Data Collection and Technical Assistance Tool (DCTAT)

User's Guide for Tribal Youth Program

October 2011
This guide contains a series of screenshots with explanatory text to highlight the features on each page of the Tribal Youth Program 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: https://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: Data Entry (slides 10-20)
Step 5: Create a Performance Data Report (slides 21-29)

State-Level Resources
— Helpful Hints (slides 30-34)
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**

The Reporting schedule is found on the sign-in page of the DCTAT.

<table>
<thead>
<tr>
<th>OJJDP Grant Programs</th>
<th>Activity Period</th>
<th>DCTAT Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congressional Earmark + Court Appointed Special Advocates Program + Discretionary + Enforcing Underage Drinking Laws Program + Juvenile and Family Drug Court Program + Juvenile Mentoring Programs + National Center for Missing and Exploited Children + Second Chance Act Mentoring + Second Chance Act Reentry and Co-occurring + Training and Technical Assistance + Tribal Youth Program</td>
<td>January - June</td>
<td>July 30</td>
</tr>
<tr>
<td>Titlow Accountability Block Grant</td>
<td>April - March</td>
<td>June 30</td>
</tr>
<tr>
<td>Title V</td>
<td>October - September</td>
<td></td>
</tr>
<tr>
<td>Title II (Formula)</td>
<td>October - September</td>
<td></td>
</tr>
<tr>
<td>Tribal Juvenile Accountability Discretionary Grant</td>
<td>October - September</td>
<td></td>
</tr>
</tbody>
</table>
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

This page will display if this is your first time in the system.

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 the tool.

Click ‘Save’ to continue.
Step 2: Review/Update Profile

Profile Page

Click 'Begin Data Entry' to start the data entry process.
Step 3: Grant Program Selection Page

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'.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Each page provides the contact information for the DCTAT Help Desk.
Step 4: Data Entry

Grantee 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.

Click ‘Begin Reporting’ or ‘Continue Reporting’ to begin or continue data entry.

New users will see a status summary page that shows the overall status as ‘Not Started’. Returning users will see a status summary page that shows the overall status as ‘In Progress’.
The ‘Award Information Page’ is used as descriptive information to inform OJJDP about the population served and where and how services are provided. Enter information for all requested fields.

The ‘Subaward Project Description’ is required, as it provides OJJDP a better understanding of the range of projects being implemented.
Step 4: Data Entry

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

<table>
<thead>
<tr>
<th>RACE/ETHNICITY</th>
<th>0-10</th>
<th>11-18</th>
<th>Over 18</th>
<th>Youth population not served directly</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaska Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Caucasian/Non-Latino</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino (of any race)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Race</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/Caucasian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUSTICE</th>
<th>0-10</th>
<th>11-18</th>
<th>Over 18</th>
<th>Youth population not served directly</th>
</tr>
</thead>
<tbody>
<tr>
<td>At-Risk Population (no prior offense)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Time Offenders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat Offenders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenders</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status Offenders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violent Offenders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENDER</th>
<th>0-10</th>
<th>11-18</th>
<th>Over 18</th>
<th>Youth population not served directly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Step 4: Data Entry

Program Categories

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

Click ‘Select Program Areas’ to select your program areas.

The system lets you know that the award information has been saved.
Select all program categories for the activities funded by this award, then click ‘Save’.
Step 4: Data Entry

Select Measures

DCTAT will give you a message to verify that the information you just entered was saved successfully.

Select all applicable measures for projects funded. Scroll down the page to view all measures.
Step 4: Data Entry

Select Measures

Select at least one of the Target Behaviors listed below.

Click ‘Save’ once you have selected all the applicable target behaviors.
Step 4: Data Entry

Begin Data Entry

Click ‘Enter Data’.
Step 4: Data Entry

Enter Data

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 4: Data Entry

Mark Data as Complete

To complete data entry, click ‘Mark Data as Complete’.

This tells the system you have no more data to enter for this record.
**Step 4: Data Entry**

Mark Data as Complete

Please review the information below. Are you sure you want to mark this data as complete?

**Yes**  **No**

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.
Step 5: Create Performance Data Report

Click ‘Create a Reports’ to create the downloadable Performance Data Report to submit to OJJDP.

Click ‘Reports’ on the navigation bar if you return to create a Performance Data Report on a later date.
Step 5: Create Performance Data Report

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

Select the reporting period and click ‘Run Report’.

**Reports Menu**

Use the drop-down menus provided below to select the type of report you would like to view. You must create a separate Performance Data Report for each award that was active/open during the reporting period and submit those reports to OJJDP through the GMS system.

**Mandatory Reports**

**Performance Data Report**

*This is the report that you must upload into GMS, when a progress report is due.*

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

**Reporting Period:**
- January 1, 2011 - June 30, 2011
- All Reporting Periods (use for close out)

**Federal Award Number:** 2010-TY-FX-000F

Run Report
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 5: Create Performance Data Report

Sample Error Message

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

Follow the instructions to complete indicated section.

You must complete all required fields to create the mandatory Performance Data Report.
Step 5: Create 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 5: Create 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 5: Create Performance Data Report

If you chose to ‘Add Comments’, enter text and ‘Save Comments’.
Step 5: Create 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.
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 when you make the 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.
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

**Data Entry**
- Return to Home Screen
- Return to Award Information Summary

**Program Categories**
- **PC 1 Prevention Services**

**PC 1 Prevention Services**
1. **Number of program youth and/or families served during the reporting period Output**
   - A. Total number of youth or youth and families served during the reporting period
   - B. Of the total, the number served who were youth

2. **Number of service hours that program youth and/or families have completed during the reporting period Output**
   - A. Total number of hours of service completed by youth or youth and families during the reporting period
   - B. Of the total, the number served who were youth

**Indicator Detail Summary**

- **Indicator Number:** 1
- **Indicator Type:** Output
- **Indicator Title:** Number of program youth and/or families served during the reporting period
- **Indicator Description:** An unduplicated count of the number of youth (or youth and families) served by the program during the reporting period. Definition of the number of youth (or youth and families) served for the reporting period is the number of youth (or youth and families) carried over from the previous reporting period.

**Click** any blue measure and a definition/description opens in a new window.
Want to practice?

- The DCTAT has a practice site: www.betasite.csrinterporated.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
On behalf of the OJJDP and the DCTAT Team,
We thank you for your dedication and hard work!