OJJDP-Discretionary Grant Programs
Frequently Asked Questions
for the
DCTAT

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

How do I contact the DCTAT for help? Call: 1-866-487-0512 or email: ojjdp-dctat@csrincorporated.com

DCTAT Specific Questions

1. If there’s no data to enter, for the reporting period, what should I do? If you have no data to report because you were unable to gather the data, you should report zeros in the data fields. After saving this information and if there is no further data to report, then proceed to the “Reports” menu and create a report for the FFY. This report contains text that will state that no data was reported for the FF for the reporting period. Additional information about this status can be reported in your Categorical Assistance Progress Report (CAPR).

2. How do I change incorrect information about an award? Click on the name of the organization to get to the Award Information Summary Screen. From this screen, click on the “Edit Award Info” button to get to the Award Information Screen. Changes can be made to the federal award number, project title, award start and end date, and the award amount. Save these changes before leaving the screen.

3. How do I mark awards that have a status of “In Progress” to “Not Active” status? A subgrantee’s record will show as “in progress” if you have entered any information for that record during a previous reporting period and the project period is still active during the current reporting period. The system currently only allows you to mark subgrants as “not active” if they have a current status of “not started”. If you have questions or need assistance about any subgrants that you are not able to report data, contact the DCTAT help desk for assistance.

4. I have entered the profile, award information and selected program categories, where do I enter my data? After completing the Award Information screen, and then selecting/saving the program categories, the system will show you an “Enter Data” button. Click on this button to go to the Data Entry screen.
The system is cumulative, so you must complete each step before you can move to the next step.

5. **The grantee and subgrantees do not know if they have completed all the steps. How do grantees verify that all the steps have been completed? Is there a list of all the steps to be completed?** The grantee/subgrantee may refer to the Discretionary user’s guide, page 19 to review the steps to completing the DCTAT data entry. For a subgrantee, both the indicator selection and data entry status should show as complete on the Subgrant Status Summary screen. For a grantee, they can view the overall status for Grantee Performance Reporting and Subgrantee Performance Reporting on their Grantee Status Summary screen. All records should show a status of “Complete” which denotes that the process to complete a record has been finished. There should not be any subgrant records listed as “in progress.” A grantee is finished with reporting data into the DCTAT system, for the reporting period when the data is “marked as final” as part of the process to create a Performance Data Report. This report must be submitted to OJJDP through the GMS system.

6. **How to add/delete subgrantees in a new reporting period:** To delete a subgrantee you need to contact the DCTAT Helpdesk. However, you cannot delete subgrantees from the system if they have data reported for a previous reporting period.

   If you want to indicate that a subgrantee funded in a prior period did not receive funds during the current reporting period, on the **Grantee Status Summary** screen, you can mark them as “Not Active”, as long as their overall status in the current reporting period is “Not Started”.

   You may add new subgrantees by going to the Profile screen (click Profile on the navigation bar); Click the “Manage Subgrantees” button. You are taken to the “Subgrantee Management” screen. Click on the “add new Subgrantee user” link to create a new subgrantee.

7. **How to remove “Mock Subgrantees”?** Contact the DCTAT Helpdesk to delete subgrant or subgrantee records. The toll-free number is 1-866-487-0512 and the email contact is: ojjdp-dctat@csrincorporated.com

8. **How to generate a report for a subgrantee:** Log into the DCTAT using your userID and password; select the grant program and reporting period from which to create the report. Click on the Reports tab on the navigation bar to get to the reports menu. In the **Performance Data Report by Subgrantee** box, located in the lower right hand corner, select the reporting period and the subgrantee and click “Run” to generate a report.
9. **Do I have to let subgrantees enter their own data?** No. While designers of the system assumed subgrantees would enter their own performance data directly, State users can enter subgrantee-level data themselves.

10. **How do I enter subgrantee data?** In the past you had to log in to the system using the subgrantee’s Username and Password. In the current version of the DCTAT you can click on the subgrantee’s name once you indicate the OJJDP grant program for which you want to enter data.

11. **When entering subgrant information, does a user have to complete the whole process in one sitting or can he or she start the entry and log out without losing the information entered up to that point?** Users can save the information at various stages of the process.

12. **What should I do if I do not know the target population served by a subgrant or the target population includes all youth?** While it is best to contact your subgrantee to gather the information, if that is not possible, the only categories for which you need to enter information are gender and age. You may want to review the subgrant application for this information. For the remaining population categories, if you have no information or the subgrant is used to serve all youth regardless of their category, for example race or justice-related criteria, select the ”Not Applicable” response option.

13. **If we have a subgrant that is funded with money from 2 or more funding years do we count it as two or more subgrants in the State profile even though we view it as one grant?** Yes. As OJJDP allocates funds based on Federal fiscal years, it needs to have performance data reported the same way (i.e., by Federal fiscal year). As a result, you will need to enter the information into the system separately for each Federal fiscal year regardless of how the subgrant is defined at the State level. This distinction should be reflected when you record the total number of subgrants at the bottom of your State-level user profile. For example, if a subgrantee received funds from two different Federal fiscal years as part of one State subgrant, you should count these as two separate subgrants on your profile page.

14. **How should we report on subgrantees that receive two subgrants from the same Federal fiscal year's money to do work under two different program areas?** The system only allows for one subgrant per Federal fiscal year per subgrantee. To work around this, you can create a new subgrantee user account to accommodate this additional data entry. When creating the organization name for the second account, please use the name you assigned to the first account for this subgrantee with the added words “second account” appended at the end.
15. **Do I have to enter data for subgrants of less than $10,000?** Yes, you have to enter performance data for all Discretionary subgrants active during the reporting period. For subgrantees from whom you cannot get performance data, please enter zeros in the relevant data fields.

16. **What should I do if I have saved information into the system, but the old information is still reflected on the screen?** While this is not a frequent occurrence, in some cases the information you saved takes a few minutes to show up on your screen. If you experience this problem, you can try to refresh your screen or wait a couple of minutes before proceeding in the system. If these options do not work, please contact the DCTAT help desk at 1-866-487-0512 or e-mail: ojjdp-dctat@csrincorporated.com.

17. **What does it mean to “complete” my DCTAT performance data?** As part of the process of creating your final GMS report, the DCTAT will prompt you to “complete” your data. This is a process designed as a check of your data. You will have to ensure that the number of subgrants you entered matches the number you listed in your grantee profile and that you have completed data entry for each subgrant record that you started. Once you “complete” your data, they are considered final by OJJDP and you will only be able to edit them by contacting the DCTAT administrator to unlock it your data.

18. **Why do data have to be completed before I create my GMS attachment?** The main reason is that there are several controls built into the completion process that will improve the quality of the data in the DCTAT system.

19. **How do I create my GMS attachment?** First you must be signed in as a grantee-level user (using the Username that ends with an “s”). Once you choose an OJJDP grant program (e.g., Discretionary) from the “Grant Program Selection” page, you should select the “View Reports” link on the navigation bar. This screen will walk you through the creation of your grantee-level performance report. You must submit these DCTAT-generated reports through the GMS system in order to fulfill your Federal reporting requirement. Only entering the data into the DCTAT is not sufficient.

  **REMEMBER:** You must create a GMS attachment for each fiscal year for which you spent OJJDP funds.

20. **When the submission period is closed for reporting, how do we enter data?** You cannot enter data once the system is closed for data submission. Please contact your OJJDP State representative about having the DCTAT reopened for data entry.

21. **Will the OJJDP DCTAT automatically generate e-mails to alert users to data submission and requests for data revision?** Yes. The system will use the e-mails provided by users on the profile screens to send automatically generated e-mail messages. Grantee users will receive a message when their subgrantees
submit indicators or data, and subgrantees will receive messages when their grantor requests a data revision.

22. **Can I use the DCTAT to send comments to subgrantees when I send their data back for revision?** Yes. When you click on the “Send Back for Revision” link on the “Subgrant Definition Summary” page, you will see a new screen that contains both a confirmation that you want to send the information back to the subgrantee for revision and a text box into which you can enter a comment.

23. **Where can I find examples of the questions for which I will report data in the DCTAT?** Download the *Discretionary Programs Data Collection Form* from the DCTAT sign-in screen under *DCTAT Training Materials*. This document will assist you with gathering information that should be reported into the DCTAT, this includes questions about your award, population served and performance indicators for each program category.

**Program Specific Questions:**

1. **Which option do I choose to designate how funds are administered?** If you are a grantee and you subaward funds to another entity (i.e., subgrantees), select “Your agency provides grant funds to one or more other entities who implement project services and activities.” This choice includes any grantee level activities that may need to have performance data reported. If you are a grantee and you do not subaward your funds to other entities, select “Your agency uses the grant funds to implement project services or activities.”