OJJDP Data Collection and Technical Assistance Tool (DCTAT)

User Guide for Discretionary Program Grant

November 2011
<table>
<thead>
<tr>
<th>Activity Period</th>
<th>DCTAT Due Date</th>
<th>Upload to GMS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – June</td>
<td>July 30</td>
<td>Yes</td>
</tr>
<tr>
<td>July – December</td>
<td>January 30</td>
<td>Yes</td>
</tr>
</tbody>
</table>

By July 30

By January 30
Overview

- This guide contains a series of screenshots with explanatory text to highlight the features on each page of the Discretionary Program Grant 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](https://www.ojjdp-dctat.org)

- For help call 1-866/487-0512 or e-mail: ojjdp-dctat@csrincorporated.com
Step 1: Log In (slides 5-6)

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

Step 3: Grant Program Selection (Slides 9)

Step 4: Designate Award Administration (Slides 10)

Step 5: Begin Data Entry for Grantees (Slides 11-20)

Step 6: Create Performance Data Report (Slides 21-26)

- Helpful Hints (Slides 27-31)
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

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

Click ‘Begin Data Entry’ to start the data entry process.
This is the ‘Grant Program Selection’ page. Select a reporting period and click ‘Go’.

This page will display first if you are a returning user.

Each page provides the contact information for the DCTAT Help Desk.

For more information contact: ojjd-p-csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512
Step 4: Designate Award Administration

**NOTE:** You will only be prompted to answer this question the first time you log into the DCTAT System.

1. If your agency retains all of the federal funds, select the second radio button.
2. Click ‘Save’ and you will be taken to the ‘Grantee Status Summary’ Page.
Step 5: Begin Data Entry for Grantees

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**.
Step 5: Begin Data Entry for Grantees

Click the ‘Begin Reporting’ button to go to the ‘Award Information’ Page
Follow the RED notices. The subaward project title and project description are new mandatory fields this period. This information helps OJJDP understand the activities represented by the performance data entered.

Answering ‘No’ to this question signifies that there was no activity, nor were any funds expended or obligated during the reporting period.
Step 5: Begin Data Entry for Grantees

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

These selections will carry over for each reporting period.
Step 5: Begin Data Entry for Grantees

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

If funds are not used to serve youth directly (e.g., evaluation), select **Youth population not served directly**.

The “other” category is optional, but if any of these characteristics are used to describe the population served, please check all applicable boxes.

<table>
<thead>
<tr>
<th>GEO</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburban</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tribal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance Abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truant/Dropout</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Save]  [Cancel]
Step 5: Begin Data Entry for Grantees

Once the ‘Award Information’ has been saved, you will be prompted to ‘Select Program Categories.’

Click the ‘Select Program Categories’ button to move to the next step.

Activities funded under the discretionary grants program are divided into 4 categories. Select each category for which funds are budgeted and enter the amount. **This amount must add up to the total Federal Award amount.**

Click ‘SAVE’ at the bottom of the screen.
**Step 5: Begin Data Entry for Grantees**

You will be required to enter a set of mandatory measures for each of the selected Program Categories.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OJJDP grant funds awarded for prevention services</td>
<td>$500</td>
</tr>
<tr>
<td>Number of youth or youth and families served</td>
<td></td>
</tr>
<tr>
<td>Number of programs that implement an evidence-based program or practice</td>
<td></td>
</tr>
<tr>
<td>Number of youth or youth and families served by a program with an evidence-based intervention model</td>
<td></td>
</tr>
<tr>
<td>Number and percent of youth or youth and families completing program requirements</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>Number and percent of program youth who OFFEND during the reporting period (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>Number and percent of program youth who OFFEND during the reporting period (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>Number and percent of program youth who are VICTIMIZED (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>Number and percent of program youth who are VICTIMIZED (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>

Based on your Program Category selection you will be required to select and enter data for a set of additional Output/Outcome Measures.
Step 5: Begin Data Entry for Grantees

You must select at least 1 of the following **Target Behaviors**.

**Targeted behavior:** Any behavior-related problems (e.g., aggression, substance abuse) that a program is designed to modify through appropriate interventions.

<table>
<thead>
<tr>
<th>Select</th>
<th>Measure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A</td>
<td>Social competence</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15A</td>
<td>Social competence</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15B</td>
<td>School attendance</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15B</td>
<td>School attendance</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15c</td>
<td>GPA</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15c</td>
<td>GPA</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15d</td>
<td>GED</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15d</td>
<td>GED</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15e</td>
<td>High School Completion</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15e</td>
<td>High School Completion</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15f</td>
<td>Job skills</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15f</td>
<td>Job skills</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15g</td>
<td>Employment status</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15g</td>
<td>Employment status</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15h</td>
<td>Family relationships</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15h</td>
<td>Family relationships</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15i</td>
<td>Family Functioning</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15i</td>
<td>Family Functioning</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15j</td>
<td>Antisocial behavior</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15j</td>
<td>Antisocial behavior</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15k</td>
<td>Substance use</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15k</td>
<td>Substance use</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>15l</td>
<td>Gang-related activities</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>15l</td>
<td>Gang-related activities</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>
Step 5: Begin Data Entry for Grantees

Click the ‘Enter Data’ button in order to move to data entry.

Enter data in the fields provided for each performance measure. Data should be entered and saved for each selected purpose area before the system will allow you to move forward.
Step 5: Begin Data Entry for Grantees

1. After all data has been entered and saved, click 'Mark Data as Complete.' This tells the system that you have no further data to enter for this record.

2. Confirm by clicking 'Yes.' 'No' allows you to go back, review and make edits.

3. Click 'Create a Report' in order to create a Performance Data Report to upload into the GMS system.
Step 6: Create **Performance Data Report**

**NOTE:** Both ‘Operational’ and ‘Non-Operational’ grantees are required to create a **Performance Data Report** that will subsequently be uploaded into the **Grants Management System** (GMS).

There is 1 Mandatory Report available:

**Performance Data Report:** Aggregates your data; submit this one to OJJDP through GMS to meet your grant reporting requirements.
Step 6: Create Performance Data Report

1. To create a Performance Data Report you MUST ‘Mark data as final.’

2. If you are not ready, you may ‘View a SAMPLE of your Performance Data Report’ before creating a final version.

3. Click ‘Yes’ to mark these data as complete and create your report. Note: from this point forward, your data will be LOCKED to editing.
Step 6: Create Performance Data Report

The User Feedback Form tells OJJDP about your experience with the DCTAT and you may offer suggestions that will help you use the tool better.

Wait – before you go! Let us know about your experience with DCTAT!
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.
- Export the file to your computer by clicking, ‘Export as a PDF file.’
- Save to your computer.
- Upload (attach) into GMS to send it to your OJJDP Program Manager.
- IN ADDITION, OJJDP REQUIRES THAT YOU ALSO COMPLETE THE CAPR WHICH WILL COMPLETE ALL REPORTING REQUIREMENTS FOR THE PERIOD (follow the form/guidance given to you by OJJDP; THE FORM FOR THE CAPR IS NOT IN THE DCTAT).
Step 6: Create **Performance Data Report**

If you choose ‘**Add Comments**’ then this page will show. Comments are added to the end of your **Performance Data Report**. Enter text and click **Save Comments**.
After clicking “Export as PDF file” a new window opens with a view of your report; **Save** this file to your computer for uploading into the GMS system.
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 email your OJJDP Program Manager to request permission to re-open the record to make changes.
  - Copy the 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 email 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

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

Want to practice?

- The DCTAT has a practice site: http://betasite.csricorporated.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
If you do not have subgrantees, this session is now complete.

On behalf of the OJJDP and the DCTAT team, we thank you for your dedication and hard work!
**Step 1:** Log In (slide 34)

**Step 2:** Review/Update Profile (slide 35)

**Step 3:** Grant Program Selection (slide 36)

**Step 4:** Designate Award Administration (slide 37)

**Step 5:** Create Subgrantees (slides 38-43)

**Step 6:** Data Entry for Subgrantees (slides 44-51)

**Step 7:** Create *Performance Data Report* (slides 52-58)

**Grantor-Level Resources and Management of Subgrantees**
- If you decide to have subgrantees report for themselves... (slides 59-62)
- Grantor-Level Resources (slides 63-64)
- Helpful Hints (slides 65-66)
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 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 3: Grant Program Selection

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

This page will display first if you are a returning user.

Each page provides the contact information for the DCTAT Help Desk.
Step 4: Designate Award Administration

NOTE: You will only be prompted to answer this question the first time you log into the DCTAT System.

1. If your agency subawards all of the federal funds, select the first radio button.
2. If you simultaneously subaward and retain funds to use other than for administrative purposes, select the third radio button.

Click ‘Save’ to proceed to the ‘Grantee Status Summary’ Page.
Step 5: Create Subgrantees

Click ‘Profile’ to 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’.
Step 5: 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 5: Create Subgrantees**

Click **‘add new Subgrantee User’**.
Step 5: Create Subgrantees

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

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

Check the appropriate box for the type of award received.

‘Save’ to continue.
Step 5: Create Subgrantees

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.
In order to make the newly created subgrantee ‘active’ for the selected federal award, highlight the subgrantee organization name in the ‘Not Active Subgrantees’ and then select the ‘Active’ button to make it active.
Step 6: 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.
Follow the RED notices. The subaward project title and project description are new mandatory fields this period. This information helps OJJDP understand the activities represented by the performance data entered.

Answering ‘No’ to this question signifies that there was no activity, nor were any funds expended or obligated during the reporting period.
### Enter target population information:

1. Who did you serve during the reporting period?
2. Who did the award target during the reporting period?

These selections will carry over for each reporting period.

#### Target Population for this Subaward

<table>
<thead>
<tr>
<th>Population</th>
<th>1. Did you serve this group during the project period?</th>
<th>2. Did this subaward provide targeted services for any of the following groups?</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaska Native</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian/Non-Latino</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino (of any race)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Race</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/Caucasian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At-Risk Population (no prior offense)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Time Offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat Offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenders</td>
<td></td>
<td></td>
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<tr>
<td>Status Offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violent Offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
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<tr>
<td>0-10</td>
<td></td>
<td></td>
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<tr>
<td>11-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 6: Data Entry for Subgrantees

Activities funded under the discretionary grants program are divided into 4 categories. Select each category for which funds are budgeted and enter the amount. This amount must add up to the total Federal Award amount.

Click ‘SAVE’ at the bottom of the screen.

Once the ‘Award Information’ has been saved, you will be prompted to ‘Select Program Categories.’

Click the ‘Select Program Categories’ button to move to the next step.
Step 6: Data Entry for Subgrantees

You will be required to enter a set of mandatory measures for each of the selected Program Categories.

Based on your Program Category selection you will be required to select and enter data for a set of additional Output/Outcome Measures.
You must select at least 1 of the following **Target Behaviors**.

**Targeted behavior:** Any behavior-related problems (e.g., aggression, substance abuse) that a program is designed to modify through appropriate interventions.
Step 6: Data Entry for Subgrantees

Click the ‘Enter Data’ button in order to move to data entry.

Enter data in the fields provided for each performance measure.

Data should be entered and saved for each selected purpose area before the system will allow you to move forward.
Step 6: Data Entry for Subgrantees

1. After all data has been entered and saved, Click ‘Mark Data as Complete.’
   This tells the system that you have no further data to enter for this record.

2. Confirm by clicking ‘Yes’ ‘No’ allows you to go back, review and make edits.

3. Click ‘Home’ to return to ‘Grantee Status Summary’ Page.
Step 7: Create **Performance Data Report**

Click the ‘Reports’ button to proceed with the creation of the *Performance Data Report*.

Once Grantee and Subgrantee Performance Status shows as ‘Complete’ you will be ready to create a *Performance Data Report*. 
Step 6: Create *Performance Data Report*

NOTE: Both ‘Operational’ and ‘Non-Operational’ grantees are required to create a *Performance Data Report* that will subsequently be uploaded into the **Grants Management System** (GMS).

There is 1 Mandatory Report available:

**Performance Data Report**: Aggregates your data; submit this one to OJJDP through GMS to meet your grant reporting requirements.
Step 6: Create *Performance Data Report*

1. To create a *Performance Data Report* you MUST ‘Mark data as final.’
   OR

2. If you are not ready, you may ‘View a SAMPLE of your *Performance Data Report*’ before creating a final version.

Once you mark these data as final, the information will be locked to editing. To make changes you will need to contact either the system administrator or your OJJDP State representative.

3. Click ‘Yes’ to mark these data as complete and create your report. *Note:* from this point forward, your data will be LOCKED to editing.
Step 6: Create *Performance Data Report*

The User Feedback Form tells OJJDP about your experience with the DCTAT and you may offer suggestions that will help you use the tool better.

*Wait - before you go! Let us know about your experience with DCTAT!*
Step 6: Create Performance Data Report

Remember to Upload Your Report in the Grants Management System (GMS)

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.
- Export the file to your computer by clicking, ‘Export as a PDF file.’
- Save to your computer.
- Upload (attach) into GMS to send it to your OJJDP Program Manager.
- IN ADDITION, OJJDP REQUIRES THAT YOU ALSO COMPLETE THE CAPR WHICH WILL COMPLETE ALL REPORTING REQUIREMENTS FOR THE PERIOD (follow the form/guidance given to you by OJJDP; (THE FORM FOR THE CAPR IS NOT IN THE DCTAT).
If you choose ‘Add Comments’ then this page will show. Comments are added to the end of your Performance Data Report. Enter text and click **Save Comments**.
Step 6: Create Performance Data Report

After clicking “Export as PDF file” a new window opens with a view of your report; Save this file to your computer for uploading into the GMS system.
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 Grantor can now create their Performance Data Report.
If you decide to have subgrantees report for themselves...

Once subgrantee completes data entry, their performance report must be submitted to OJJDP by the Grantor. Therefore, their data must be reviewed by the Grantor. If changes need to be made, the Grantor can:

1. Send record back to subgrantee for revisions.
   -OR-
2. Edit data at the State-level
If you decide to have subgrantees report for themselves...

If grantor chooses to make a ‘State edit’ data can be edited and saved and records will be complete and ready for submission.
If you decide to have subgrantees report for themselves...

If grantor chooses to ‘Send back for Revision’ a comment may be typed to notify subgrantees of the necessary revisions.
Grantor-Level Resources

- Make a Subgrantee ‘Not Active’ (slides 43)
  - 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
  - The grantor can only delete subgrantee data entered in the current reporting period.
There are 3 Additional Report Types:

1. ‘Performance Data Summary Report’: Compares your aggregated data to national data.

2. ‘Subaward Detail Data Report’: Detailed view of all subaward entered data.

3. ‘Performance Data Report by Subgrantee’: Detailed view of data entered by a specific subgrantee.
Want to practice?

- The DCTAT has a practice site: http://betasite.csrincorporated.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 the OJJDP and the DCTAT team, we thank you for your dedication and hard work!