OJJDP Performance Measurement Tool (PMT)*

User Guide for Title II (Formula) Program Grantees

November 2017

*Also known as the Data Collection and Technical Assistance Tool (DCTAT)
This guide has screenshots with explanatory text to highlight the features on each page of the Title II (Formula) modules.

• **RED** buttons are used as indicators to the action required on that page. Clicking them completes the task or takes you to the next step.

• Always use the **YELLOW** navigation bar to toggle between pages. Using the Back Arrow (←) on your browser prevents the PMT from running properly.

• Access the PMT at [https://ojjdppmt.ojp.gov](https://ojjdppmt.ojp.gov)

• For help, please call 866–487–0512 or e-mail ojjdppmt@usdoj.gov
<table>
<thead>
<tr>
<th>Terms Used</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANTEE</td>
<td>The primary recipient of a federal award from OJJDP. This organization submits an application to OJJDP for the federal award—for example, the state, local recipient, or fiscal agent.</td>
</tr>
<tr>
<td>GRANTOR</td>
<td>The organization that makes secondary awards to other entities from the OJJDP award. Usually the same as the grantee—for example, the state, local recipient, or fiscal agent.</td>
</tr>
<tr>
<td>SUBGRANTEE/</td>
<td>An organization or agency that does not receive funds directly from the federal government but from the state or another agency.</td>
</tr>
<tr>
<td>SUBRECIPIENT</td>
<td></td>
</tr>
<tr>
<td>GRANT</td>
<td>The funding or award received from OJJDP.</td>
</tr>
<tr>
<td>PROJECT DESCRIPTION</td>
<td>A short description of the project that the application represents and the purpose of the requested funds.</td>
</tr>
<tr>
<td>REPORTING PERIOD</td>
<td>A time period in which activities were conducted and funds expended and obligated. <em>Example</em>: January–June 2015. This timeframe falls within the grant’s project period.</td>
</tr>
</tbody>
</table>
Steps in the Data Entry Process

**Step 1:** Login (slides 6–8)
**Step 2:** Review/Update Profile (slide 9)
**Step 3:** Grant Program Selection (slides 10–11)
**Step 4:** Grantee Status Summary Page (slides 12–13)
**Step 5:** Create Subgrantees (slides 14–18)
**Step 6:** Data Entry for Subgrantees (slides 19–30)
**Step 7:** Data Entry for Grantee (slides 31–33)
**Step 8:** Create a Report (slides 34–39)

**State-Level Resources and Management of Subgrantees**
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- State-Level Resources (slides 47–49)

**Helpful Hints** (slides 50–51)
Step 1: Login

https://ojdppmt.ojp.gov

Data Reporting Tool

The OJJDP Performance Measures Tool (PMT) 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.

OJJDP PMT Reporting Schedule

These sections are on the Login page for each program tab:
- PMT Reporting Schedule
- PMT User Guide
- Performance Measures Grid
- Frequently Asked Questions (FAQs)
- Data Memos, etc.

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

To access additional information and training materials for your program, click the plus sign (+) to expand the program resources.
Step 1: Login

The **PMT Reporting Schedule** is also on the PMT Login page. Highlighted below is the Title II Grant Program data entry due date.

<table>
<thead>
<tr>
<th>OJJDP Grant Programs</th>
<th>Activity Period</th>
<th>PMT Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Appointed Special Advocates Program</td>
<td>January - June</td>
<td>July 30</td>
</tr>
<tr>
<td>Underage Drinking Laws Program</td>
<td>July - December</td>
<td>January 30</td>
</tr>
<tr>
<td>Juvenile Drug Court Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Mentoring Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Chance Act Mentoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Chance Act Reentry and Co-occurring</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>October - September</td>
<td>November 30</td>
</tr>
<tr>
<td>Tribal Juvenile Accountability Discretionary Grant</td>
<td>October - September</td>
<td>December 30</td>
</tr>
<tr>
<td>Title V</td>
<td>October - September</td>
<td>November 30</td>
</tr>
<tr>
<td>Title II (Formula)</td>
<td>October - September</td>
<td>December 30</td>
</tr>
</tbody>
</table>
Step 1: Login

Provide your **User Name** and **Password** to enter the Performance Measure Platform (PMP).

*Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.*
Click **Begin Data Entry** to start the data entry process.

First-time users will be taken to the **Profile** page. Please check your profile for accuracy. To make changes, update your contact information in the Grant Management System (GMS) and contact your State Policy Advisor.

You may add a secondary contact to receive notices from the PMT.

Click **Save** to save information entered.

The **YELLOW** navigation bar at the top provides access to different pages in the system. **Do not use the back arrow on your browser.**

**Remember:** The system will time out after **30 minutes** of inactivity.
Step 3: Grant Program Selection Page

If you are a returning user, this page will display first. The **Grant Program Selection** page displays all reporting periods and grant programs available to the account.

Select a reporting period and click **Go**.

Click on these options to change the display format of the reporting periods.

Click the arrow to collapse (hide) or expand (view all) **Current/Open Reporting Period** or **Closed/Read-only Reporting Period**.

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**OJJDP**

**Performance Measurement Tool (PMT)**

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Step 3: Grant Program Selection Page

The Federal Award selection page lists all active federal awards for the account. Click on View Federal Award to report for that specific award.

Grantees are required to enter data for activities that occurred during the reporting period related to the specific federal award.
Step 4: Grantee Status Summary

The **Grantee Status Summary** page provides an overview of the data entry status for the selected award.

Click the **RED** button under **Data Entry Status** to begin data entry for the grantee or subgrantee report. *Please note that the status indication varies depending on the progress of the data entry—see next slide.*

Use the **Home** tab on the **Navigation Bar** to take you back to the **Grantee Status Summary** page.

Any Subgrantees created for the federal award will also be displayed on the **Grantee Status Summary** page under the subsection **Subgrantee Performance**.
Step 4: Grantee Status Summary

Status on the **Grantee Status Summary** page:

**Begin Reporting**: Grantee has **NOT** saved any data.

**Continue Reporting**: Grantee has begun entering data but has not completed the data entry process.

**Complete**: Grantee has entered and saved data; the record is marked as complete.

**Not Created**: Data entry is complete but Grantee has not created a Performance Data Report.

**Created**: Data entry is complete, and Grantee has created a Performance Data Report; all data entry has been completed for the PMT.
Step 5: Create Subgrantees

Add a Subgrantee/Subaward

Grantee Status Summary for test
This screen provides a summary of your data entry status.

<table>
<thead>
<tr>
<th>Grantee</th>
<th>Federal Award Amount</th>
<th>Type of Reporting</th>
<th>Data Entry Status</th>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>$1,000,000.00</td>
<td>Performance Data</td>
<td>Not Started</td>
<td>Not Created</td>
</tr>
</tbody>
</table>

Subgrantee Performance

<table>
<thead>
<tr>
<th>Subgrantee</th>
<th>User ID</th>
<th>Subaward Number</th>
<th>Project Period</th>
<th>Total amount of grant</th>
<th>Data Entry Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5272009</td>
<td>CSAT0025G</td>
<td>2008-ME-NT-0000</td>
<td>Jan 12 - Dec 15</td>
<td>$1,000.00</td>
<td>In Progress</td>
<td>Edit</td>
</tr>
<tr>
<td>5272009</td>
<td>CSAT0025G</td>
<td>2008-ME-NT-0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>jane doe PR viewing</td>
<td>CSAT0047G</td>
<td>12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grantees can add subawards and subrecipients from the **Grantee Status Summary** page.
To add a subaward, click **Add a Subaward** at the bottom of the page.
To add multiple subgrantees at once, click **Bulk Upload**.

OJJDP Performance Measurement Tool (PMT)
Step 5: Create Subgrantees

Add a Subaward page lists all the subgrantees available to the federal award. Choose the subgrantee, then click Add a Subaward.

Fill in the required information for the subaward and click Save. The new subaward will display on the Grantee Summary page.
Step 5: Create Subgrantees

Grantees can also add subawards and subrecipients from the **Manage Subgrantees** page.

Click **Profile**, then **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**.

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.

Click **Save** to continue.
Step 5: Create Subgrantees

The Subgrantee Management page is a list of all subgrantees you have created. Each newly created subgrantee will appear in this list with its user ID and password. Information about other subgrantee organizations in your state is also offered in case one of your subgrantees is already in PMT. To add the Formula/Title V permission, click the subgrantee’s user ID.

Click Home to return to the Grantee Status Summary page.
Step 6: Data Entry for Subgrantees

Once all subgrantees have been created, return to the **Grantee Status Summary** page. The list of subgrantees will be displayed under **Subgrantee Performance**.

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 6: Data Entry for Subgrantees

The Subaward Status Summary page is an overview of the subgrantee award in the system.

A Performance Measures report is **required** for the subgrantee. The narrative questions are available at the subgrantee level but are **optional**. The decision is made by the grantor.

Click **Begin Reporting** to begin data entry for that subaward.
Step 6: Data Entry for Subgrantees

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

The start and end dates for the subgrantee award should fall within the federal project period.

The Subaward Project Description is required, as it provides OJJDP a better understanding of the range of projects being implemented.

Select your Federal Congressional District that represents where services occur.
Organization Name: 
District of Columbia Government

Solicitation: 
OJJDP FY 15 Title II Formula Grants Program

Federal Award Number: 
2015-JF-FX-0048

Award Start Date: 
2015-10-01
1. Please enter the total amount allocated for activities conducted at the state or territory level.

   10000

2.a. Is funding allocated for state/territory-level activities to implement evidence-based programs or practices?

   - Yes
   - No

b. If Yes, select one source that cited the program model:

   - Blueprints for Violence Prevention
   - CASEL (Collaborative for Academic, Social, & Emotional Learning)
   - Centers for Disease Control and Prevention
Step 6: Data Entry for Subgrantees

Enter information about the **Target Population** served.

**NOTE:** This may not be applicable for awards used only for system improvement. Then mark the **Youth population not served directly** checkbox.

Click **Save** to continue.
Step 6: Data Entry for Subgrantees

The system lets you know if the award information has been saved.

Program Areas are how grant-funded activities are categorized.

1. Click Select Program Areas to choose your program areas.

2. Select the program areas that apply to the award.

Secondary is optional and is only used as information.
The program areas are used to organize the various activities funded by that grant program for the life of the award.

Select one or more program areas for grant-funded activities you conducted at the state or territory level, and only enter a value for those activities. Leave the amount as "$0" if the program area does not apply to your grant-funded activities. The program area(s) you select is for the life of the award, but it can be modified during the grant period with OJJDP approval. Any funds you report only represent an estimate of dollars allocated or that you used for activities covered by this grant award. The DCTAT will supply questions related to the program areas you select.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Aftercare/Reentry</td>
<td>0</td>
</tr>
<tr>
<td>2. After-School Programs</td>
<td>0</td>
</tr>
<tr>
<td>3. Alternatives to Detention</td>
<td>0</td>
</tr>
<tr>
<td>4. Child Abuse and Neglect</td>
<td>0</td>
</tr>
<tr>
<td>5. Community-Based Programs and Services</td>
<td>0</td>
</tr>
<tr>
<td>6. Delinquency Prevention</td>
<td>0</td>
</tr>
<tr>
<td>7. Gangs</td>
<td>0</td>
</tr>
<tr>
<td>8. Graduated And Appropriate Sanctions</td>
<td>0</td>
</tr>
<tr>
<td>9. Hate Crimes</td>
<td>0</td>
</tr>
<tr>
<td>10. Job Training</td>
<td>0</td>
</tr>
<tr>
<td>11. Learning And Other Disabilities</td>
<td>0</td>
</tr>
</tbody>
</table>

Please provide the **Allocated Amount** for each **Program Area** selected. The allocated amounts **must** add up to the total grant/subgrant amount.
Enter data in the fields provided for each measure.

**Remember:** Data entered should be an aggregated number that reflects the activities that occurred during the reporting period.

<table>
<thead>
<tr>
<th>Measure Description</th>
<th>Short Term</th>
<th>Long Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Number and percent of program youth who OFFEND</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>13. Number and percent of program youth who OFFEND</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14. Number and percent of program youth who RE-OFFEND</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15. Number and percent of program youth who RE-OFFEND</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Scroll down to view all the measures for the program categories selected. There are **Mandatory** and **Optional** measures.

**Mandatory Measures** are measures you are required to report data. If there is no data available for the reporting period, input “0” for that measure(s).

Click **Save** to continue.
Step 6: Data Entry for Subgrantees

Follow through with all questions, and click **Save** at the bottom of each page to continue the data entry process.

Once you have selected all the measures, click **Enter Funds Used** or **Enter Data** to continue performance data entry.
Step 6: Data Entry for Subgrantees

As part of the new requirement, OJJDP requests the grantor provide basic information about each active subgrantee in the PMT.

All fields are mandatory. Once completed, click Save to continue to the numerical data entry form.
Step 6: Data Entry for Subgrantees

Once all of the numeric data have been entered, complete data entry by clicking **Mark Data as Complete**.

This action tells the system you have no more data to enter for this record.

If data entry is complete for this record, select **Yes**. If data entry is not complete, select **No** to go back and edit the previous pages.

You will only see this view when the grantor enters data for the subgrantee.
Step 6: Data Entry for Subgrantees

When data entry is complete, click **Return to Home** to go to the **State Status Summary** page. The grantee can decide whether to enter the narrative for the subgrantee level or continue with the state level.
Remember: The narrative questions are available at the subgrantee level but are optional. The decision is made by the grantor.

- If the grantor enters data on behalf of the subgrantee but requires the narrative, the grantee will need to enter responses.
- If the grantor allows subgrantees to enter their own data, subgrantees will need to return to their Home page to begin the narrative.
Please respond to each question below. Your response should reflect activity that occurred during the reporting period.

1. What were your accomplishments during the reporting period?

You have 5000 characters left. (Maximum characters: 5000)

2. What goals were accomplished during the reporting period as they relate to the goals you entered on your grant application?

You have 5000 characters left. (Maximum characters: 5000)

3. What problems/barriers did you encounter, if any, during the reporting period that prevented you from reaching your goals or milestones?

You have 5000 characters left. (Maximum characters: 5000)

4. Can OJJDP offer assistance to address any problems/barriers you identified in question 3? If so, please describe.
Step 6: Data Entry for Subgrantees

Once all data have been entered for the subgrantee, the Overall Status shows as Complete.

REMEMBER:
The Report Status informs you if a report has been created or not.
To report for state-level activity, click **Begin Reporting** and if needed, follow Step 6 for Data Entry for subgrantees. If you do not have performance data for the state-level activity, enter “0” to Question 2: **Please enter the total amount of federal award used for state/territory-level activities during the reporting period.**

If state-level narrative information is required, click **Begin Reporting** to enter narrative information. Grantee may incorporate a subgrantee’s responses in the narrative.

**Award Information**
- **Solicitation:** OJJDP FY 12 Title II Formula Grants Program
- **Federal Award Number:**
- **Award Period Start Date:** 10/01/2011
- **Award Period End Date:** 09/30/2014

1. **Please enter the total amount allocated to state level activity:**
   - $1000 (Federal Funds only)

2. **Please enter the total amount of federal award used for state/territory-level activities during the reporting period:**
   - $0
   - *Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.*
Step 7: Data Entry for Grantee

The **Narrative Reporting** field gives you the opportunity to tell OJJDP (or the grantor) about your program activities for the past year. Include subgrantee activities.

Reflect on the achievements as well as areas for growth; this is a great opportunity to highlight outcomes resulting from your funding.

Enter text responses for all questions. You may enter up to 8,000 characters.

Only the narrative information entered at the state level will appear on the Performance Data Report. You may include narrative responses from your subgrantees into your state-level narrative. Copy and paste each subgrantee’s response under each text box.

OJJDP Performance Measurement Tool (PMT)
Step 7: Data Entry for Grantee

Mark Narrative as Complete to finish narrative entry.

1. Mark Narrative as Complete to finish narrative entry.
2. Click Yes to complete action. Click No to go back and edit narrative questions.
3. Click Return to Home to continue with data entry process.
Step 8: Create a Report

Create a Performance Data Report to submit to OJJDP as part of your progress report. Click the Reports tab to create a report.

All statuses for all records for which data was entered must show as Complete before a Performance Data Report can be created.

REMEMBER: Reports Status informs if a report has been created or not.
Step 8: Create a Report

Create the Performance Data Report for each active Federal award. Select the appropriate **Reporting Period** and click **Run Report**.

**REMEMBER:**
A **final** Performance Data Report is required for submission to OJJDP; the **sample** view is not acceptable.

A sample Performance Data Report lets you check the report and ensure no changes are required.
Step 8: Create a Report (continued)

Once confirmed, you will be prevented from making any further changes to data entered.

Click **Mark data as final** to create a final version of the Performance Data Report.

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
Step 8: Create a Report

Sample Error Message

The **Areas for Further Review** page appears if data entry is not complete for the selected federal award. Follow the instructions to complete the indicated section. You must complete all required fields to create the mandatory Performance Data Report.

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**Areas for Further Review**

Thank you for using the DCTAT. The system has identified the following issues which must be resolved before your data can be marked as final and you can generate your final Performance Data report to submit to OJJDP through the Grants Management System (GMS).

You have 1 incomplete record.

<table>
<thead>
<tr>
<th>Overall Status</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>TEST001S</td>
</tr>
</tbody>
</table>

If you have any questions, please contact the system administrator at 1-866-487-0512
Step 8: Create a Report

User Feedback Form

Wait! Before you go! Let us know about your experience using the PMT and how the system can help you use your data better!

OJJDP Performance Measurement Tool (PMT)
Step 8: Create a Report

Now that your data is locked and ready:

- You may add a few comments (two–three sentences) about your data entry for the reporting period by clicking **Add Comments**.
- OR click **Export as a PDF file**.
- **Save** the report to your computer.
- **Upload** the report as an attachment into GMS to submit to OJJDP.

If you clicked **Add Comments**, enter text and click **Save Comments**.
Step 8: Create a Report

Export as a PDF File

After clicking Export as PDF file, a new window will open with your Performance Data Report.

From your computer’s browser, click Save to store the PDF on your computer.

Log out of the PMT 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 click **Manage Subgrantees** 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...

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

State Reviewing Subgrantee Numeric Data

If changes are needed you can either:

Edit data at the state-level (click State Edit)

OR

Return the record to the subgrantee for revision (click Send Back for Revisions).
If you decide to have subgrantees report for themselves...

**Editing Subgrantee Data at State-Level**

State Edit allows state-level users to edit data.

Click Save at the bottom of the page after making edits.
If you decide to have subgrantees report for themselves...

**State Sending Back for Revisions**

1. **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.

2. After entering comments, click **Yes, send for revisions**. The subgrantee will then receive an **e-mail** notifying them that a revision to its record is needed. A notification is sent to the addressees on the profile page.
If you decide to have subgrantees report for themselves...

An email from the grantor will confirm that the data portion of the record has been sent back to the subgrantee for revisions.

**Note:** Sending the data back for revision will not affect the subgrantee’s narrative entry status.

Click **Return to Home Screen** to review the subgrantee’s narrative responses.
If you decide to have subgrantees report for themselves...

State Reviewing Narrative Information

Click View Reporting to review the subgrantee’s narrative responses.

If changes are needed, you can either:
Return the narrative to the subgrantee for revision (click Send Back for Revisions)
OR
Edit the narrative at the state-level (click Edit Narrative).
If you decide to have subgrantees report for themselves...

**Subgrantee Resubmits:**

- Provide a user ID and password to the subgrantee from the Profile page.

- After the subgrantee resubmits the numeric data to the grantor, the grantor may review it. Once data have been verified and marked as complete, the overall status will show as **Complete**.

- Remember, subgrantee narrative is **optional**. If the narrative is incomplete or sent back, this does not affect the grantor’s ability to create a report.

- The state can now create its Performance Data Report.
To access this page:
1. Select the **Home** tab.
2. Select the subgrantee.

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

The grantor is only able to delete numeric data for the current reporting period.
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.

You must type Yes in the textbox to delete. Once deleted, items removed CANNOT BE RECOVERED.
1. **Close Out Report:**

   Creates a report of data from all reporting periods. Use to submit as a final report to close out the report.

2. **Performance Data Summary Report:**

   Compares your data to a national aggregate of data.

3. **Subaward Detail Data Report:**

   Provides a detailed view of the data entered for all subawards for each subgrantee.

4. **Performance Data Report by Subgrantee:**

   Creates a report for the individual subgrantee.
Keep Profile Information Updated
New and returning users are asked to make sure their profile page has correct and complete contact information. If contact information is incorrect, please update your information in the GMS. Also be sure to update the additional contact information. This is vital for us to keep you updated on the PMT and performance measures.

Always Click the RED Button
Red buttons are used as indicators of what action is required on a particular page. Click the red button, and it will complete the action 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, links 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.
## Measure Definitions

### Indicator Detail Summary

**Indicator Number:** 12  
**Indicator Type:** Output  
**Indicator Title:** Number of program youth served  
**Indicator Description:** An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.

### Helpful Hints

**Click** any **blue measure**, and a definition/description opens in a new window.
On behalf of OJJDP and the PMT Team, we thank you for your dedication and hard work!

- Access the PMT at: [https://ojjdppmt.ojp.gov](https://ojjdppmt.ojp.gov)

- PMT Help Desk
  - Monday–Friday 8:30 a.m.–5:30 p.m. EST
  - Toll-free number: 866–487–0512
  - E-mail: ojjdppmt@usdoj.gov

- Contact me
  - Adam Kirkman
  - E-mail: akirkman@ojp.usdoj.gov