit to BJA through GMS

Thank you for completing the BJA Performance Measurement Tool

Contact Information

- Toll-free

  1-888-BJA-6867 (1-888-252-6867)

- Email

  BJAPMT@csrincorporated.com