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
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

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.BJApromancemeasures.org

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

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.
This screen contains training dates and information for grantees.

All screens have contact information for the help desk.
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.

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
Grantee Status Summary screen

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

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.

This screen is also called the “home” screen. At any point in the system, you can click on “Home” and return to this screen.
A question will appear to determine whether your STATEWIDE grant is used for one or more of the following activities:

Please check the box(es) below to identify the types of activities for which funds from this award are used:

<table>
<thead>
<tr>
<th>Award</th>
<th>Designate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Data</td>
<td>- For training or technical assistance for drug court teams in your State</td>
</tr>
<tr>
<td>2007-BJA-DC-test</td>
<td>- To conduct evaluation</td>
</tr>
<tr>
<td></td>
<td>- To disseminate drug court information designed to enhance or support</td>
</tr>
<tr>
<td></td>
<td>drug courts in your State</td>
</tr>
<tr>
<td></td>
<td>- To track or compile statewide drug court informational or research</td>
</tr>
<tr>
<td></td>
<td>materials</td>
</tr>
</tbody>
</table>

Save  Cancel

For more information contact: BJAPMT@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-252-6967
A question will appear to determine whether your ENHANCEMENT grant is used for one or more of the following activities:

<table>
<thead>
<tr>
<th>Award</th>
<th>Designate</th>
</tr>
</thead>
<tbody>
<tr>
<td>33333</td>
<td>For MIS development or enhancement</td>
</tr>
<tr>
<td></td>
<td>To conduct drug court evaluation</td>
</tr>
<tr>
<td></td>
<td>To expand services</td>
</tr>
<tr>
<td></td>
<td>To train drug court staff</td>
</tr>
</tbody>
</table>

For more information contact: BJAPMT@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-252-6667
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.

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.

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

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What were your accomplishments within this reporting period?</td>
<td></td>
</tr>
<tr>
<td>2. What goals were accomplished, as they relate to your grant application?</td>
<td></td>
</tr>
<tr>
<td>3. What problems/barriers did you encounter, if any, within the reporting period?</td>
<td></td>
</tr>
<tr>
<td>4. Is there any assistance that BJA can provide to address any problems encountered?</td>
<td>A. Yes/ No</td>
</tr>
<tr>
<td>5. Are you on track to fiscally and programmatically complete your project by December 31, 2007? If not, please explain.</td>
<td>Output</td>
</tr>
<tr>
<td>6. What major activities are planned for the next 6 months?</td>
<td>Output</td>
</tr>
<tr>
<td>7. Based on your knowledge of the criminal justice field, are there any emerging trends or priorities you think this project could incorporate to make it more effective?</td>
<td>Output</td>
</tr>
</tbody>
</table>

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.
Narrative Data saved

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

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

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

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.

Your Data Has Been Saved.

Data Status: In progress  Report Status: Not Created
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.

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

For more information contact: BJAAPMT@csrcorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-252-6867
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.
Confirmation to mark data as complete

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

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.
Create a GMS Report

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.
# 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.
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).

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Fair</th>
<th>Poor</th>
<th>Did not attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtaining your UserID/Password</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logging into the site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessing system help</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navigating through the system</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locating needed information within the system</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System instructions/directions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generating your GMS attachment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usefulness of the other system reports (non GMS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall system organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpfulness of the system-related assistance provided by CSR staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speed of response to requests for system help</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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, 2007

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>July 1, 2007 - December 31, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of operational drug courts in the State/ Territory</td>
<td>5</td>
</tr>
<tr>
<td>Drug court training provided</td>
<td></td>
</tr>
<tr>
<td>A. Number of individuals trained during the reporting period</td>
<td>50</td>
</tr>
<tr>
<td>B. Number of drug courts to receive training during the reporting period</td>
<td>5</td>
</tr>
<tr>
<td>Materials disseminated</td>
<td></td>
</tr>
<tr>
<td>Training quality</td>
<td>100%</td>
</tr>
</tbody>
</table>
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” screen to view the status of your data reporting and creation of your report.

• Log out of the Performance Measurement tool.

• 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”.

<table>
<thead>
<tr>
<th>Drug Court Statewide</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Number</strong></td>
<td><strong>Award Amount</strong></td>
<td><strong>Reporting Period</strong></td>
</tr>
<tr>
<td>Start Date: Jul 01, 2007</td>
<td>End Date: Jun 30, 2008</td>
<td></td>
</tr>
</tbody>
</table>

Data Status: Complete

Report Status: Created

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

For more information contact BJAIPMT@corincorporated.com
Toll-free Technical Assistance Hotline Number: 1-888-2525667
Reporting Periods

  Complete narrative in GMS system and numerical data in Performance Measurement Tool;

  Complete numerical data in Performance Measurement Tool;

  Complete narrative and numerical data in Performance Measurement Tool; Create report and submit to BJA through GMS

  Complete numerical data in Performance Measurement Tool;

  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