Data Collection and Technical Assistance Tool (DCTAT)

User Guide for
Enforcing Underage Drinking Laws (EUDL) Block Grant Program

November 2011
Overview

- This guide contains a series of screenshots with explanatory text to highlight the features on each page of the Enforcing Underage Drinking Laws (EUDL) module in the DCTAT.

- Always click the RED button: Red buttons are used as indicators to the action required on that page. Select the button and it will complete the task at hand or take you to the next step.

- Use the yellow navigation bar to switch between pages. Using the ‘Back Arrow’ on your browser prevents DCTAT from running as it should.

- Access the DCTAT at: www.ojjdp-dctat.org

- For help call 1-866/487-0512 or e-mail: ojjdp-dctat@csrincorporated.com
Steps in the Data Entry Process

**Step 1:** Login (slides 4-6)

**Step 2:** Review/Update Profile (slides 7-8)

**Step 3:** Grant Program Selection Page (slide 9)

**Step 4:** Review/Update Federal Awards Page (slides 10-11)

**Step 5:** Data Entry for State Level (slides 12-21)

**Step 6:** Create Subgrantees (slides 22-26)

**Step 7:** Data Entry for Subgrantees (slides 27-39)

**Step 8:** Create a *Performance Data Report* (slides 40-48)

**State-Level Resources and Management of Subgrantees**

- If you decide to have subgrantees report for themselves (slides 49-55)
- State-Level Resources (slides 56-63)
- Helpful Hints (slides 64-68)
Step 1: Log In

Enter your ‘User ID’ and ‘Password’ to access the system.

To access additional information and training materials for your program, click the ‘plus sign’ to expand the program resources.
Step 1: Log In

Reporting Schedule

The Reporting schedule is found on the sign-in page of the DCTAT.
Step 1: Log In

Click the links to download training materials and other program-specific information.

Click the ‘minus sign’ to collapse this view.
Step 2: Review/Update Profile

Profile Page

Check profile for accuracy. If any changes are needed, **you must** update your contact information in the GMS system.

You may add an additional contact to receive notices from DCTAT.

Click ‘Save’ to continue.

This page will display if this is your **first time** in the system.
Step 2: Review/Update Profile

Profile Page

Click ‘Begin Data Entry’ to start the data entry process.
This page will display **first** if you are a returning user.

This is the ‘**Grant Program Selection**’ page. Select a reporting period and click ‘**Go**’.

Each page provides contact information for the DCTAT Help Desk.

For more information contact ojjdp-dcat@csrincorporated.com  
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**
Step 4: Review/Update Federal Awards Page

Select the Federal Awards tab to access this page.

Enter Federal award amount.

The purpose of the ‘Federal Awards’ page is to tell the system the status of each Federal award. A Federal award may be accepted but not yet expended or closed out (no further obligation of funds may occur).

A Performance Data Report can be created for FFYs where funds are not expended. There is no further data entry required, and the report will represent that you have stated funds were not used during the reporting period.
Step 4: Review/Update Federal Awards Page

Update Federal Awards

Check ‘Funds Not Expended’ if the award has been received and accepted but not yet used for subaward or State-Level activity.

The FFY represents the first four numbers of the Federal award received from OJJDP.

Check ‘Funds Closed Out’ if the award has been “officially” closed in GMS. Either selection will make that FFY not available for reporting on the ‘State and Subgrantee Status Summary’ page.

‘Save’ to continue.
Step 5: Data Entry for State Level

State Status Summary Page

The ‘Home’ tab on the navigation bar always takes you to the ‘State Status Summary’ page. It provides an overview of awards in the system.
Step 5: Data Entry for State Level

Begin Reporting

Click ‘Begin Reporting’ to continue the data entry process.

<table>
<thead>
<tr>
<th>FFY</th>
<th>State Subgrantee Number</th>
<th>Award Information</th>
<th>Data Entry Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td>Not Started</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Step 5: Data Entry for State Level

Award Information

Enter basic information about your award.

1. Please enter the amount of eudl funds allocated to underage drinking activities:
   $ (Federal Funds only)
   *Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.

2. Please enter the Amount of non-EUDL Funds Allocated to Underage Drinking Activities:

   
3. Please enter the subaward numbers or other descriptor that you use to track your Statewide activities:

   
   Save  Cancel
Step 5: Data Entry for State Level

‘Program Categories’ are how grant-funded activities are categorized.

Click ‘Select Program Categories’ to continue.

The system lets you know that the award information has been saved.
Program Category Selection

Select program categories that apply.

Enter estimated allocated amounts for each program category selected.

'Save' to continue.
Step 5: Data Entry for State Level

Begin Data Entry

Click 'Enter Data' to continue.
Step 5: Data Entry for State Level

Enter data in the fields provided for each measure.

Data should be entered for each selected program area. Then click ‘Save’ to continue.

If you selected more than one program area, click ‘Save’ to take you to the next program area to enter data.
Step 5: Data Entry for State Level

To complete data entry, click ‘Mark Data as Complete’.
This tells the system you have no more data to enter for this record.

Confirm for the system that data entry is complete for this record by selecting ‘Yes’.
If not, select ‘No’ to go back and edit previous pages.

Once data has been marked as complete, return to ‘Home’.
Step 5: Data Entry for State Level

**State Level Data Complete**

REMINDER:
If you do not have any active subgrantees, click the ‘Reports’ tab to create a Performance Data Report.
You have now completed the data entry process for State Level activity!

- **If you have subgrantees:** They must also report into the DCTAT, so please continue on to the next slide.

- **If you do not have subgrantees:** You are finished and can now move on to Step 8: Create a *Performance Data Report*. 
Step 6: Create Subgrantees

The ‘Home’ tab on the navigation bar always takes you to the ‘State Status Summary’ page. It provides an overview of awards in the system.

Subgrantees created in previous reporting periods will appear in a separate table under the header ‘Subgrantee Performance’.

Click ‘Profile’ to create subgrantees.
Step 6: Create Subgrantees

Click on ‘Manage Subgrantees’ to:

- **Create** a new subgrantee
- **Add/Change** access and information for existing subgrantee users
- **Look up** user IDs and passwords for subgrantees
Step 6: Create Subgrantees

Add New Subgrantee User

To create a new subgrantee account, click on ADD NEW SUBGRANTEE USER. To change the information for a subgrantee account, click on its USERID. To enter data for a subgrantee account, click on its ORGANIZATION NAME. You can sort the users listed below by clicking on the column headers.

Click ‘add new Subgrantee User’.

<table>
<thead>
<tr>
<th>UserID</th>
<th>Password</th>
<th>Organization Name</th>
<th>JABG OLD FFY</th>
<th>Title</th>
<th>Formula</th>
<th>Discretionary</th>
<th>TYP</th>
<th>EUDL</th>
<th>TCAP</th>
<th>CASA</th>
<th>T-JADG OLD FFY</th>
<th>NCMEC</th>
<th>Mentoring</th>
<th>Mentoring</th>
<th>Second Chance Reentry</th>
<th>TJADG</th>
<th>SCA Mentoring</th>
<th>TTA JABG</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUM0000G</td>
<td></td>
<td>EUDL Subgrantee 2 (test)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Subgrantee Organizations in Your State

Click on the UserID to access and edit the record information.
Step 6: Create Subgrantees

Set Up Subgrantee

Enter subgrantee name. **Each subgrantee must have a unique name.**

Check the appropriate box for the type of award received.

User IDs and passwords are automatically created by the system. Although you cannot change the user ID, you can edit the password.

‘Save’ to continue.
Step 6: Create Subgrantees

Subgrantee Management Page

Click ‘Home’ to return to the ‘State Status Summary’ page.

This page is a list of all subgrantees you have created.

The newly created subgrantee will appear in this list with their user ID and password.

Information about other subgrantee organizations in your State is also offered in case one of your subgrantees is already in the DCTAT. To add the EUDL permission, click the subgrantee’s user ID.
Step 7: Data Entry for Subgrantees

As the Grantor, you may enter data for each subgrantee under your user ID and password OR under the subgrantee’s user ID and password.

Click ‘Begin Reporting’ if this is the first time entering data for the subgrantee.

Click ‘Continue Reporting’ if data has been entered for the subgrantee in the previous reporting period.
Step 7: Data Entry for Subgrantees

The ‘State Status Summary’ page is an overview of the subgrantee award in system.

Begin Reporting

Click ‘Begin Reporting’ to begin data entry for that subward.

Please tell your subgrantees which Federal fiscal year(s) they should enter data. This represents the pot of funds from which the subaward was made.

Remember: The FFY represents the first four numbers of the Federal award received from OJJDP.

Click ‘Continue Reporting’ to enter data for a subaward started in the previous reporting period.

Click ‘New 2011 Award’ to create a NEW subaward for an FFY and to begin data entry for that subaward.
Step 7: Data Entry for Subgrantees

Enter basic information about the subaward and the target population for which funds will be used.

Start and end dates for subgrantee award should fall within the federal project period.
Step 7: Data Entry for Subgrantees

The ‘Subaward Project Description’ is required, as it provides OJJDP a better understanding of the range of projects being implemented.
Step 7: Data Entry for Subgrantees

**Underage Drinking Prevention Strategies**

- a. Development of community support for prevention and enforcement of underage drinking laws to **change community norms** (e.g. awareness building and educational activities to include media advocacy, media campaigns [Parents Who Host, Lose the Most], and counter-advertising).

- b. Establishment of **community support activities** for advancement of enforcement and community goals of reducing youth access to alcohol (e.g., community sponsorship of alcohol-free activities for youth; parent coalitions to reduce alcohol use by their children [Safe Homes coalitions]; community volunteers to assist enforcement in the collection and reporting of data; etc).

- c. **Education of merchants** regarding techniques and responsibilities (e.g., Responsible Beverage Service (RBS) trainings that can reduce sales to minors, as well as reduce sales of alcohol to intoxicated persons; encourage use of driver’s license scanners; use of sales displays that discourage shoplifting; etc.)

- d. Establishment or enhancement/improvement of laws/ordinances/institutional policies that limit youth access to **commercial availability** of alcohol and hold violators (clerks and establishments) accountable for violations of such laws (e.g., Conditional use permits for alcohol outlets; controls on outlet location and density; controls on hours of sale; an increase in price through excise taxes; require sellers of alcohol to be at least 21 years old; prohibit minors from entering bars; make alcohol outlets liable for harm that occurs as a result of providing alcohol to minors; Dram shop (civil) liability for sales to minors, etc.)

- e. Establishment or enhancement/improvement of laws/ordinances/institutional policies that limit youth access to **social availability** of alcohol and hold adults and youth accountable for violations of such laws (e.g., Keg registration laws; prohibitions or controls on alcohol use at community events or in public areas [e.g., at county fairs, in parks, or at beaches], which can also be seen as a control on access; make the provision of alcohol to minors an offense; special enforcement campaigns to prevent parties where alcohol is served to minors [e.g., enforce ordinances focused on parents and landlords who allow underage drinking parties to take place on their property; educate parents, landlords about their rights and responsibilities related to underage drinking parties on their property]; etc.)

- f. Establishment or enhancement/improvement of laws/ordinances/institutional policies related to **impaired driving** by youth and hold violators accountable for violations of such laws (e.g., Use, lose laws; zero-tolerance laws; etc.)

- g. Establishment or enhancement/improvement of laws/ordinances/institutional policies related to **attempts to purchase, possession of, and/or consumption of alcoholic beverages by underage youth** and hold violators accountable for violations of such laws (e.g., Make the manufacture or purchase of false identification a crime; improve laws regarding minors in possession of alcohol; improve laws regarding consumption of alcohol by minors; etc.)

- h. Establishment of **controls on alcohol advertising** (especially on billboards, sides of buses, and in other public areas)

- i. Prohibition of **alcohol sponsorship** at public events (e.g., a beer company sponsoring a boat race)

- j. Establishment or enhancement/improvement in **school policies** regarding alcohol use on school property or at school-sponsored events (These institutional policies are especially important in colleges and universities, as well as in junior high and high schools.)

- k. Establishment of **school programs/curriculums** on underage drinking prevention (e.g. Media literacy programs to make youth more sophisticated about the manipulative techniques of advertisers; and prevention curricula [Sometimes the content of these or similar curricula are delivered in other venues, e.g., youth clubs] to education youth on the potential harms of underage drinking and resulting consequences).
Step 7: Data Entry for Subgrantees

Check all boxes that answer questions in column 1 and column 2 (if applicable). Click ‘Save’ before leaving this page.

Enter target population information:
1. Who did you serve during the reporting period?
2. Who did the award target during the reporting period?

Note: the New Age ranges. If a returning grantee, the DCTAT will prompt you to select the age ranges of the population served.

- 0-10
- 11-18
- Over 18
Step 7: Data Entry for Subgrantees

‘Program Categories’ are how grant-funded activities are categorized.

Click ‘Select Program Categories’ to continue.

The system lets you know that the award information has been saved.
Step 7: Data Entry for Subgrantees

Program Category Selection

Select program categories that apply.

Enter estimated allocated amounts for each program category selected.

‘Save’ to continue.
Step 7: Data Entry for Subgrantees

The ‘Award Information Summary’ page gives you an overview of all information and data entered for the reporting period.

Click ‘Enter Data’ to continue.
Step 7: Data Entry for Subgrantees

Enter data in the fields provided for each measure. Data should be entered for each selected program area. Then click ‘Save’ to continue.

If you selected more than one program area, click ‘Save’ to take you to the next program area to enter data.

<table>
<thead>
<tr>
<th>Selected Program Categories</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC 1 Coalitions</td>
<td>$55</td>
</tr>
</tbody>
</table>

**PC 1 Coalitions**

1. Number of youth involved in task force activities during the reporting period (i.e., the total number of activities) Output
   A. Total number of youth involved in EUDL task force activities during the reporting period.

2. Number of youth involved in task force and/or coalition LEADERSHIP activities during the reporting period.
   A. Total number of youth involved in EUDL task force and/or leadership activities during the reporting period.

2A. For those youth involved in task force and/or coalition LEADERSHIP activities, indicate each of the activities in which youth participated Output
   A. Educational work with schools and colleges
   B. Educational work with government officials
   C. Educational work with businesses and community members/groups
   D. Work with law enforcement as youth advisors, operatives, and/or participants in an enforcement task force
   E. Prevention Programming
   F. Serve on task force and/or coalition boards or committees
   G. Participation in media advocacy-related activities (i.e., print media, events that draw media coverage, radio or television appearances)
   H. Other

3. Number of youth involved in underage drinking ENFORCEMENT activities during the reporting period Output
   A. Number of youth involved in EUDL underage drinking ENFORCEMENT activities during the reporting period.
Step 7: Data Entry for Subgrantees

You will only see this view when Grantor enters data for subgrantee.

To complete data entry, click ‘Mark Data as Complete’.
This tells the system you have no more data to enter for this record.
Step 7: Data Entry for Subgrantees

Mark Data as Complete

Confirm for the system that data entry is complete for this record by selecting ‘Yes’.

If not, select ‘No’ to go back and edit previous pages.

Click ‘Return to Home’ to go to the ‘State Status Summary’ page.
Step 7: Data Entry for Subgrantees

Status of Subgrantee is Complete

Create a Performance Data Report to submit as part of your progress report to OJJDP.

REMEMBER:
Click the ‘Reports’ tab to create a report.

Status shows as ‘Complete’.
The status for all records for which data was entered should show as ‘Complete’ or ‘Not Started’.

Please remember to create the downloadable Performance Data Report for states on the Reports tab to generate the report.
Step 8: Create a **Performance Data Report**

**NOTE:**
All active Federal awards must be complete before the *Performance Data Report* can be created.
Step 8: Create a Performance Data Report

Create the Performance Data Report to submit to OJJDP as a part of your annual progress report.

Select the appropriate FFY and click ‘Run Report’. A Performance Data Report should be created for each active Federal award.
A final *Performance Data Report* is required for submission to OJJDP, NOT the sample view.

‘Mark data as final’ to create a final version of the *Performance Data Report*. You will be prevented from making any further changes to data entered.

A sample *Performance Data Report* lets you check the report and ensure no changes need to be made.
Step 8: Create a Performance Data Report

Sample Error Message

All active FFYs should be complete to generate a final Performance Data Report.

The ‘Areas for Further Review’ page appears if data entry is not complete for the selected FFY.

Follow the instructions to complete indicated section.

You must complete all required fields to create the mandatory Performance Data Report.
Step 8: Create a Performance Data Report

Confirm All Data is Final

The system will be locked to any further data entry at this point.

Click ‘Yes’ to mark data as complete and create a Performance Data Report.
Wait - before you go!
Let us know about your experience using the DCTAT and how the system can help you use your data better!
Step 8: Create a Performance Data Report

Now that your data is locked and ready:

- You may add a few comments (2-3 sentences) about your data entry for the reporting period by clicking the ‘Add Comments’ button (slide 46).
- Click ‘Export as a PDF file’ button.
- Save to your computer.
- Upload as an attachment into GMS to submit to OJJDP.

View of Performance Data Report

- "Now that your data is locked and ready:
  - You may add a few comments (2-3 sentences) about your data entry for the reporting period by clicking the ‘Add Comments’ button (slide 46).
  - Click ‘Export as a PDF file’ button.
  - Save to your computer.
  - Upload as an attachment into GMS to submit to OJJDP."
Step 8: Create a *Performance Data Report*

Add Comments

If you chose to ‘Add Comments’, enter text and ‘Save Comments’.
Step 8: Create a *Performance Data Report*

Export as a PDF File

After clicking ‘Export as PDF file’, a new window opens up with your *Performance Data Report*.

From your computer’s browser, click ‘Save’ to save the PDF to your computer.

Log out of the DCTAT and login to GMS.

You can now upload the saved PDF as an attachment into the GMS.
If you decide to have subgrantees report for themselves...

Accessing Subgrantee User IDs and Passwords

Click ‘Profile’ on the navigation bar, and then the ‘Manage Subgrantees’ button to access this page.

Please provide subgrantees with their user IDs and passwords if they will be entering data on their own.
If you decide to have subgrantees report for themselves...

**Reviewing Subgrantee Data**

To review the subgrantee data, click ‘View Reporting’ to open their subaward.
If you decide to have subgrantees report for themselves...

Reviewing Subgrantee Numeric Data

If changes are needed you can either:
- Edit data at the State-level ('State Edit')
  
  OR
  
  Send record back to subgrantee for revision ('Send Back for Revisions').
If you decide to have subgrantees report for themselves...

**State Reviewing Subgrantee Numeric Data**

- ‘State Edit’ allows State-level to edit data.
- Click ‘Save’ at the bottom of the page after edits have been made.
If you decide to have subgrantees report for themselves...

**Editing Subgrantee Data at State-level**

‘Send Back for Revisions’ allows State-level users to return the record to the subgrantee with a message explaining the discrepancies.

The record will show as ‘In Progress’ on the ‘State Status Summary’ page.

After entering comments, click ‘Yes, send for revisions’.

The subgrantee will then get an e-mail notifying them that a revision to their record is needed. Notification is sent to the addressees on the profile page.
If you decide to have subgrantees report for themselves...

A message confirms that the data portion of the record has been sent back to the subgrantee for revisions.

Click ‘Return to Status Summary Page’ to review the subgrantee’s narrative responses.
If you decide to have subgrantees report for themselves...

**Subgrantee Resubmits:**

- Provide user ID and password to the subgrantee (go to your ‘Profile’ page).

- After the subgrantee resubmits their numeric data to the grantor, the grantor may review it. If all is well, the overall status will show ‘Complete’.

- The State can now create their *Performance Data Report*.
State Level Resources

- **Make a Subgrantee ‘Not Active’** (slides 57-59)
  - The definition of “not active” is that the subgrantee did not have an award during the reporting period.
  - The subgrantee must have a status of ‘Not Started’ to be marked ‘Not active’.
  - Select the ‘Mark Subgrantees as Not Active or Active’ button on the ‘State Status Summary’ page.
  - Check the ‘Not Active’ checkbox next to each subgrantee.
  - Click ‘Save Changes’.

- **Deleting Subgrantee Data** (slides 60-61)
  - The grantor can only delete subgrantee data entered in the current reporting period.

- **Changing a Subgrantee’s Federal Fiscal Year** (slide 62)
  - If a subgrantee reports their data in the wrong FFY, the grantor can now move the data to the correct FFY.
  - Select ‘Edit Award Info’ from the subgrantee’s ‘Award Information Summary’ page.
  - Choose the correct FFY from the drop-down list and click ‘Save’.

- **Optional Reports** (slide 63)
Mark Subgrantee as Not Active

Click the ‘Mark Subgrantees Active or Not Active’ button.

A subgrantee can be marked as ‘not active’ when there is no active subaward for that reporting period and the overall status of that subgrantee is ‘Not Started’.
Mark Subgrantee as Not Active

Check the box to mark the subgrantee as ‘not active’. Click ‘Save Changes’ to continue.
Mark Subgrantee as Not Active

Subgrantee shown as not active for the reporting period.
State Deleting Subgrantee Data

To access this page:
1. Select ‘Home’ tab
2. Select subgrantee
3. Select FFY

Click ‘Delete Data’ from subgrantee’s ‘Award Information Summary’ page.
Grantor is only able to delete numeric data for the current reporting period.
State Deleting Subgrantee Data

You must type ‘Yes’ in textbox to delete. Once deleted, items removed **CANNOT BE RECOVERED.**

‘Delete All Subaward Information’ will delete everything reported for this subgrantee during the current reporting period.

‘Delete Current Reported Data’ will delete only numeric data for this subgrantee during the current reporting period.
State Changing Subgrantee’s FFY

Choose the correct FFY from the drop-down list.

Click ‘Save’ to continue.
State Level Resources

Optional Reports

1. Close Out Report:
   Creates a report of data from all reporting periods. Use to submit as a final report to close out the award.

2. Performance Data Summary Report:
   Compares your data to a national aggregate of data.
Helpful Hints

What if I need to edit data that was submitted in a previous report?

- Once the data collection period is closed, you MUST e-mail your OJJDP Program Manager to request permission to re-open the record to make changes.
  - Cc’ ojjdp-dctat@csrincorporated.com on your request and we will open the report once your Program Manager has approved.

What if I don’t get my report in on time?

- You will receive an e-mail reminder about your past due DCTAT report and are requested to enter your data immediately. This DOES NOT apply to the GMS. As required by your grant’s special conditions, you are required to adhere to all grant reporting requirements. At a minimum, submit your Categorical Assistance Progress Report (CAPR) by the GMS due date.

Note: OJJDP considers “timely reporting” as part of its consideration for future grants.
Helpful Hints

Keep Profile Information Updated
New and returning users are asked to make sure the profile page has correct and complete contact information. If contact information is wrong please update your information in GMS first. Also be sure to update the additional contact information too. This is vital for us to keep you updated on the DCTAT and performance measures.

Always Click the RED Button
Red buttons are used as indicators of what action is required on that page. Select the red button, and it will complete the action at hand or take you to the next step.

If You Have a Question About What a Measure Means
On the data entry page, each measure, underlined in blue, is a link to a definition of that measure. Click the link to open a new window on your computer that shows you a definition of that measure.
Helpful Hints

Measure Definitions

Click any blue measure and a definition/description opens in a new window.

<table>
<thead>
<tr>
<th>Selected Program Categories</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC 1 Coalitions</td>
<td>$100</td>
</tr>
</tbody>
</table>

**PC 1 Coalitions**

1. Number of youth involved in task force activities during the reporting period (i.e., the total number of unique individuals across all activities) Output
   A. Total number of youth involved in EUDL task force activities during the reporting period.
   B. 123

2. Number of youth involved in task force and/or coalition LEADERSHIP activities during the reporting period Output
   A. Total number

**Indicator Detail Summary**

Indicator Number: 1
Indicator Type: Output
Indicator Title: Number of youth involved in task force activities during the reporting period (i.e., the total number of unique individuals across all activities)
Indicator Description: Total number of youth participating in EUDL task force activities during the reporting period. The total number of youth will include the number of unique individuals across all activities. Program records are the preferred source of data.

close window
Want to practice?

- The DCTAT has a practice site: www.betasite.csriincorporated.com/dctatpractice
- This site lets you test-drive the DCTAT to try out any of the new features of the system. You can use your DCTAT user Id and password to access the site.

**Note:** Remember this site is only for practice. Data entered on the practice site will not be saved and does NOT complete your reporting requirements.
Helpful Hints

- Access the DCTAT at: [https://www.ojjdp-dctat.org](https://www.ojjdp-dctat.org)

- DCTAT Help Desk
  - Monday-Friday 8:30am – 6:00 pm EST
  - Toll-free number: 1-866/487-0512
  - E-mail: ojjdp-dctat@csrincorporated.com
Thank you!

On behalf of OJJDP and the DCTAT Team,

We thank you for your dedication and hard work!