OJJDP Data Collection and Technical Assistance Tool (DCTAT)

User Guide for American Recovery and Reinvestment Act (ARRA) Mentoring and Juvenile Mentoring Grantees

January 2012
This guide contains a series of screenshots with explanatory text to highlight the features on each page of the American Recovery and Reinvestment Act (ARRA) Mentoring and Juvenile Mentoring modules.

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: Log In (slides 4–6)
Step 2: Review/Update Profile (slides 7–8)
Step 3: Grant Program Selection Page (slide 9)
Step 4: Data Entry for Grantee Activity (slides 10–23)
Step 5: Create Subgrantees (slides 24–28)
Step 6: Data Entry for Subgrantees (slides 29–41)
Step 7: Create a *Performance Data Report* (slides 42–47)
Step 8: Upload a *Performance Data Report* into the GMS (slide 48)

Grantee Resources and Management of Subgrantees

- If You Decide to Have Subgrantees Report for Themselves (slides 49–56)
- Grantee Resources (slides 57–61)
- Helpful Hints (slides 62–67)
**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.

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### Data Reporting Tool (DCTAT)

The Data Reporting Tool (DCTAT) is a reporting system for users to submit performance data about their OJJDP grants.

Please be aware that your session will time out 30 minutes after you stop saving data. Thus, to avoid having to reenter data, click the "save" button when you’re finished entering data or before leaving the system unattended.

### DCTAT Reporting Schedule

<table>
<thead>
<tr>
<th>OJJDP Grant Programs</th>
<th>Activity Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congressional earmark Court-appointed special advocates program</td>
<td>January - June</td>
</tr>
<tr>
<td>Discretionary Court Appointed Special Advocates 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>July - December</td>
</tr>
<tr>
<td>Juvenile Accountability Block Grant</td>
<td>April - March June 30</td>
</tr>
<tr>
<td>Title V</td>
<td>October - September November 30</td>
</tr>
<tr>
<td>Title II (Formula)</td>
<td>October - September December 30</td>
</tr>
<tr>
<td>Tribal Juvenile Accountability Discretionary Grant</td>
<td>October - September November 30</td>
</tr>
</tbody>
</table>

### DCTAT Training Schedule

*Please register for these trainings via the email that was sent or contact the OJJDP DCTAT Helpdesk at 1-866-487-0512 or ojjdp-dctat@crincorporated.com*
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</td>
<td>January - June</td>
<td>July 30</td>
</tr>
<tr>
<td>Court Appointed Special Advocates Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discretionary</td>
<td>July - December</td>
<td>January 30</td>
</tr>
<tr>
<td>Enforcing Underage Drinking Laws Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile and Family Drug Court Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Mentoring Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Center for Missing and Exploited Children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Chance Act Reentry and Co-occurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act Mentoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training and Technical Assistance</td>
<td>April - March</td>
<td>June 30</td>
</tr>
<tr>
<td>Tribal Youth Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Accountability Block Grant</td>
<td>October - September</td>
<td></td>
</tr>
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<td>Title V</td>
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<td></td>
</tr>
<tr>
<td>Title II (Formula)</td>
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<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

Profile Page

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

The Navigation Bar takes you to different pages in the system.

Click ‘Begin Data Entry’ to start the data entry process.

Profile
To update your profile click the EDIT PROFILE button. To edit subgrantee user accounts click the MANAGE SUBGRANTEES button. To begin the data entry click the BEGIN DATA ENTRY button.

Edit Profile

Begin Data Entry

User ID: STUM00575
Organization Name: 2009 Mentoring Test
Address1: 2107 Wilson Blvd
Address2:
City: Arlington
State/Territory: VA
Zip: 22201
Phone: 866-48705

http://ojjdp-dcat.org

Mentoring Contact Information
Point of Contact: 866-48705
ojjdp-dcat@csrin incorporation.com
Additional Contact:
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’.

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

For more information contact ojjdp-dctat@csrincorporated.com
Toll-Free Technical Assistance Hotline Number: 1-866-487-0512
Step 4: Data Entry for Grantee Activity

Award Designation

PLEASE NOTE: You will only answer this the first time you log into the system.

Click the radio button that best describes how funds are administered and click ‘SAVE’.
Step 4: Data Entry for Grantee Activity

This is the **Home** page. To return to this page, click the ‘**Home**’ button.

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**.
Step 4: Data Entry for Grantee Activity

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.

If award was not operational during the reporting period, mark “no” to the question, “Was there grant activity during the reporting period?” **Not operational means that there was no activity, nor were any funds expended.**
### Target Population

**Enter target population information:**

1. What group did you serve during the project period?
2. Did the award provide targeted services for any of the listed groups?

**Note:** DCTAT has new age ranges. If you are 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>Population</th>
<th>1. Did you serve this group during the project period?</th>
<th>2. Did this award 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>
</tr>
<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>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0–10</td>
<td></td>
<td></td>
</tr>
<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>
### Target Population

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

<table>
<thead>
<tr>
<th>AGE</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 18</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>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>

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.
Step 4: Data Entry for Grantee Activity

Select Measures

Click ‘Select Measures’ to move to the next step.

The system lets you know that your information was saved.
Step 4: Data Entry for Grantee Activity

Select Measures

Select all applicable measures for project activities. Scroll down the page to view all measures. There are mandatory and optional measures.
### Step 4: Data Entry for Grantee Activity

Select Measures

<table>
<thead>
<tr>
<th>Select</th>
<th>Measure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Antisocial behavior</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3A</td>
<td>Antisocial behavior</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3B</td>
<td>Family relationships</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3B</td>
<td>Family relationships</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3C</td>
<td>Social competence</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3C</td>
<td>Social competence</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3D</td>
<td>Gang Resistance Involvement</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3D</td>
<td>Gang Resistance Involvement</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3E</td>
<td>Substance use</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3E</td>
<td>Substance use</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3F</td>
<td>School attendance</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3F</td>
<td>School attendance</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3G</td>
<td>GED</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3G</td>
<td>GED</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3H</td>
<td>GPA</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3H</td>
<td>GPA</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3I</td>
<td>Perception of social support</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3I</td>
<td>Perception of social support</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>

Select at least 1 target behavior for which you will collect and enter data, then ‘Save’.

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**Applicable Mandatory Measures**

You must select all measures that apply to your program.

<table>
<thead>
<tr>
<th>Select</th>
<th>Measure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Number and percent of program youth who <strong>RE-OFFEND</strong> (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>7</td>
<td>Number and percent of program youth who <strong>RE-OFFEND</strong> (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>8</td>
<td>Number and percent of program youth who <strong>VICTIMIZED</strong> (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>9</td>
<td>Number and percent of program youth who <strong>VICTIMIZED</strong> (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>10</td>
<td>Number and percent of program youth who <strong>RE-VICTIMIZED</strong> (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>11</td>
<td>Number and percent of program youth who <strong>RE-VICTIMIZED</strong> (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>
Step 4: Data Entry for Grantee Activity

Begin Data Entry

After all measures have been selected and saved, click ‘Enter Data’.

<table>
<thead>
<tr>
<th>Juvenile Mentoring Grant Program Indicator</th>
<th>June 30, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number and percent of youth with whom an evidence-based practice was used Output</td>
<td></td>
</tr>
<tr>
<td>A. Number of youth served using an evidence-based model or program</td>
<td></td>
</tr>
<tr>
<td>B. The number of youth served</td>
<td></td>
</tr>
<tr>
<td>C. Percent A/B</td>
<td></td>
</tr>
<tr>
<td>2. Increase in number of program mentors recruited Output</td>
<td></td>
</tr>
<tr>
<td>A. The increase in number of program mentors recruited (ready for training) during the reporting period</td>
<td></td>
</tr>
<tr>
<td>3. Number and percent of program mentors successfully completing training Output</td>
<td></td>
</tr>
<tr>
<td>A. Number of program mentors successfully completing training during the reporting period</td>
<td></td>
</tr>
<tr>
<td>B. Total number of program mentors who began training during the reporting period</td>
<td></td>
</tr>
<tr>
<td>C. Percent (A/B)</td>
<td></td>
</tr>
<tr>
<td>4. Number and percent of trained program mentors with increased knowledge of the program area Output</td>
<td></td>
</tr>
<tr>
<td>A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period</td>
<td></td>
</tr>
</tbody>
</table>
Data Entry

The fields are now open for you to enter your performance measures data for the reporting period.

After all data are entered, click ‘Save’ at the bottom of the page.
Step 4: Data Entry for Grantee Activity

Data Collection and Technical Assistance Tool (DCTAT)

Mark Data as Complete

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

Until the data are marked complete, the Data Status reads ‘In Progress’.

| Measure Selection Status: Complete | Data Status: In progress |

### Juvenile Mentoring Grant Program Indicator

1. **Number and percent of youth with whom an evidence-based practice was used**
   - Output: A. Number of youth served using an evidence-based model or program
   - Output: B. The number of youth served
   - Output: C. Percent (A/B)

2. **Increase in Number of Program Mentors Recruited**
   - Output: A. The increase in number of program mentors recruited (ready for training) during the reporting period

3. **Number and percent of program mentors successfully completing training**
   - Output: A. Number of program mentors successfully completing training during the reporting period
   - Output: B. Total number of program mentors who began training during the reporting period
   - Output: C. Percent (A/B)

4. **Number and percent of trained program mentors with increased knowledge of the program area**
   - Output: A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period
   - Output: B. Number of trained program mentors
   - Output: C. Percent (A/B)

5. **Mentor Retention**
   - Output: A. The number of mentors who have left the program during the reporting period
   - Output: B. The total number of mentors in the program during the reporting period
   - Output: C. B – A/B = Mentor Retention Rate
Step 4: Data Entry for Grantee Activity

Mark Data as Complete

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

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

Click ‘Home’ to go back to the Grantee Status Summary page.
Step 4: Data Entry for Grantee Activity

Grantee Status Complete

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

Status shows as ‘Complete’.

You are ready to create a Performance Data Report (from DCTAT) after you have marked the data as complete (see slide 20).
You have now completed the data entry process for Grantee 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 7 and Step 8: Create a Performance Data Report and Upload a Performance Data Report into the GMS.
Step 5: Create Subgrantees

To create or add subgrantees to this award, click ‘Profile’.

The Grantee Status Summary page provides an overview of grantee- and subgrantee- level awards in the system. You can always get here by clicking ‘Home’.

This summary reflects the number of subgrantees in the system, as well as their status.
Step 5: Create Subgrantees

Manage Subgrantees

Click ‘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

Add New Subgrantee

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

Set Up Subgrantee

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

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 6: Data Entry for Subgrantees

Marking Subgrantee as Active

Click the ‘Active’ button to activate subgrantee.

The new subgrantee account.
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 you have entered data for the subgrantee.

Click ‘Continue Reporting’ if data were entered for the subgrantee in the previous reporting period.

The subgrantee now shows up as an **Active Subgrantees** and is listed in the Subgrantee Performance box.
Step 6: Data Entry for Subgrantees

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

Click ‘Begin Reporting’ to continue the data entry process.
Step 6: Data Entry for Subgrantees

Award Information

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 6: Data Entry for Subgrantees

Project Description

The ‘Subaward Project Description’ is required, as it provides OJJDP a better understanding of the range of projects being implemented.
Step 6: Data Entry for Subgrantees

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

### Target Population

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

**Note:** DCTAT has new age ranges. If you are 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>Category</th>
<th>0–10</th>
<th>11–18</th>
<th>Over 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaska Native</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian/Non-Latino</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino (of any race)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Race</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/Caucasian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At-Risk Population (no prior offense)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Time Offenders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat Offenders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status Offenders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violent Offenders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth population not served directly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</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>
Step 6: Data Entry for Subgrantees

Select Measures

Click ‘Select Measures’ to move to the next step.
**Select Measures**

Select all applicable measures for projects funded. Scroll down the page to view all indicators. There are mandatory and optional measures.

Select at least 1 target behavior for which you will collect and report data, then ‘Save’.

### Measure Selection

**Mandatory Measures**

1. Number and percent of youth with whom an evidence-based practice was used
2. Increase in number of Program Mentors Recruited
3. Number and percent of program mentors successfully completing training
4. Number and percent of trained program mentors with increased knowledge of the program area
5. Mentor Retention
6. Increase in youth enrolled since the beginning of the reporting period

### Target Behaviors

<table>
<thead>
<tr>
<th>Select</th>
<th>Measure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Antisocial behavior</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3A</td>
<td>Antisocial behavior</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3B</td>
<td>Family relationships</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3B</td>
<td>Family relationships</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>
Step 6: Data Entry for Subgrantees

Begin Data Entry

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

Click ‘Enter Data’ to continue.
Enter data in the fields provided for each measure. Data should be entered for each selected program area. Then click ‘Save’ to continue.
Step 6: Data Entry for Subgrantees

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

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 6: 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 6: Data Entry for Subgrantees

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’.
Step 7: Create a **Performance Data Report**

Reports Menu

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

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:** 2009-Mentoring-Test

Click **‘Run Report’** to create your performance data 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 7: Create a Performance Data Report

Confirm All Data are Final

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

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.

Are you sure you wish to mark these data as complete?

Yes  No

Click ‘Yes’ to mark data as complete and create a Performance Data Report.
Step 7: Create a Performance Data Report

Wait—before you go! Please let us know about your experience using the DCTAT and how the system can help you use your data better!

User Feedback Form

User Feedback Form for the OJJDP Data Collection Technical Assistance Tool (DCTAT)

Thank you for using OJJDP's DCTAT. You have been selected to answer a few questions to help OJJDP continue providing high quality training and technical assistance to its grantees and subgrantees.

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 form.

1. Who is the lead person completing this form? (Please select one radio button)
   - Government (County, Township, etc.)
   - Public Institution of Higher Education
   - Non-Profit Non-Federal Organization (e.g., Foundation)
   - Non-Profit (Secular)
   - Private Organization
   - Other

2. What type of organization are you for the primary grantee?
   - For profit
   - Non profit (faith-based)
   - Non profit (secular)
   - Private organization
   - Other

3. For which OJJDP grant programs did you report performance data using DCTAT? (Please check all that apply.)
   - Title V
   - Formula/Title II
   - Juvenile Accountability Block Grant (JABG)
   - Mentoring
   - Tribal Youth Program
   - Discretionary/Congressional Earmark
   - Enforcing Underage Drinking Laws (Block Grant)
   - Tribal Juvenile Accountability Discretionary Grant
Step 7: Create a **Performance Data Report**

**View of Performance Data Report**

Now that your data are 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 7: Create a **Performance Data Report**

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

**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 log in to GMS.

You can now upload the saved PDF as an attachment into the GMS.
As a Grantor, you have the option of entering data on behalf of your subgrantees, or they can enter data for themselves.
If You Decide to Have Subgrantees Report for Themselves . . .

Access 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 . . .

Review Subgrantee Data

To review the subgrantee data, click ‘View Reporting’ to open their subaward.
If You Decide to Have Subgrantees Report for Themselves...

Review Subgrantee Numeric Data

If changes are needed you can either:

- Edit data at the Grantor level (‘State Edit’) OR
- Send record back to subgrantee for revision (‘Send Back for Revision’).
If You Decide to Have Subgrantees Report for Themselves . . .

Review Subgrantee Numeric Data

'**State Edit**' allows the Grantor 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...

**Edit Subgrantee Data**

‘Send Back for Revision’ allows the Grantor 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...

Send Back for Revisions

Click ‘Return to Status Summary Page’ to review any additional information.

A message confirms that the data portion of the record has been sent back to the subgrantee for revisions.
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 Grantee can now create their *Performance Data Report*. 
- **Make a Subgrantee ‘Not Active’** (slide 58)
  - 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 Subgrantee from the ‘**Active Subgrantees—Not Started**’ box and click ‘**Not Active**’.

- **Deleting Subgrantee Data** (slides 59–60)
  - The Grantor can only delete Subgrantee data entered in the current reporting period.

- **Optional Reports** (slide 61)
Mark a Subgrantee ‘Not Active’

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**’.

Select the Subgrantee from the ‘**Active Subgrantees—Not Started**’ box and click ‘**Not Active**’.
To access this page:
1. Select ‘Home’ tab
2. Select subgrantee

Click ‘Delete Data’ from subgrantee’s ‘Award Information Summary’ page.

The Grantor is only able to delete numeric data for the current reporting period.
Grantee Resources

Deleting Subgrantee Data

You must type ‘Yes’ in the 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.
| Optional Reports                                                                                           |
| ---------------------------------------------------------------------------------------------------------- |-------------------------------------------------------------------------------------------------|
| **Performance Data Summary Report**                                                                       |
| A summary report of all data and comments reported for the reporting period.                              |
| **Reporting Period:** July 1, 2009 - December 31, 2009                                                    | **Federal Award Number:** 2009-Mentoring-Test                                                     |
| **Run**                                                                                                   |                                                                                                 |
| **Subaward Detail Data Report**                                                                           |
| A report that presents data for each performance measure as reported, at the Grantee and Subgrantee level, |
| for all awards and federal awards.                                                                        |
| **Reporting Period:** July 1, 2009 - December 31, 2009                                                    | **Federal Award Number:** 2009-Mentoring-Test                                                     |
| **Run**                                                                                                   |                                                                                                 |
| **Performance Data Report by Subgrantee**                                                                 |
| A report that presents data for a selected subgrantee for the selected federal award.                     |
| **Reporting Period:** July 1, 2009 - December 31, 2009                                                    | **Federal Award Number:** 2009-Mentoring-Test                                                     |
| **Run**                                                                                                   |                                                                                                 |

1. **Performance Data Summary Report:** compares your data with national profile of data

2. **Subaward Detail Data Report:** presents the data for each performance measure as reported at the grantee and subgrantee levels

3. **Performance Data Report by Subgrantee:** creates a report for individual subgrantees
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 reopen 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.
I require a Subgrantee to report

- Make sure you have created their organization and added them to the award.
- Provide your Subgrantee with their unique user ID and password.

My Award is Not Operational

- An award is in fact ‘Not Operational’ if no funds were spent and no activity occurred.
- If this is the case, mark your award as 'Not Operational' (see slide 12) and create a report (see slides 42–48).

I get an error message when creating a report

- Check the home page and make sure your overall status reads 'Complete'.
- Send a request to Systems Administration.
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

<table>
<thead>
<tr>
<th>Measure Description</th>
<th>Definition/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Increase in Number of Program Mentors Recruited</strong> Output</td>
<td>The increase in number of program mentors recruited (ready for training) during the reporting period.</td>
</tr>
</tbody>
</table>
| **Number and percent of program mentors successfully completing training** Output | A. Number of program mentors successfully completing training during the reporting period.  
B. Number of program mentors present during the reporting period.  
C. Percent (A/B) |
| **Number and percent of trained program mentors with increased knowledge of the program** | A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period.  
B. Number of trained program mentors.  
C. Percent (A/B) |
| **Mentor Retention** Output | A. The number of mentors who have left the program during the reporting period.  
B. The total number of mentors in the program during the reporting period.  
C. B - A/B = Mentor Retention Rate |
| **Increase in Number of Youth** | Juvenile Mentoring Grant Program  
A. Number of youth.  
B. Number of NEW |

**Indicator Detail Summary**

- **Indicator Number**: 5
- **Indicator Type**: Output
- **Indicator Title**: Mentor Retention
- **Indicator Description**: The number of program mentors retained by the program within the reporting period. Program records are the preferred data source.

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

- The DCTAT has a practice site: [www.betasite.csrincorporated.com/dctatpractice](http://www.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 do not complete your reporting requirements.
Additional Help

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

- DCTAT Help Desk
  - Monday–Friday 8:30 a.m.–6:00 p.m. EST
  - Toll-free number: 1-866-487-0512
  - E-mail: ojjdp-dctat@csrincorporated.com
On behalf of OJJDP and the DCTAT Team, we thank you for your dedication and hard work!