

BJA Performance Tools

**Performance Measurement Tool (PMT)
User's Guide
for
Residential Substance Abuse
Treatment (RSAT) Program Grantees**

March, 2009

Learning Objectives

- Overview of PMT system
- Grantee-level data entry with subgrantees
- Subgrantee reporting
- Grantee review of subgrantee data entry
- Grantee-level narrative data entry
- How to Create A Report
- Submittal of Grants Management System (GMS)-ready report into the GMS

Reference of Contents

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of Subgrantee Slides 21-29
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Overview

- The Performance Measurement Tool (PMT) was developed with the user in mind to help guide you in completing the performance measures reporting requirements for the BJA Residential Substance Abuse Treatment (RSAT) grant.
- This guide contains a series of screen shots with explanatory text to highlight the features on each screen of the PMT and to explain the process and information required to report on the performance measures.

Overview

Access the PMT:

<https://www.BJAperformancetools.org>

Technical Assistance:

- Call: 1-888/BJA-6867 (1-888/252-6867)
or
- E-mail: BJAPMT@csrincorporated.com

Overview

The Flow of the PMT:

- Log-in
- Information and Resources
- Profile (Review info for accuracy)
- Begin data entry from the Grantee/Subgrantee Status Summary screen
- Step 1: General Award Information (includes award designation)
- Step 2: Enter 2 types of data: Numerical and/or Narrative
- Step 3: Create a report for your records or BJA to submit in July and January of each year
- User Feedback Form

Overview

**RSAT measures are divided into two data types:
numerical and narrative**

➤ **Numerical** data questions are established for your specific grant category.

➤ **Narrative** questions are the 7 questions required of all BJA grantees. You may have responded to these in the GMS. You no longer are required to answer them in GMS.

All reporting should be completed in the PMT.

Then, you must create a report (GMS report) in the PMT that you submit to BJA through the Grants Management System (GMS) in January and July of each calendar year. During the non-submission periods, you are encouraged to create a report for your records.

Overview

REPORTING PERIODS:

- **Quarterly:** You are required to complete numerical data reporting in the PMT every 3 months—that is, for each quarterly activity period. You will have 30 days following the close of the activity period to enter the data. You are encouraged to create a report for your records.
- **Semiannually:** At the end of the April–June and October–December quarters you must report narrative information as well as the numerical data for those quarters. The narrative information is based on the previous 6 months of activity. You report these data in the PMT (not GMS) and submit them to BJA through the GMS by **January 30** and **July 30**.

Reporting Schedule

Activity Period	Type of Data Required	Submit to GMS?	Due Date
January 1- March 31	Numerical	No	April 30
April 1 – June 30	Narrative and Numerical	Yes	July 30
July 1 – September 31	Numerical	No	October 30
October 1 – December 31	Narrative and Numerical	Yes	January 30

BJA Performance Tools Sign-In screen

<https://www.bjaperformancetools.org/>

BJA Performance Tools

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

- Report Data
- Create a report ready for the Grants Management System (GMS)

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or have questions or any problems; please feel free to contact the help desk staff at BJAPMT@csrincorporated.com.

Login

Enter your User ID and Password to sign in.

User ID:

Password:

BJA Training and Technical Assistance Tool (TTARS)

The BJA Training and Technical Assistance Tool helps BJA grantees do the following:

- Add training and technical assistance events
- Report on activity related to these events

If you would prefer to just browse the calendar, you can launch the calendar using the button below:

 [Click here to browse the calendar](#)

You must be a grantee of BJA to obtain a user ID and a password to access these features. If you need a user ID or have questions or any problems, please feel free to contact the help desk staff at BJAtools@csrincorporated.com.

BJA

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

The BJA Performance Tools system is comprised of 2 online reporting tools that support BJA grantees. The first is the Performance Measurement Tool and the second is the Training and Technical Assistance Reporting System. Your user ID will identify the database for which you are required to use.

Information and Resources screen



Information and Resources

You are responsible for creating a report from the Performance Measurement Tool that is submitted to BJA through the Grants Management System (GMS) in January and July of each calendar year. During the non-submission periods, you are encouraged to create a report for your records.

Residential Substance Abuse Treatment (RSAT) Program

Welcome to the BJA Performance Measurement Tool!

CONTACT US - 1-888-252-6867 or bjapmt@csrincorporated.com

GRANTEE TRAINING DATES: TBD.

GENERAL INFORMATION: Indicator data are reported in two formats-Numerical and Narrative. Numeric data are reported each quarter and narrative data are reported in January and June.

REPORTING PERIODS: JANUARY 1, 2009 – MARCH 31, 2009 report by April 30, 2009; Complete numerical data in Performance Measurement Tool and create a GMS report for your records.

APRIL 1, 2009 – JUNE 30, 2009 report and submit by July 31, 2009; Complete narrative and numerical data in Performance Measurement Tool and create a GMS report for your records. You must create a GMS report and submit to BJA through the GMS by July 31, 2009.

JULY 1, 2009 – SEPTEMBER 30, 2009 report by October 31, 2009; Complete numerical data in Performance Measurement Tool and create a GMS report for your records.

OCTOBER 1, 2009 – DECEMBER 31, 2009 report by January 31, 2010; Complete narrative and numerical data in Performance Measurement Tool and create a GMS report for your records. You must create a GMS report and submit to BJA through the GMS by January 31, 2010.

RSAT PROGRAM RESOURCES:

<http://www.ojp.usdoj.gov/BJA/grant/rsat.html>

RSAT DEFINITIONS:

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

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

This screen contains training dates and other reporting information for grantees.

All screens have contact information for the helpdesk

Profile screen

This screen is prepopulated from a GMS download forwarded to CSR, Incorporated from BJA. Grantees cannot edit this information. If there is an additional point of contact that should receive e-mails from the PMT, please enter their name, e-mail address and phone number on this screen.

The screenshot shows a web interface with a navigation bar at the top containing links for Information and Resources, Profile, Home, Reports, Help, and Log Out. The Profile link is highlighted with a red box and an arrow pointing to a text box below it. The text box contains the following information:

The information on this screen was retrieved from information you entered into the GMS system. If any changes are needed, please update your contact information in the GMS system and contact your State Policy Advisor.

The main content area displays the following profile information:

- User ID: TEST00305
- Legal Name: URSAT TEST
- OJP Vendor Number: 1111111
- Address1:
- Address2:
- City:
- State/Territory: TEST
- Zip:
- Fax:
- Authorized Rep: T. Smith
- Authorized Rep Phone:
- Authorized Rep Email: tsmith@rsat.org
- Point of Contact:
- Point of Contact Phone:
- Point of Contact Email:
- Additional Contact Name:
- Additional Contact Phone:
- Additional Contact Email:

At the bottom of the screen, there are two buttons: "Save Additional Contact" and "Continue to Home".

Callouts and annotations include:

- A blue box with green text: "Check profile for accuracy. If any changes are needed, please update your contact information in the GMS system and contact your State Policy Advisor." An arrow points from this box to the profile information.
- A blue box with orange text: "You may ADD an additional contact to receive notices from the tool. Click 'Save Additional Contact' to save information entered." An arrow points from this box to the "Save Additional Contact" button.
- A blue box with black text: "Click 'Continue to Home' button to move to the next screen." An arrow points from this box to the "Continue to Home" button.

Grantee Creates Subgrantee Records

Grantee Status Summary screen

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[Profile](#)

[Home](#)

[Reports](#)

[Help](#)

[Log Out](#)

Grantee Status Summary

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

Residential Substance Abuse Treatment (RSAT) Program

Federal Award Number	Award Amount	Activity Period	Data Entry Status	Report Status
2008-RSAT-0101 Start Date: Oct 01, 2008 End Date: Sep 30, 2009	\$350,000	January to December 2008	Not Started Enter/Edit Data	Not Created Create GMS Report
		January to March 2009	Not Started Enter/Edit Data	Not Created Create GMS Report
		April to June 2009	Not Started Enter/Edit Data	Not Created Create GMS Report

Screen provides an overview of the data entry status for each designated award received by the grantee.

From any point in the system, click on "Home" and return to this screen.

Begin data entry by clicking on "Enter/Edit Data" for the award for which you would like to report. Status should be "Complete" once data entry has been "marked as complete". Data entry statuses are:

Not Started – No data have been entered or saved.

In Progress – Some data have been entered and saved.

Complete – All data have been entered and record marked as complete.

Not Operational – Appears when no activity and no funds expended has been indicated.

To create a report after the data entry status is complete, click "Create GMS Report". This is the report you create for your records or upload into the GMS system in July and January. Report Statuses used are:

Not Created – A report has not been created for the activity period.

Ready to Create – Data have been marked as complete and the system is ready for you to create a report.

Created – A GMS report has been created for the activity period.

Award Designation Screen



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Award Designation

Please specify the way you will report data for the award.

Residential Substance Abuse Treatment (RSAT) Program

Federal Award Number	Award Amount
aaa-bbb-ccc Start Date: Jul 01, 2007 End Date: Dec 31, 2008	\$50,000

Please select one of the following:

- Your agency provides grant funds to one or more subgrantees who implement project services and activities for award #aaa-bbb-ccc
- Your agency maintains funds to directly implement project services or activities for award #aaa-bbb-ccc

[Continue](#)

[Return to Home](#)

Select the statement that best describes your administration of RSAT funds. Click "Continue" to move forward.

BJA

DEFINITION: "Subgrantees" refers to recipients of funds from the grantee. They implement program services or activities.

Create Subgrantee Records

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 aaa-bbb-ccc \$50,000

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Grantee Status Summary for Federal Award Number aaa-bbb-ccc

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
RSAT Test			Not Started Enter/Edit Data	Not Created Create GMS Report

Award Designation

- Your agency provides grant funds to one or more subgrantees who implement project services and activities for award number aaa-bbb-ccc
- Your agency uses the grant funds to implement project services or activities for award number aaa-bbb-ccc

Subgrantee Activity

You have not assigned any subgrantees to award aaa-bbb-ccc.

Subgrantees - 0 Available - Hide List

Create New Subgrantee Record Here

Organization Name:
Primary Contact Name:
Primary Contact Email:
Primary Contact Phone:
Secondary Contact Name:
Secondary Contact Email:
Secondary Contact Phone:

[Add Subgrantee to Award](#)

Based on your selected award designation the system provides you with the next step:

Create Subgrantee Records

Enter information about the subgrantee in the fields provided.

Enter Subgrantee Information (1 of 2)

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08

aaa-bbb-ccc

\$50,000

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[Log Out](#)

Grantee Status Summary for Federal Award Number aaa-bbb-ccc

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
RSAT Test			Not Started Enter/Edit Data	Not Created Create GMS Report

Award Designation

- Your agency provides grant funds to one or more subgrantees who implement project services and activities for award number aaa-bbb-ccc
- Your agency uses the grant funds to implement project services or activities for award number aaa-bbb-ccc

Subgrantee Activity

You have not assigned any subgrantees to award aaa-bbb-ccc.

Subgrantees - 0 Available - Hide List

Create New Subgrantee Record Here

Organization Name:	<input type="text" value="RSAT Subgrantee"/>
Primary Contact Name:	<input type="text" value="Jane Smith"/>
Primary Contact Email:	<input type="text" value="JSmith@email.com"/>
Primary Contact Phone:	<input type="text" value="111-222-3333"/>
Secondary Contact Name:	<input type="text" value="Joe Smith"/>
Secondary Contact Email:	<input type="text" value="Joe.Smith@email.com"/>
Secondary Contact Phone:	<input type="text" value="111-222-3333"/>

[Add Subgrantee to Award](#)

Click "Add Subgrantee to Award" to add this record to the federal award number identified

Enter Subgrantee Information (2 of 2)



Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

This information helps to remind you of the grant award number and activity period for which you are reporting data.

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Subgrantee Information

Edit Subaward Information

Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Subaward Actions
Subgrantee #1	TEST0031G	2008-test-0001	Start: Oct 1 2008 End: Sep 30 2009	\$100000	<input type="checkbox"/> Aftercare <input type="checkbox"/> Jail-Based <input type="checkbox"/> Resident	<input type="button" value="Save"/>

Enter the project period.
Select the program type for the subgrantee.
Click "Save."

NOTE: The subgrantee's project period can not fall outside of the grantee's federal project period.

Information contact: BJAPMT@esri.com
Technical Assistance Helpdesk Number: 1-888-252-6867

Subgrantee added (Grantee Status Summary screen)

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST			Not Started Enter/Edit Data	Not Created Create GMS Report

Subgrantee Activity - 1 Subgrantee Active for 2008-RSAT-0101

Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Aftercare	Not Started Enter/Edit Data	Edit Remove

Subgrantees - 0 Available - Hide List

Create New Subgrantee Record Here

Organization Name:
 Primary Contact Name:
 Primary Contact Email:
 Primary Contact Phone:
 Secondary Contact Email:
 Secondary Contact Phone:
 State Assigned Award #:
 Amount of Subaward:

[Add Subgrantee to Award](#)

You may:

- begin data entry for grantee-level activity
- enter data on behalf of the subgrantee
- create additional subgrantee records

**Grantee Reporting
on behalf of
Subgrantee**

Grantee Status Summary

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST			Not Started Enter/Edit Data	Not Created Create GMS Report

Subgrantee Activity - 1 Subgrantee Active for 2008-RSAT-0101

Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Aftercare	Not Started Enter/Edit Data	Edit Remove

Subgrantees - 0 Available - Hide List

Create New Subgrantee Record Here

Organization Name:
 Primary Contact Name:
 Primary Contact Email:
 Primary Contact Phone:
 Secondary Contact Email:
 Secondary Contact Phone:
 State Assigned Award #:
 Amount of Subaward:

[Subgrantee to Award](#)

Begin data entry for the subgrantee by clicking "Enter/Edit Data" in the table showing "Subgrantee Activity".

Grantee View: Subgrantee level

Step 1: Enter Award Information

Subgrantee #1 Residential Substance Abuse Treatment

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Award Information

Please answer Yes or No:
Was the project operational during the activity period

After you have entered the requested information about this subgrant, use the b

Respond Yes or No to the question,
“Was the project operational during the activity period....?”

“No” means no activity occurred and no funds were expended.

Click “SAVE” to move to the next screen.

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Yes

No, no activity occurred during the period and no funds were expended.

General Award Information - Target Population

What gender population is funded by this award?

Female Male

What age population is funded by this award?

Adult - over age 18 Juvenile - 18 and younger

Grantee View: Subgrantee level

Step 2. Enter Numerical Data

Subgrantee #1

Residential Substance Abuse Treatment (RSAT) Program

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Numerical [Back to View](#)

Please enter data for each indicator shown below.

Award Information saved.

Numerical - Aftercare		December 31, 2008
10. Number of days of aftercare provided (Aftercare) Output		
A. Total number of aftercare service days provided	<input type="text"/>	
B. Number of offenders to receive aftercare services	<input type="text"/>	
C. Average amount of service provided (a/b)		Calculated Value
11. The number of offenders entering an RSAT-funded aftercare program (Aftercare) Output		
A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period	<input type="text"/>	
B. Number of new admissions to aftercare program during the reporting period	<input type="text"/>	
C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT		Calculated Value
12. Average length of stay in the aftercare program in days, for those completing the program. (Aftercare) Output		
A. Of those who complete the RSAT aftercare program, total number of days between program entry and program exit.	<input type="text"/>	
B. Number of offenders to successfully complete the aftercare program	<input type="text"/>	
C. Average length of stay for offenders that successfully complete the aftercare program (a/b)		Calculated Value
13. Percent of offenders successfully completing the aftercare program (Aftercare) Output		
A. Total number of offenders that successfully completed the aftercare program	<input type="text"/>	
B. Total number of offenders that exited the aftercare program (successful or unsuccessful)	<input type="text"/>	
C. Percent of successful RSAT offenders. (a/b) Auto-calculated by the tool		Calculated Value
14. The number of offenders who completed the program and have remained drug-free during the aftercare program (Aftercare) Outcome		
A. Number of RSAT-funded offenders that completed the program and remained drug-free during the aftercare program	<input type="text"/>	
B. Total number of offenders that completed the program and remained drug-free during the aftercare program	<input type="text"/>	
C. Percent of RSAT-funded offenders that completed the program and remained drug-free during the aftercare program. (a/b) Auto-calculated by the PMT		Calculated Value
15. The number of offenders who completed the program and have remained arrest-free during the aftercare program (Aftercare) Outcome		

Enter data and **SAVE**;

Data fields allow only numbers, not text, unless otherwise specified.

The system will automatically calculate percentages, totals, or other formulas upon saving of data.

Grantee View: Subgrantee level

Numerical Data Entry: Indicator Definitions

Subgrantee #1

Information and

Numerical [Back to](#)

Please enter data for each i

Award Information

Numerical - Aftercar

- 10. [Number of days of aftercare](#)
 - A. Total number of aftercare days
 - B. Number of offenders
 - C. Average amount of aftercare days
- 11. [The number of offenders who completed the program and have remained drug-free during the aftercare program](#)
 - A. Number of offenders
 - B. Number of new admissions
 - C. Total number of offenders
- 12. [Average length of stay](#)
 - A. Of those who completed the program

Indicator Detail Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.csrideas.com/bjabeta/indicator_detail.cfm?indicatorid=113

BJA Bureau of Justice Assistance
Solutions for Safer Communities

Indicator Detail Summary

Indicator Type: Outcome
Indicator Title: The number of offenders who completed the program and have remained drug-free during the aftercare program
Indicator Description: For those offenders whose treatment is financed by RSAT funds, the percentage that has remained drug-free during the aftercare program

[close window](#)

BJA

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

Internet

Clicking the blue, underlined indicator link opens a window containing a definition for that indicator

Grantee View: Subgrantee level Mark Data as Complete

Subgrantee #1

Residential Substance Abuse Treatment (RSAT) Program

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2008-test-0001

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Mark Data as Complete

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

[Edit Award Information](#)

[Edit Program Type](#)

[Edit Data](#)

[Mark Data as Complete](#)

[Return to Status Summary](#)

Your Data Has Been Saved.

Data Entry Status: In Progress

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Yes

These buttons allow you to return to these screens to view and/or edit data.

After all data is entered and saved for the activity period, the system displays a button that reads "Mark Data as Complete". Click this button to tell the system that you've completed reporting data for this record.

Numerical - Aftercare

10. [Number of days of aftercare provided \(Aftercare\)](#) Output

- A. Total number of aftercare service days provided
- B. Number of offenders to receive aftercare services
- C. Average amount of service provided (a/b)

11. [The number of offenders entering an RSAT-funded aftercare program \(Aftercare\)](#) Output

- A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period 10
- B. Number of new admissions to aftercare program during the reporting period 0
- C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT 10

12. [Average length of stay in the aftercare program in days, for those completing the program. \(Aftercare\)](#) Output

- A. Of those who complete the RSAT aftercare program, total number of days between program entry and program exit. 9
- B. Number of offenders to successfully complete the aftercare program 8

Grantee View: Subgrantee level Confirm completion of saved data

Subgrantee #1

Residential Substance Abuse Treatment (RSAT) Program

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2008-test-0001

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Confirm completion of data entry

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

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Yes

General Award Information - Target Population

What gender population is funded by this award?

Female Male

What age population is funded by this award?

Numerical - Aftercare

December 31, 2008

10. [Number of days of aftercare provided \(Aftercare\)](#) Output

A. Total number of aftercare service days provided

90

B. Number of offenders to receive aftercare services

10

C. Average amount of service provided (a/b)

9

11. [The number of offenders entering an RSAT-funded aftercare program \(Aftercare\)](#) Output

A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period

10

B. Number of new admissions to aftercare program during the reporting period

0

C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT

10

12. [Average length of stay in the aftercare program in days, for those completing the program. \(Aftercare\)](#) Output

A. Of those who complete the RSAT aftercare program, total number of days between program entry and program exit.

9

B. Number of offenders to successfully complete the aftercare program

8

C. Average length of stay for offenders that successfully complete the aftercare program (a/b)

1.13

13. [Percent of offenders successfully completing the aftercare program \(Aftercare\)](#) Output

Confirm completion of data entry by clicking "yes" (allows you to move forward) or "no" (allows you to return to make edits).

Grantee View: Subgrantee level Data entered and saved



Subgrantee #1 Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-test-0001

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View of Performance Measures for Award Activity

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

[Edit Award Information](#)

[Edit Data](#)

[Return to Status Summary](#)

Data Entry Status: Complete

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Notice on the status bar that the Data Entry Status is complete. You have the option, on this screen, to edit award info and data entered click blue button of your choice

If no changes are needed, click this button to go back to the status summary screen (slide 22).

December 31, 2008

A. Total number of aftercare service days provided	90
B. Number of offenders to receive aftercare services	10
C. Average amount of service provided (a/b)	9

Grantee View: Subgrantee level View of Status Summary screen

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST			Not Started Enter/Edit Data	Ready to Create Create GMS Report

Subgrantee Activity - 1 Subgrantee Active for 2008-RSAT-0101

Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Aftercare	Complete Enter/Edit Data	Edit Remove

Note the status of the subgrantee as complete

Subgrantees - 0 Available - Hide List

Create New Subgrantee Record Here

Organization Name:
 Primary Contact Name:
 Primary Contact Email:
 Primary Contact Phone:

[Add Subgrantee to Award](#)

Subgrantee Reports Data

Manage subgrantees

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

Information and Resources	Profile	Home	Manage Subgrantees	Reports	Help	Log Out
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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST			Not Started Enter/Edit Data	Ready to Create Create GMS Report

Subgrantee Activity - 2 Subgrantees Active for 2008-RSAT-0101

Check All	Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
<input type="checkbox"/>	Subgrantee #1	TEST0031G				care	Complete Enter/Edit Data	Edit Remove
<input type="checkbox"/>	Subgrantee #2	TEST0032G	2008-RSAT-0102	Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based	Not Started Enter/Edit Data	Edit Remove
Edit Selected								

Go To Manage Subgrantees

Subgrantees - 0 Available + Expand List

BJA

Obtain user ID and password for Subgrantee

Information and Resources		Profile	Home	Manage Subgrantees	Reports	Help	Log Out
Subgrantee	User ID	Password	Contact	Federal Awards		Subgrantee Actions	
Subgrantee #1	TEST0031G	enbhff	Primary: Subgrantee Contact subcontact@email.com 5555555555	Residential Substance Abuse Treatment (RSAT) Program: 2008-RSAT-0101: 2008-test-0001 \$100000		<input type="button" value="Edit"/>	
Subgrantee #2	TEST0032G	jzsgxu	Primary: Lana Smith lsmith@rsat.org 55555555	Residential Substance Abuse Treatment (RSAT) Program: 2008-RSAT-0101: 2008-RSAT-0102 \$100000		<input type="button" value="Edit"/>	
Create new subgrantee records here				<input type="button" value="Create New Subgrantee"/>			
Organization Name:		<input type="text"/>					
Primary Contact Name:		<input type="text"/>					
Primary Contact Email:		<input type="text"/>					
Primary Contact Phone:		<input type="text"/>					
Secondary Contact Email:		<input type="text"/>					
Secondary Contact Phone:		<input type="text"/>					

As subgrantee records are created, the PMT automatically assigns a user ID and password. That information is stored here, the manage subgrantees screen.

User IDs are not editable; passwords are editable

BJA

www.pmtincorporated.com
number: 1-888-252-6867

BJA Performance Tools Sign-In screen

<https://www.bjaperformancetools.org/>

BJA Performance Tools

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

- Report Data
- Create a report ready for the Grants Management System (GMS)

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or have questions or any problems; please feel free to contact the help desk staff at BJAPMT@csrincorporated.com.

Login

Enter your User ID and Password to sign in.

User ID:

Password:

BJA Training and Technical Assistance Tool (TTARS)

The BJA Training and Technical Assistance Tool helps BJA grantees do the following:

- Add training and technical assistance events
- Report on activity related to these events

If you would prefer to just browse the calendar, you can launch the calendar using the button below:

 [Click here to browse the calendar](#)

You must be a grantee of BJA to obtain a user ID and a password to access these features. If you need a user ID or have questions or any problems, please feel free to contact the help desk staff at BJAtools@csrincorporated.com.

BJA

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

Subgrantee will sign in using the user ID and password issued by grantor

Information and Resources screen



Information and Resources

Residential Substance Abuse Treatment (RSAT) Program

Continue to Home

The screen will be populated with subgrantee related information only.

Subgrantee will click "Continue to Home".

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

Subgrantee Begins Reporting

[Information and Resources](#)

[Home](#)

[Help](#)

[Log Out](#)

Subgrantee Status Summary

This screen provides a summary of your data entry.

Residential Substance Abuse Treatment (RSAT) Program

Award ID	Amount of Subaward	Activity Period	Data Entry Status
2008-RSAT-0102 Start Date: Oct 01, 2008 End Date: Sep 30, 2009	\$100,000	January to December 2008	Not Started Enter/Edit Data
		January to March 2009	Not Started Enter/Edit Data
		April to June 2009	Not Started Enter/Edit Data

Click "Enter/Edit Data" button to begin reporting

BJA

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

Step 1: Award Information screen

Subgrantee #2 Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0102

[Information and Resources](#) [Home](#) [Help](#) [Log Out](#)

Award Information

Please answer Yes or No:
Was the project operational during

After you have entered the requested information ab

From the subgrantee's award information screen subgrantees can designate that their award was operational or not operational for an activity period.

“Not Operational” means that no activity occurred and no funds were expended.

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

- Yes
 No, no activity occurred during the period and no funds were expended.

General Award Information - Target Population

What gender population is funded by this award?

- Female Male

What age population is funded by this award?

- Adult - over age 18 Juvenile - 18 and younger

Save

Cancel

Enter award information and click “save”.

BJA

Step 2. Numerical Data

Subgrantee #2

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08 2008-RSAT-0102

[Information and Resources](#)

[Home](#)

[Help](#)

[Log Out](#)

Numerical [Back to View](#)

Please enter data for each indicator shown below.

Award Information saved.

Numerical - Jail-Based	December 31, 2008
1. Average treatment cost per offender for residential program. (Jail-Based) Output	
A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the portion of the treatment provider's salary that is paid with RSAT funds	<input type="text"/>
B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)	<input type="text"/>
C. Number of participants enrolled in the program (including those that drop-out or are removed)	<input type="text"/>
D. Cost per offender for residential treatment (a+b)/c Auto-calculated by the PMT	Calculated Value
2. Average length of stay in the residential program in days, for those completing the program (Jail-Based) Output	
A. Of those who complete the RSAT residential program, total number of days between program entry and program exit	<input type="text"/>
B. Number of offenders to successfully complete the residential program	<input type="text"/>
C. Average length of stay for offenders that successfully complete the program (a/b)	Calculated Value
3. The number of RSAT-funded offenders served during the reporting period (Jail-Based) Output	
A. Number of RSAT-funded offenders at the end of the reporting period	<input type="text"/>
B. Number of RSAT-funded offenders in the program at the beginning of the reporting period	<input type="text"/>
C. Increase in RSAT-funded offenders during the reporting period (a/b) Auto-calculated by the PMT	Calculated Value
5. The number and percent of participants in the residential substance abuse treatment (RSAT) program (Jail-Based) Output	
A. Number of RSAT-funded offenders	<input type="text"/>
B. Total number of offenders in the residential program	<input type="text"/>
C. Percent of RSAT-funded offenders served (a/b) Auto-calculated by the PMT	Calculated Value
6. The number and percent of RSAT-funded beds created/available as a result of grant (Jail-Based) Output	
A. Total number of RSAT-funded beds created as a result of the current award	<input type="text"/>
B. Total number of RSAT-funded beds available	<input type="text"/>
C. Percent of new RSAT beds created as a result of RSAT (a/b) Auto-calculated by the PMT	Calculated Value

Enter data and **SAVE**;

Data fields allow only numbers, not text, unless otherwise specified.

Subgrantees are only responsible for numerical data questions.

The system will automatically calculate formulas upon saving of data.

Submit Data to Grantor

Subgrantee #2

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08

2008-RSAT-0102

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[Log Out](#)

Submit Data to Grantor

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

[Edit Award Information](#)

[Edit Program Type](#)

[Edit Data](#)

[Submit Data to Grantor](#)

Your Data Has Been Saved

Data Entry Status: **In Progress** Report Status: **Not Created**

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

General Award Information - Target Population

What gender population is funded by this award?

Female Male

What age population is funded by this award?

Adult - over age 18

Once data entry is complete, select "Submit Data to Grantor." Data is sent to Grantor for review.

Numerical - Jail-Based

December 31, 2008

1. Average treatment cost per offender for residential program. (Jail-Based) Output

A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the portion of the treatment provider's salary that is paid with RSAT funds	\$250,000
B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)	\$150,000
C. Number of participants enrolled in the program (including those that drop-out or are removed	20
D. Cost per offender for residential treatment (a+b)/c Auto-calculated by the PMT	20,000.00

Confirm completion of saved data



Subgrantee #2 Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0102

[Information and Resources](#) [Home](#) [Help](#) [Log Out](#)

Confirm completion of data entry

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

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

General Award Information - Target Population

What gender population is funded by this award?

What age population is funded by this award?

Adult - over age 18

Numerical - Jail-Based

December 31, 2008

1. Average treatment cost per offender for residential program. (Jail-Based) Output

A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the portion of the treatment provider's salary that is paid with RSAT funds

\$250,000

Confirm completion of data entry by clicking "yes" (allows you to move forward) or "no" (allows you to return to make edits).

Subgrantee Data Entry Complete



Subgrantee #2 Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0102

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View of Performance Measures for Award Activity

[Print Data Report](#)

[Return to Home](#)

[Log Out](#)

Data Entry Status: **Complete** Report Status: **Ready to Create**

General Award Information

Was the project operational during the activity period January 1, 2008 - December 31, 2008? Yes

Award Information - Target Population

Population is funded by this award? Female Male

Population is funded by this award? Adult - over age 18

Jail-Based

December 31, 2008

Treatment cost per offender for residential program. (Jail-Based) Output provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the the treatment provider's salary that is paid with RSAT funds	\$250,000
Additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related ment, etc)	\$150,000

Subgrantees may print a data report for their records after submitting the data to their grantor for review.

Print a Data Report

Subgrantee #2
Residential Substance Abuse Treatment (RSAT) Program
 Jan - Dec 08

THIS IS THE BETA SITE. YOUR DATA WILL NOT BE SAVED.

Information
 Information during the activity period January 1, 2008 - December 31, 2008?

Information - Target Population
 Information is funded by this award?

	Female	Male
Adult - over age 18		
December 31, 2008		

Based

- Average treatment cost per offender for residential program. (Jail-Based) Output**
 - Treatment provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the portion of the treatment provider's salary that is paid with RSAT funds: \$250,000
 - Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc): \$150,000
 - Number of participants enrolled in the program (including those that drop-out or are removed): 20
 - Cost per offender for residential treatment (a+b)/c: 20,000.00
- Average length of stay in the residential program in days, for those completing the program. (Jail-Based) Output**
 - Of those who complete the RSAT residential program, total number of days between program entry and program exit: 0
 - Number of offenders to successfully complete the residential: n

Subgrantees may print a data report for program records

They are not responsible for submitting a report through GMS

A new window displays with a copy of the subgrantee's report that is ready to print or save to files on your computer.

Subgrantee Status Summary Screen



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Subgrantee Status Summary

This screen provides a summary of your data entry.

Residential Substance Abuse Treatment (RSAT) Program

Award ID	Amount of Subaward	Activity Period	Data Entry Status
2008-RSAT-0102 Start Date: Oct 01, 2008 End Date: Sep 30, 2009	\$100,000	January to December 2008	Complete Enter/Edit Data
		January to March 2009	Not Started Enter/Edit Data
		April to June 2009	Not Started Enter/Edit Data

Data entry status for the activity period shows as "Complete"

BJA

[@csrincorporated.com](mailto:bjasupport@csrincorporated.com)

Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

**Grantee's View
of
Subgrantee Reporting**

Grantee Status Summary Screen



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Grantee Status Summary

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

Residential Substance Abuse Treatment (RSAT) Program

Federal Award Number	Award Amount	Activity Period	Data Entry Status	Report Status
2008-RSAT-0101 Start Date: Oct 01, 2008 End Date: Sep 30, 2009	\$350,000	January to December 2008	Complete Enter/Edit Data	Ready to Create Create GMS Report
		January to March 2009	Not Started Enter/Edit Data	Not Created Create GMS Report
		April to June 2009	Not Started Enter/Edit Data	Not Created Create GMS Report

Grantees will click "Enter/Edit Data" for the activity period they wish to review

BJA

incorporated.com
number: 1-888-252-6867

Review Subgrantee Data

Residential Substance Abuse Treatment (RSAT) Program

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status
U RSAT TEST			Not Started Enter Data

When grantees view the summary screen they will see that the subgrantee has completed data entry.

Click Review Data to review the record.

Subgrantee Activity - 2 Subgrantees Active for 2008-RSAT-0101

Check All	Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
<input type="checkbox"/>	Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Aftercare	Complete Review Data	Edit Remove
<input type="checkbox"/>	Subgrantee #2	TEST0032G	2008-RSAT-0102	Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based	Complete Review Data	Edit Remove

[Edit Selected](#)

Review Subgrantee Data

Subgrantee #2

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08 2008-RSAT-0102

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View of Performance Measures for Award Activity

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

[Edit Award Information](#)

[Edit Data](#)

[Send for Revisions](#)

[Return to Status Summary](#)

Data Entry Status: Complete

General Award Information

Was the project period from January 1, 2008 - December 31, 2008? Yes

General Award Information

What gender? Female Male

What age population? Adult - over age 18

Grantees can click "Edit Data" if they would like to make changes themselves

Grantees can click "Send for Revision" to return record to subgrantee to edit

Numerical - Jail-Based

December 31, 2008

1. Average treatment cost per offender for residential program. (Jail-Based) Output	
A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the portion of the treatment provider's salary that is paid with RSAT funds	\$250,000
B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)	\$150,000
C. Number of participants enrolled in the program (including those that drop-out or are removed)	20
D. Cost per offender for residential treatment (a+b)/c Auto-calculated by the PMT	20,000.00
2. Average length of stay in the residential program in days, for those completing the program (Jail-Based) Output	
A. Of those who complete the RSAT residential program, total number of days between program entry and program exit	0
B. Number of offenders to successfully complete the residential program	0
C. Average length of stay for offenders that successfully complete the program (a/b)	
3. The number of RSAT-funded offenders served during the reporting period (Jail-Based) Output	
A. Number of RSAT-funded offenders at the end of the reporting period	0
B. Number of RSAT-funded offenders in the program at the beginning of the reporting period	0

Grantee Can Edit Subgrantee's Data



Subgrantee #2 Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0102

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Numerical [Back to View](#)

Please enter data for each indicator shown below.

Grantees enter data and click "save" at the bottom of the screen.

		December 31, 2008
Numerical - Jail-Based		
1. Average treatment cost per offender for residential program (Jail-Based) Output		
A. Treatment provider salary (contractor or state employee) less the portion of the treatment provider's salary that is paid by the RSAT program or the state		<input type="text" value="250000"/>
B. Cost of additional residential material (special uniforms, special meals if directly related to treatment, etc)		<input type="text" value="150000"/>
C. Number of participants enrolled in the program (including those that drop-out or are removed)		<input type="text" value="20"/>
D. Cost per offender for residential treatment (a+b)/c Auto-calculated by the PMT		Calculated Value
2. Average length of stay in the residential program in days, for those completing the program (Jail-Based) Output		
A. Of those who complete the RSAT residential program, total number of days between program entry and program exit		<input type="text" value="0"/>
B. Number of offenders to successfully complete the residential program		<input type="text" value="0"/>
C. Average length of stay for offenders that successfully complete the program (a/b)		Calculated Value
3. The number of RSAT-funded offenders served during the reporting period (Jail-Based) Output		
A. Number of RSAT-funded offenders at the end of the reporting period		<input type="text" value="0"/>
B. Number of RSAT-funded offenders in the program at the beginning of the reporting period		<input type="text" value="0"/>
C. Increase in RSAT-funded offenders during the reporting period (a/b) Auto-calculated by the PMT		Calculated Value
5. The number and percent of participants in the residential substance abuse treatment (RSAT) program (Jail-Based) Output		

Grantee Can Send Record Back to Subgrantee for Revisions



Subgrantee #2 Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0102

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Send for Revision

Once you return this data to the Subgrantee, the information will be locked to editing. Are you sure you want to continue? You must enter a comment.

If Yes, please enter a comment for this request:

Yes, send for revisions

Cancel

Grantees can return the record to the subgrantee with a message explaining the discrepancies. The record will show as "In Progress" on the grantee's Status Summary screen.

Type in your message. Click "Yes, send for revisions".

Numerical - Jail-Based	
Output	8
employed) prorated to include the time spent in the RSAT program or the is paid with RSAT funds	\$250,000
B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)	\$150,000
C. Number of participants enrolled in the program (including those that drop-out or are removed	20
D. Cost per offender for residential treatment (a+b)/c Auto-calculated by the PMT	20,000.00

Revision Sent

Subgrantee #2

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08 2008-RSAT-0102

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View of Performance Measures for Award Activity

[Edit Award Information](#)

[Designate Program Type](#)

[Return to Status Summary](#)

The Subgrant has been sent back for revisions

Data Entry Status: In Progress

Data should be entered under the subgrantee userID.

General Award Information

Was the project operational during the activity period January 1, 2009 - March 31, 2009?

Message displays to subgrantee as:
State of BJA Testing has requested that you revise your data for award 2008-subgrant-0001.

Grantee's message inserted here

Please log in to the BJA Performance Measures Tool at <https://www.bjaperformancetools.org> to revise these data.

The system provides a message that the record was sent. The message goes to the primary point of contact and secondary contact listed.

The subgrantee gets an e-mail notifying them that a revision is needed.

(Prevention	
vention and I	
rements during	
uccessfully and unsuccessfully)	5
	100%
y the PMT	0%
put	
	2
	30
	6.67%
ang offense during the current reporting period. Output	
ng-related charge during the current	1
	30
	3.33%

B. Total number of youth in program during the reporting period (Auto-filled from Indicator #3b)

C. Percent (A/B). Auto-calculated by the PMT

5. Number of youth who have exhibited a decrease in substance abuse Outcome

Grantee Status Summary Screen

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST			Not Started Enter/Edit Data	Not Created Create GMS Report

Subgrantee Activity - 2 Subgrantees Active for 2008-RSAT-0101

Check All	Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
<input type="checkbox"/>	Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Aftercare	Complete Enter/Edit Data	Edit Remove
<input type="checkbox"/>	Subgrantee #2	TEST0032G	2008-RSAT-0102	Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based	In Progress Enter/Edit Data	Edit Remove
Edit Selected								

On the Grantee Status Summary screen, the subgrantee record shows as In Progress.

Subgrantee Resubmits

- After subgrantee resubmits their record to the grantor, the grantor may review it. If all is well, the record will maintain the status of “Complete.”
- Then the grantee can return to the *Grantee Status Summary* screen to report narrative data at the time that is due or select “Reports” on the navigation bar to create a report.

Grantee Reporting

(numerical and/or narrative data)

Grantee Status Summary screen

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
URSAT TEST			Not Started Enter/Edit Data	Ready to Create Create GMS Report

Subgrantee Activity - 2 Subgrantees Active for 2008-RSAT-0101

Check All	Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Activity Status	Buttons
<input type="checkbox"/>	Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Aftercare	In Progress	Review Data Edit Remove
<input type="checkbox"/>	Subgrantee #2	TEST0032G	2008-RSAT-0102	Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based	Complete	Review Data Edit Remove

[Edit Selected](#)

Click "Enter/Edit Data" in the table for Grantee Activity

Step 1: Award Information Screen

URSAT TEST Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008

[Information and Resources](#) [Profile](#) [Home](#) [Manage Subgrantees](#) [Reports](#)

Award Information

Please answer Yes or No:
Was the project operational during the activity period?

After you have entered the requested information about this subgrant, use the button at the bottom of the screen to save your information.

General Award Information

Please enter the Amount Used for Grantee Level Activity

\$

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Yes

No, no activity occurred during the period and no funds were expended.

Enter the award amount used for grantee level activity during the reporting period.

This is not subawarded funds

Respond Yes or No to the question,

“Was the project operational during the activity period...?”

“No” means no activity occurred and no funds were expended.

Click “SAVE” to move to the next screen.

Program Type Designation



U RSAT TEST

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08

2008-RSAT-0101 \$350,000

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Program Type Designation

Please check the box(es) below to identify the program type for which funds are used.

Program Type
<input checked="" type="checkbox"/> Aftercare
<input type="checkbox"/> Jail-Based
<input type="checkbox"/> Residential

Select the program type(s) for which funds are used.

BJA

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

View of Performance Measures for Award Activity screen

U RSAT TEST

Residential Substance Abuse Treatment (RSAT) Pr

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[Manage Sub](#)

This screen provides an overview of the performance measures for the program type selected.

View of Performance Measures for Award Activity

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

[Edit Award Information](#)

[Edit Program Type](#)

[Enter Data](#)

[Return to Status Summary](#)

Data Entry Status: **Not Started**

General Award Information

Please enter the Amount Used for Grantee Level Activity

\$50,000

If you need to change or edit the award information, click "Edit Award Information"

If you need to change or add a program type, click "Edit Program Type"

Data entry begins by clicking the "Enter Data" button.

- C. Average amount of service provided (a/b)
11. [The number of offenders entering an RSAT-funded aftercare program \(Aftercare\)](#) Output
- A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period
- B. Number of new admissions to aftercare program during the reporting period
- C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT
12. [Average length of stay in the aftercare program in days, for those completing the program. \(Aftercare\)](#) Output
- A. Of those who complete the RSAT aftercare program, total number of days between program entry and program exit.
- B. Number of offenders to successfully complete the aftercare program
- C. Average length of stay for offenders that successfully complete the aftercare program (a/b)
13. [Percent of offenders successfully completing the aftercare program \(Aftercare\)](#) Output
- A. Total number of offenders that successfully completed the aftercare program
- B. Total number of offenders that exited the aftercare program (successful or unsuccessful)
- C. Percent of successful RSAT offenders. (a/b) Auto-calculated by the tool
14. [The number of offenders who completed the program and have remained drug-free during the aftercare program \(Aftercare\)](#) Outcome
- A. Number of RSAT-funded offenders that completed the program and remained drug-free during the aftercare program

View of Performance Measures for Award Activity screen

U RSAT TEST

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08 2008-RSAT-0101 \$350,000

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View of Performance Measures for Award Activity

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

[Edit Award Information](#)

[Edit Numerical](#)

[Enter Narrative Data](#)

[Return to Status Summary](#)

Data Entry Status: Complete

General Award Information

Please enter the Amount Used for Grantee Level Activity

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Numerical - Aftercare

10. [Number of days of aftercare provided \(Aftercare\)](#) Output

A. Total number of aftercare service days provided

B. Number of offenders to receive aftercare services

C. Average amount of service provided (a/b)

11. [The number of offenders entering an RSAT-funded aftercare program \(Aftercare\)](#) Output

A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period

B. Number of new admissions to aftercare program during the reporting period

C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated

12. [Average length of stay in the aftercare program in days, for those completing the program.](#)

Click the “Enter Numerical” or “Enter Narrative Data” button to begin data entry

You will see the “Enter Narrative Data” button only during the quarter when it is time to report narrative data (i.e., April-June or October-December).

Numerical Data Entry screen

U RSAT TEST

Residential Substance Abuse Treatment (RSAT) Program

Jan - Dec 08 2008-RSAT-0101 \$350,000

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Numerical [Back to View](#)

Please enter data for each indicator shown below.

Enter data for all selected program types and click SAVE at the bottom of the screen

Numerical - Aftercare		December 31, 2008
10. Number of days of aftercare provided (Aftercare) Output		
A. Total number of aftercare service days provided	<input type="text"/>	
B. Number of offenders to receive aftercare services	<input type="text"/>	
C. Average amount of service provided (a/b)		Calculated Value
11. The number of offenders entering an RSAT-funded aftercare program (Aftercare) Output		
A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period	<input type="text"/>	
B. Number of new admissions to aftercare program during the reporting period	<input type="text"/>	
C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT		Calculated Value
12. Average length of stay in the aftercare program in days, for those completing the program. (Aftercare) Output		
A. Of those who complete the RSAT aftercare program, total number of days between program entry and program exit.	<input type="text"/>	
B. Number of offenders to successfully complete the aftercare program	<input type="text"/>	
C. Average length of stay for offenders that successfully complete the aftercare program (a/b)		Calculated Value
13. Percent of offenders successfully completing the aftercare program (Aftercare) Output		
A. Total number of offenders that successfully completed the aftercare program	<input type="text"/>	
B. Total number of offenders that exited the aftercare program (successful or unsuccessful)	<input type="text"/>	
C. Percent of successful RSAT offenders. (a/b) Auto-calculated by the tool		Calculated Value
14. The number of offenders who completed the program and have remained drug-free during the aftercare program (Aftercare) Outcome		
A. Number of RSAT-funded offenders that completed the program and remained drug-free during the aftercare program	<input type="text"/>	
B. Total number of offenders that completed the program and remained drug-free during the aftercare program	<input type="text"/>	
C. Percent of RSAT-funded offenders that completed the program and remained drug-free during the aftercare program. (a/b) Auto-calculated by the PMT		Calculated Value
15. The number of offenders who completed the program and have remained arrest-free during the aftercare program (Aftercare) Outcome		

Narrative Data Entry screen

Narrative data is only entered on a semi-annual basis, in January for the period July-December and July for the period January-June. This screen will be available during the quarter prior to the submission month.

U RSAT TEST Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

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Narrative Data [Back to View](#)

Please respond to each question shown below. Your response should reflect activity during the previous 6-month period (January through June or July through December). Each text box has a limit of 5000 characters, this includes spaces. Text may be pasted from another software program, but some formatting may be lost in the transition.

Award Information saved.

Narrative Data

1. What were your accomplishments within this reporting period? Output
2. What goals were accomplished, as they relate to your grant? Output
3. What problems/barriers did you encounter, if any, within this reporting period? Output
4. Is there any assistance that BJA can provide to address these problems/barriers? Output
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. Describe any other activities or accomplishments that you would like to report that are not included in the other questions. Output

When you click “Enter Narrative Data,” this screen will display. Enter all information.

This button will display only in the April-June and October-December quarters of each calendar year to remind you to enter these data.

Click SAVE once you are finished reporting these data.

Each text field holds 5,000 characters.

Mark Data as Complete

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Mark Data as Complete

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

[Edit Award Information](#)

[Edit Program Type](#)

[Edit Numerical](#)

[Edit Narrative Data](#)

[Mark Data as Complete](#)

[Return to Status Summary](#)

Your Data Has Been Saved.

Data Entry Status: In Progress

General Award Information

Please enter the Amount Used for Grantee Level Activity

\$50,000

B - December 31, 2008?

Yes

These buttons allow you to return to these screens to view and/or edit data.

After all data are entered and saved for the activity period, the system displays a button "Mark Data as Complete." Click it to tell the system you've finished reporting data for this record.

10. [Number of days of aftercare provided \(Aftercare\)](#) Output

- A. Total number of aftercare service days provided
- B. Number of offenders to receive aftercare services
- C. Average amount of service provided (a/b)

11. [The number of offenders entering an RSAT-funded aftercare program \(Aftercare\)](#)

- A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period
- B. Number of new admissions to aftercare program during the reporting period
- C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT

35

42

Confirm completion of saved data

U RSAT TEST

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Confirm completion of data entry

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

General Award Information

Please enter the Amount Used for Grantee Level Activity

\$50,000

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Yes

Numerical - Aftercare

December 31, 2008

10. [Number of days of aftercare provided \(AFB\)](#)

A. Total number of aftercare service days

90

B. Number of offenders to receive aftercare

5

C. Average amount of service provided (days per offender)

18

11. [The number of offenders entering an RSA](#)

A. Number of offenders in a RSAT-funded program

7

B. Number of new admissions to aftercare

35

C. Total number of offenders served by RSA-funded aftercare program (AFB) Auto-calculated by the PM

42

12. [Average length of stay in the aftercare program in days, for those completing the program. \(Aftercare\) Output](#)

A. Of those who complete the RSAT aftercare program, total number of days between program entry and program exit

0

Confirm completion of data entry by clicking "yes" (allows you to move forward) or "no" (allows you to return to make edits).

View of Performance Measures for Award Activity screen

U RSAT TEST

Residential Substance Abuse Treatment (RSAT) Program

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View of Performance Measures for Award Activity

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

[Edit Award Information](#)

[Edit Numerical](#)

[Edit Narrative Data](#)

[Return to Status Summary](#)

Data Entry Status: Complete

General Award Information

Please enter the Amount Used for Grantee Level Activity

\$50,000

Was the project operational during the activity period January 1, 2008 - December 31, 2008?

Yes

Data entry status shows as "Complete".

Click "Return to Status Summary" to return to the home screen.

Output

A. Total number of aftercare service days provided

90

B. Number of offenders to receive aftercare services

5

C. Average amount of service provided (a/b)

18

11. [The number of offenders entering an RSAT-funded aftercare program \(Aftercare\)](#) Output

A. Number of offenders in a RSAT-funded aftercare program at the beginning of the reporting period

7

B. Number of new admissions to aftercare program during the reporting period

35

C. Total number of offenders served by RSAT-funded aftercare program (a+b) Auto-calculated by the PMT

42

12. [Average length of stay in the aftercare program in days, for those completing the program. \(Aftercare\)](#) Output

Grantee Status Summary screen

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST	\$50,000	Aftercare	Complete Enter/Edit Data	Ready to Create Create GMS Report

Subgrantee Activity - 2 Subgrantees Active for 2008-RSAT-0101

Check All	Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
<input type="checkbox"/>	Subgrantee #1	TEST0031G	2008-test-0001	Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based	Complete	Edit Remove
<input type="checkbox"/>	Subgrantee #2	TEST0032G	2008-RSAT-0102	Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based	Complete	Edit Remove

[Edit Selected](#)

The data entry status now reads as "Complete" and the report status is "Ready to Create"

Grantee Creates a Report

Grantee Status Summary screen

Residential Substance Abuse Treatment (RSAT) Program Jan - Dec 08 2008-RSAT-0101 \$350,000

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Grantee Status Summary for Federal Award Number 2008-RSAT-0101

Grantee Activity

Grantee	Amount Allocated for Grantee Level Activity	Program Type	Data Entry Status	Report Status
U RSAT TEST	\$50,000	Aftercare	Complete Enter/Edit Data	Ready to Create Create GMS Report

Subgrantee Activity - 2 Subgrantees Active for 2008-RSAT-0101

Check All	Subgrantee	User ID	Subaward Number	Project Period	Amount of Subaward	Program Type	Data Entry Status	Subaward Actions
<input type="checkbox"/>								
				Oct 1, 08 - Sep 30, 09	\$100,000	Jail-Based		Edit Remove
								Edit Remove

The data entry status now reads as "Complete" and the report status is "Ready to Create"

NOTE: You are responsible for creating a report from the Performance Measurement Tool that is submitted to BJA through the Grants Management System (GMS) in January and July of each calendar year. During the non-submission periods, you are encouraged to create a report for your records.

Create a Report



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Data Completion

By clicking the button "Create a GMS Report", the record will be locked to any further editing. To proceed, click the button below. To go back, click the "home" tab on the navigation bar.

[Create a GMS Report](#)

**Click "Create a
GMS Report"**

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

BJA

User Feedback Form

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.)

- | | |
|---|--|
| <input type="checkbox"/> Drug Court Enhancement grant | <input type="checkbox"/> Community Anti-Gang Initiative grant |
| <input type="checkbox"/> Drug Court Statewide grant | <input type="checkbox"/> Justice Assistance grant |
| <input type="checkbox"/> Drug Court Implementation grant | <input type="checkbox"/> Residential Substance Abuse Treatment grant |
| <input type="checkbox"/> Targeting Violent Crime Initiative grant | <input type="checkbox"/> Justice Mental Health Collaboration Program 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	<input type="radio"/>					
Logging into the site	<input type="radio"/>					
Accessing system help	<input type="radio"/>					
Navigating through the system	<input type="radio"/>					
Locating needed information within the system	<input type="radio"/>					
System instructions/directions	<input type="radio"/>					
Generating your GMS attachment	<input type="radio"/>					
Usefulness of the other system reports (non GMS)	<input type="radio"/>					
Overall system organization	<input type="radio"/>					
Helpfulness of the system-related assistance provided by CSR staff	<input type="radio"/>					
Speed of response to requests for system help	<input type="radio"/>					

4. Overall, how satisfied were you with the Performance Measurement Tool system? (Check only one radio button)

- | | |
|--|--|
| <input type="radio"/> Very Satisfied | <input type="radio"/> Somewhat Unsatisfied |
| <input type="radio"/> Somewhat satisfied | <input type="radio"/> Very Unsatisfied |

5. Did you participate in a BJA PMT training session(s)? Yes or no

- Yes No

5a. If yes, how many training sessions did you complete?

- 1 2 3 or more

6. Do you have any suggestions about how we could make the PMT system better for you?

Clear Form

Submit

Decline Participation

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.

View of GMS-ready Report

View of URSAT TEST GMS Report

1

If you want to add comments to your report, please click the add comments button.

Add Comments

By clicking on the "Export as a PDF file" button, the system will open a new window with the PDF file so that you are required to upload a copy into the GMS system only in January and July of each calendar year to meet your

Export as a PDF file

2

URSAT TEST GMS Report

This report is generated for the URSAT TEST for federal award number 2008-RSAT-0101 to reflect performance 2008 - December 31, 2008. The federal award amount is \$350,000 and the amount of funds reported total \$250,000.

Activities Funded

You've indicated that use of federal award number 2008-RSAT-0101 is for the following activities:

Activity Type	URSAT TEST 2008-RSAT-0101
Aftercare	Funded
Jail-Based	Funded
Residential	Not Funded
TOTAL	3

Overall Performance Data Reported for January 1, 2008 - December 31, 2008

Performance Indicator	Name
What were your accomplishments within this reporting period?	test
What goals were accomplished, as they relate to your grant application?	test
What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?	test
Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?	Yes
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.)	Yes
What major activities are planned for the next 6 months?	test
Based on your knowledge of the criminal justice field, are there any	

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 comments (2-3 sentences) about the data that is 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 remember the name so that you can retrieve when you need to upload the file into the GMS system.

View of GMS-ready Report continued

Overall Performance Data Reported for January 1, 2008 - December 31, 2008

Performance Indicator	Narrative Data
What were your accomplishments within this reporting period?	test
What goals were accomplished, as they relate to your grant application?	test
What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?	test
Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?	Yes
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.)	Yes
What major activities are planned for the next 6 months?	test
Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?	test
Performance Indicator	Numerical
Average treatment cost per offender for residential program.	
A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the RSAT program or the portion of the treatment provider's salary that is paid with RSAT funds	500,000
B. Cost of additional residential material (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)	150,000
C. Number of participants enrolled in the program (including those that drop-out or are removed)	20
D. Cost per offender for residential treatment (a+b)/c Auto-calculated by the PMT	32,500
Average length of stay in the residential program in days, for those completing the program	
A. Of those who complete the RSAT residential program, total number of days between program entry and program exit	0
B. Number of offenders to successfully complete the residential program	0
The number of RSAT-funded offenders served during the reporting period	
A. Number of RSAT-funded offenders at the end of the reporting period	0
B. Number of RSAT-funded offenders in the program at the beginning of the reporting period	0
The number and percent of participants in the residential substance abuse treatment (RSAT) program	NR
The number and percent of RSAT-funded beds created/available as a result of grant	
A. Total number of RSAT-funded beds created as a result of the current award	0
B. Total number of RSAT-funded beds available	0
Percent of treatment beds funded through other sources, but enhanced with RSAT-funded services	

Remember!

- After you have saved the GMS report to your computer, return to the Home screen to view the data entry and report status. They should show as “Completed” and “Created.” This is your confirmation that data reporting is complete for the quarter.
- Log out of the PMT and prepare for the next round of performance measures reporting.
- In January and July, log into the GMS and upload your report by the due date.

Reports Menu screen



Reports Menu

After each submission of data for the activity period selected, please create a report for your records. Select the type of report that you would like to create by highlighting an activity period, federal award number and the format for each report needed. In January and July of each year you will create an aggregate GMS Report to submit to your State Policy Advisor through the GMS system.

Residential Substance Abuse Treatment (RSAT) Program GMS Report

Submit this report to your State Policy Advisor through the GMS tool ONLY in January and July of each calendar year. The deadline for submission is January 31 and July 31. The data display you must select is the "aggregated" in order for the system to compile all data entered during the previous 6 month period.

Activity Period:

Federal Award #:

Data Display:

Format:

Residential Substance Abuse Treatment (RSAT) Program Performance Data Summary Report

This report provides a summary and analysis of the performance measurement data submitted to BJA using the Performance Measurement Tool system. This report compares your data to the national averages.

Activity Period:

Federal Award #:

Format:

Reports can also be created from the Reports Menu which can be accessed by clicking the "Reports" tab on the navigation bar

The Performance Data Summary Report compares your data to national averages.

Select the activity period, data display, and format and click run. Reports can include data just for the current reporting period or select "aggregated" to include all data previous to the period selected.

Grantee Status Summary screen

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Grantee Status Summary

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

Residential Substance Abuse Treatment (RSAT) Program

Federal Award Number	Award Amount	Activity Period	Data Entry Status	Report Status
2008-RSAT-0101 Start Date: Oct 01, 2008 End Date: Sep 30, 2009	\$350,000	January to December 2008	Complete View Data	Created View GMS Report
		January to March 2009	Not Started Enter/Edit Data	Not Created Create GMS Report
		April to June 2009	Not Started Enter/Edit Data	Not Created Create GMS Report

BJA

The Data Entry Status and Report Status show as Complete and Created. This is confirmation that you have completed what was needed for the activity period.

**Thank you for completing the
BJA Performance
Measurement Tool training**

Contact Information

- Toll-free

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

- Email

BJAPMT@csrincorporated.com