FAQ and Glossary Terms for EUDL Block Grant Performance Reporting

The following list was developed based on questions submitted by EUDL Block grant recipients. If you have a question that is not answered here please contact the DCTAT helpdesk at ojjdp-dctat@csrincorporated.com or 1-866-487-0512 or your OJJDP Grant manager.

1. Frequently Asked Questions

DCTAT Specific Questions

a. **How to change an award assigned to the wrong FFY:** At this time you must contact the DCTAT Helpdesk to request a change. You can reach the Helpdesk at: ojjdp-dctat@csrincorporated.com or 1-866-487-0512.

b. **How to generate a report for a sub grante:** You can log into the DCTAT using the username and password for individual subgrantees and create the needed reports.

c. **How to add/delete subgrantees in a new reporting period:** To delete a subgrantee you need to contact the DCTAT Helpdesk. But 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 period, you can mark them as “Not Active”, as long as their overall status in the current reporting period is “Not Started.” Do this by clicking on the “Mark subgrantee not active“ link found on the State Status Summary screen, which will take you to a screen that allows you to mark individual subgrantees as not active. You can add new subgrantees through the profile page by clicking on the “Manage Subgrantees” button. You will be taken to the “Subgrantee Management” screen where you should click on the “Add new Subgrantee User” link to create a new subgrantee.

d. **How to change a grantee/subgrantee’s Program Categories:** You would go to the Program Category screen by clicking the button that reads as “Select Program Categories”, select the program categories and edit the funding allocated to each program categories. Please remember that you cannot delete a program category for an existing grantee without deleting the data associated with that category.

e. **What should we do if we do not have data for certain indicators?**
OJJDP is interested in receiving as much, high quality performance data as possible. But, if you are unable to report data for an indicator, you should report zero in the data field. Zeros do not imply anything other than that
you are not reporting data for that indicator at this time. To the extent possible, you should try to gather those data for future reporting periods.

f. If there’s no data to enter, how do we submit the report? Do we need to submit a report if money is not used? If you have no data to report because you were unable to gather the data, you should report zeros in the data fields. If you were unable to gather the data because you had not yet expended the Federal funds, you can mark the funds for the FFY as not expended on the “Federal Award Amount” screen. 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 FFY for the reporting period. Additional information about this status can be reported in your Categorical Assistance Progress Report (CAPR).

g. How to mark “In Progress” as “Not Active”: The system automatically marks subgrant and subgrantee records as in progress if you have entered any information for a record. 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 gather data to report, contact the DCTAT help desk for assistance.

h. After Profile and Program Category are entered, where in the system do we go to enter data? After completing the Award Information screen, and then selecting/saving the program categories, the system will show you a “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.

i. 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 EUDL user’s guide, page 3 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/Grant Status Summary” screen. For a grantee, they can view the overall status for State Performance Reporting and Subgrantee Performance Reporting on their State 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 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.
j. **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

k. **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.
Indicator or Data specific Questions

a. **Under coalitions what is the definition of target population?**
   
   Target population refers to a group or demographic that program efforts are intended to impact and/or the population that the program serves. For example, a “target population: may be defined as those between the ages of 14 to 20, 14-18, 18-20, etc.

b. **Definition of evidence based vs. innovative?** Programs are considered **evidence-based** if there exists good evidence (i.e. supported by research) that they have a positive impact on the outcomes that they are designed to change.

   Innovative refers to “unique” programs that have not been done before, or “unique” approaches to program implementation to address unique challenges/situations that a particular State/community/organization/agency faces that may have promise of effectiveness, but is in need of evaluation.

c. **What is EARNED media?** Earned media is a marketing source that you can't necessarily purchase, but you must work very hard to earn (i.e. earn rather than buy). Public Relations is a prime example of Earned Media. While you can't pay a respectable journalist to write about your program in their publication, you can work hard at crafting an effective press release and making the right contacts to ensure that your program efforts get coverage.

   Types of “Earned Media” include:

   **Print press**
   Daily and weekly newspapers
   News sections
   Editorial writers
   Local and syndicated columnists
   Op-eds and guest columns
   Letters to the editor
   Sports and lifestyle

   **Specialty press**
   Alternative
   Ethnic
   Labor
   Newsletters (community groups, interest groups, labor)
   Magazines
**Television**
News
Public affairs broadcasting
Local talk shows
Reporters’ round tables
Cable (Citizen variety shows on local access can be a valuable)

**Radio**
All News
Talk
Public affairs broadcasting on commercial and public radio

**Internet**
Affiliated news sites
Politically focused blogs
Issue oriented blogs
Your own website

“Paid Media” is media that you pay a fee to have published/circulated.

Examples of paid media may include: Public service announcements, billboards, flyers, promotional materials, print advertisements, direct marketing sources, etc.

d. **A zero is not accurate. It doesn’t capture what is “unknown”**. Zero simply reflects that there are no data for a particular performance indicator. It is understood that there may be no data either because the activity was not conducted or because data related to that activity could not be collected during the reporting period.

2. **Definitions**

a. Define “youth” (i.e., under 21?) For the EUDL project, the term “youth” refers to those under the age of 21.

b. Define “Leadership” Leadership is the capacity to establish direction and to influence and align others toward a common goal, motivating and committing them to action and making them responsible for their performance.

c. Define “EUDL Task Force” “EUDL Task Force” is a grouping of individuals and resources for the accomplishment of the specific objective of limiting youth access to alcohol and reducing youth consumption of alcoholic beverages.
d. Define “involved” (for example: Number of youth involved in EUDL underage drinking enforcement activities during the reporting period.) “Involved” refers to youth who were actively engaged in the specific activity being referred to. In this instance, involvement in underage drinking enforcement activities may include acting as a minor decoy during decoy operations such as compliance check investigations or shoulder tap operations, presentations during enforcement roll calls/shift changes, or support to enforcement in other capacities.

e. Provide definition for “other” activities for the indicator: Number of youth involved in other (non-EUDL task force/coalition-related) underage drinking enforcement activities. “Other” refers to non-EUDL underage drinking enforcement activities (i.e. underage drinking enforcement activities that are not tied to the EUDL program, but that may support efforts funded through other federal, state, or local sources).

f. Define “EUDL Task Force “ when asking number of agencies involved in EUDL task force and/or coalition activities that support underage drinking prevention and/or enforcement of underage drinking laws during the reporting period. “EUDL Task Force” is a grouping of individuals and resources for the accomplishment of the specific objective to limit youth access to alcohol and reduce youth consumption of alcoholic beverages. This type of task force may be organized at the State or local level.

g. Define “coordinators” for the count of local coordinators in your state that lead local coalition/task force efforts during the reporting period. A EUDL local coordinator is one who is responsible for developing networks and brokering relationships among individuals, groups, organizations, and agencies with a vested interest in reducing underage drinking and related problems; and maintains accurate documentation of organizing efforts and produces regular progress reports documenting the planning and results of efforts.

h. Define “earned media coverage”. Earned media coverage is a marketing source that you can't necessarily purchase, but you must work very hard to earn (i.e. earn rather than buy). Public Relations is a prime example of Earned Media coverage. While you can't pay a respectable journalist to write about your program in their publication, you can work hard at crafting an effective press release and making the right contacts to ensure that your program efforts get coverage.
i. **Define “media education”** This refers to activities designed to educate the media about any of the following topics
   a. Zero Tolerance
   b. Limitations on Access
   c. School-based Initiatives
   d. Advertising Restrictions
   e. Changes in Social Norms
   f. Other Environmental Strategies

j. **Do educational activities conducted have to be evidence-based or required activities?** Define “educational activities” Educational activities refer to information sharing/awareness building efforts related to underage drinking (i.e. fact sheets/information documents, letters, newsletters, report card stuffers, pay stub stuffers, presentations, etc.)

k. **Define “off-Premise”** “Off-premise” refers to alcohol establishments that sell alcohol for consumption off the site, such as grocery stores, liquor stores, convenience stores and corner markets.

l. **Define “on-premise”** “On-premise” refers to alcohol establishments that sell alcohol for consumption on the premises, such as bars and restaurants.

m. **For number of adult and youth citations, define the type of citations or does this include any citations?** This refers to violations of the minimum legal drinking age laws and adult provider laws.

n. **Paid Media** “Paid Media” is media that you pay a fee to have published/circulated.
   Examples of paid media may include: Public service announcements, billboards, flyers, promotional materials, print advertisements, direct marketing sources, etc.

o. **Earned Media** Earned media is a marketing source that you can't necessarily purchase, but you must work very hard to earn (i.e. earn rather than buy). Public Relations is a prime example of Earned Media. While you can't pay a respectable journalist to write about your program in their publication, you can work hard at crafting an effective press release and making the right contacts to ensure that your program efforts get coverage.

p. **Unearned Media** Unearned media is pretty much paid advertising. You don’t earn it; you pay for it.

q. **Coalition** A coalition is a union of people and organizations whose goal is to bring together elements of a movement to build a base of power capable of winning on issues of mutual concern.
r. **Task force** A task force is a temporary grouping of individuals and resources for the accomplishment of a specific objective.

s. **Collaborative** “Collaborative” refers to a formal or semi-permanent partnership created between two or more groups/entities in order to better achieve mutually desired objectives.

t. **Innovative programs vs. evidenced-based strategies/practices**
   Innovative refers to “unique” programs that have not been done before, or “unique” approaches to program implementation to address unique challenges/situations that a particular State/community/organization/agency faces that may have promise of effectiveness, but is in need of evaluation.

   Programs are considered **evidence-based** if there exists good evidence (i.e. supported by research) that they have a positive impact on the outcomes that they are designed to change.

u. **Leadership activities among youth** This includes youth who serve in a leadership or advisory capacity on task forces. This would include but not be limited to chairing task forces, are members of steering committees and provide guidance to the task force.

v. **State level task force.** A State level task force is a temporary grouping of individuals and resources for the accomplishment of a specific objective at the State level.