Performance Measurement Tool (PMT)

BUREAU OF JUSTICE ASSISTANCE

Orientation Webinar for BJA Drug Court Grantees

WELCOME

Wednesday, April 3rd 2013
2:00 – 3:30PM Eastern Time

Tim Jeffries
Policy Advisor for Substance Abuse and Mental Health
Drug Court Discretionary Grant Program
Bureau of Justice Assistance
Timothy.jeffries@usdoj.gov
Office 202 616 7385
## Orientation Webinar for BJA Drug Court Grantees

### Agenda

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<th>Presenter</th>
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<td>Overview</td>
<td>Tim Jeffries</td>
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<td>Dana Jenkins</td>
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<td>National Drug Court Resource Center</td>
<td>Sonya Harper</td>
</tr>
<tr>
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<td>Tim Jeffries</td>
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<td>Tim Jeffries/Tenzing Lahdon</td>
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### Orientation Webinar for BJA Drug Court Grantees

- **Mission and Goal of BJA to Reduce Crime and Promote Public Safety**
- **Who we are within BJA/OJP/DOJ (Programs, Policy and Planning)**
- **BJA’s Strategic Plan**
  
  https://www.bja.gov/About/BJAStrategicPlan.pdf
Orientation Webinar for BJA Drug Court Grantees

- Goals of the Adult Drug Court Discretionary Grant Program
- Federal Consortium of Partners
- BJA’s Annual Drug Court Grantstat Protocol
- Resources and Technical Assistance Collaborative

BJA’s Program Managers

Tracy Lee-Williams  Mark Kline  Kerri Vitalo-Logan
Orientation Webinar for BJA Drug Court Grantees

Grant Expectations

Presented By:
Tracy Lee-Williams

OJP Grants Management 101

- Award Acceptance
- Special Conditions
- Accessing Award Funds
- Grant Adjustment Notice
- Award Closeout
- Monitoring
- Mandatory Reporting Requirements
**Grant Adjustment Notice (GAN)**

<table>
<thead>
<tr>
<th>Grant Adjustment Notice</th>
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</thead>
<tbody>
<tr>
<td><strong>Budget Modification</strong></td>
</tr>
<tr>
<td><strong>Change Auth Rep/POC</strong></td>
</tr>
<tr>
<td><strong>Recipient Name Change</strong></td>
</tr>
<tr>
<td><strong>Change Project Period</strong></td>
</tr>
<tr>
<td><strong>Change Scope</strong></td>
</tr>
<tr>
<td><strong>Program Office Approvals</strong></td>
</tr>
<tr>
<td><strong>Partial Hold or Freeze Funds</strong></td>
</tr>
<tr>
<td><strong>Release</strong></td>
</tr>
<tr>
<td><strong>Withholding of Funds</strong></td>
</tr>
</tbody>
</table>

**Reporting Requirements**

<table>
<thead>
<tr>
<th>Reporting Requirement</th>
<th>Reporting Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Measurement Tool</td>
<td>Quarterly Reporting</td>
</tr>
<tr>
<td></td>
<td>Due: Within 30 days of each quarter</td>
</tr>
<tr>
<td>GMS Progress Report</td>
<td>Semi-Annual Reporting</td>
</tr>
<tr>
<td></td>
<td>Due: January 30\textsuperscript{th} and July 30\textsuperscript{th}</td>
</tr>
<tr>
<td>GMS Financial Status Report</td>
<td>Quarterly Reporting</td>
</tr>
<tr>
<td></td>
<td>Due: Within 30 days of each quarter</td>
</tr>
</tbody>
</table>
Monitoring

There are three types of Monitoring:

- **Desk reviews** include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, as well as grantee performance.

- **Enhanced Programmatic Desk Reviews (EPDRs)** allow grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

- **On-Site Monitoring Visit**
  Grant managers go on-site to meet with the grantee to discuss specific issues related to implementation of the program, observe grant activity, and assess planned versus actual progress.

Award Closeout

There are two types of closeouts: Standard and Administrative.

**Standard Closeout** occurs with the consent and participation of both the recipient and OJP, and follows the standard procedures. Recipients initiate a standard grant closeout for an award that has no open audit exceptions and no open site visits.

- The recipient may initiate a standard closeout at any time prior to 90 days after the end of the grant. Generally, standard closeouts are submitted for the following three reasons:
  - The recipient has met programmatic and financial requirements, and it is 90 calendar days after the end date of the grant;
  - The recipient has completed the project requirements of the grant and has expended all grant funds in advance of the end date of the grant; or
  - The Federal appropriation has expired.

**Administrative Closeouts** are initiated by OJP to resolve administrative matters or to close non-compliant recipients. OJP may initiate an administrative closeout with or without the consent of the recipient.
BJA’s Drug Court Webinar

Grants Financial Management
Presented by: Michael Williams

Financial Management Systems must be able to record and report on the:

✓ Receipt;
✓ Obligation; and
✓ Expenditures of grant funds
**To Calculate Match:**

\[
\text{Award Amount} = \text{Adjusted} \times \% \text{ of Federal share} \times \text{Project Cost} \\
\text{Adjusted x Recipient’s Project Cost Share} = \text{Required Match} \\
\text{Ex: Federal Amount} = \$75,000 \\
75/25 Match \\
\$75,000 = \$100,000 \text{ Adjusted Project Cost} \\
75\% \\
\$100,000 \times 25\% = \$25,000 \text{ Required Match}
\]

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**Office of the Chief Financial Officer**

Four Basic Types of Questioned Costs:

1) **Expenditures Adequately Supported**
   - Proper Documentation

2) **Costs Specifically Not Allowed**
   - Necessary, Reasonable, Allocable

3) **Costs Not Authorized**
   - Not Included in Approved Budget

4) **Costs Deemed Excessive**
   - Prudent Person Test
AUDIT REQUIREMENTS

- A-133 Gov't, Education and Non-Profit
- Thresholds $500K or more expended during the FY - Single Audit required
- Audit Report - due nine (9) months after end of FY
- Submit online to Federal Audit Clearinghouse (FAC)
- $10,000 or more in questioned costs must be included in the Single Audit report

Electronic Access for the OJP Financial Guide via Internet

http://www.ojp.usdoj.gov/financialguide
Performance Measurement Tool (PMT)
Training for Drug Court Grantee Reporting

Presented by:
Jimmy Steyee

PMT Reporting Schedule—Drug Court

<table>
<thead>
<tr>
<th>Type of Data Required</th>
<th>Reporting Period</th>
<th>PMT Due Date</th>
<th>Upload to GMS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Performance Measures</td>
<td>January 1–March 31</td>
<td>April 30</td>
<td>No</td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>April 1–June 30</td>
<td>July 30</td>
<td><strong>YES</strong> July 30</td>
</tr>
<tr>
<td>&amp; Narrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>July 1–September 30</td>
<td>October 30</td>
<td>No</td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>October 1–December 31</td>
<td>January 30</td>
<td><strong>YES</strong> January 30</td>
</tr>
<tr>
<td>&amp; Narrative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PMT Reporting Schedule**

- **Quarterly:**
  - Grantees are required to enter data for program performance measures in the PMT every 3 months.
  - They have 30 days after the end of the reporting period to enter the data.
  - They are encouraged to create a report for their records after each quarter’s data entry.

- **Semiannually:**
  - Drug Court grantees are required to answer the narrative questions for the previous 6 months of activity. They then must submit a GMS Report from the PMT to BJA as an attachment to the Progress Report through the GMS.

- **Closeout:**
  - Grantees are required to answer the narrative questions for the previous months of activity since their last PMT report submission to the GMS. They then must submit a PMT Final Report to BJA as an attachment to the Final Progress Report through the GMS.

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**PMT Step by Step**

- **Step 1:** Log In
- **Step 2:** Profile
- **Step 3:** Information and Resources
- **Step 4:** Federal Awards
- **Step 5:** General Award Information
  - Operational (Answer "Yes" to Question #1: Was there grant activity?)
  - Not Operational (Answer "No" to Question #1)
- **Step 6:** Data Entry
  - Performance Measures
  - Narrative
- **Step 7:** Create a Report
  - User Feedback Form
  - GMS Report
Data Entry—Performance Measures

- **General Award Information**
  - Grant Activity? Yes/No
  - Is this your last time reporting in the PMT before closing out your grant?

- **Program Characteristics**

- **Participant-Level Measures**
  - Screening and Program Intake
  - Risk/Needs Assessment
  - Number of Drug Court Participants Receiving Services

- **Completion and Judicial Interaction**
  - Successful Completion/Graduation
  - Program Length
  - Unsuccessful Exits

- **Alcohol and Substance Involvement** (i.e., Drug and Alcohol Testing)

- **Court and Criminal Involvement**
  - Subsequent Criminal Involvement

- **7 Narrative Questions**

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Create a Report

After you complete data entry in the PMT, create a report:

You may 'Add Comments' to the GMS Report OR in your response to the 7 Narrative questions in the PMT Final Report, to further explain the data reported during the reporting period.

- 'Export to PDF'
- Save to your computer.
- Upload the file as an attachment to progress reports in the GMS in January, July, and at the close of the award.
### Program-Level Key Measures

<table>
<thead>
<tr>
<th>Location</th>
<th>N</th>
<th>N</th>
<th>%</th>
<th>N</th>
<th>%</th>
<th>N</th>
<th>%</th>
<th>N</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban (N=93)</td>
<td>15,477</td>
<td>9,912</td>
<td>64%</td>
<td>6,539</td>
<td>66%</td>
<td>3,190</td>
<td>51%</td>
<td>5,316</td>
<td>20%</td>
</tr>
<tr>
<td>Suburban (N=39)</td>
<td>4,760</td>
<td>4,128</td>
<td>87%</td>
<td>1,495</td>
<td>36%</td>
<td>785</td>
<td>55%</td>
<td>2,998</td>
<td>15%</td>
</tr>
<tr>
<td>Rural (N=46)</td>
<td>2,607</td>
<td>1,703</td>
<td>65%</td>
<td>1,017</td>
<td>50%</td>
<td>580</td>
<td>36%</td>
<td>1,103</td>
<td>19%</td>
</tr>
<tr>
<td>Tribal (N=8)</td>
<td>321</td>
<td>167</td>
<td>52%</td>
<td>109</td>
<td>65%</td>
<td>23</td>
<td>39%</td>
<td>80</td>
<td>24%</td>
</tr>
<tr>
<td>Overall</td>
<td>23,165</td>
<td>16,000</td>
<td>69%</td>
<td>9,214</td>
<td>58%</td>
<td>4,578</td>
<td>51%</td>
<td>9,497</td>
<td>18%</td>
</tr>
</tbody>
</table>

### BJA Drug Court Program Performance Reports
- Drug Court Implementation: [https://www.bja.gov/Publications/DrugCtImplementation_PPR_06-12.pdf](https://www.bja.gov/Publications/DrugCtImplementation_PPR_06-12.pdf)

### Resources
- PMT Web Site: [https://www bjaperformancetools.org](https://www bjaperformancetools.org)
  - Webinar trainings, performance measure grids/questionnaires, user guides, FAQs, and helpful links
- PMT Help Desk:
  - Monday–Friday 8:30 a.m.–5:30 p.m. EST
  - Toll-free number: 1-888-252-6867
  - E-mail: bja pmt@csrincorporated.com
- Jimmy Steyee
  - E-mail: James.D.Steyee@ojp.usdoj.gov
  - Phone: (202) 616-4590
Orientation Webinar for BJA Drug Court Grantees

BJA’s Training and Technical Assistance Providers

BJA Drug Court Technical Assistance Project
American University, School of Public Affairs

CAROLINE S. COOPER, DIRECTOR

Technical Assistance Specialists:

STEPHEN WELKER
CASEY TREBISACCI
 STEVEN COLLINS
 TENZING LAHDON
Office-Based And On-Site Services
Office Based Assistance

- Extensive Clearinghouse/Reference Materials on Drug Court Operations
- Sample Program Manuals, Forms, Agreements
- Caselaw, Statutes, and Court Rules
- Promote Networking and Information Sharing
- Fact Sheets/FAQ's on Wide Range of Issues Practitioners Submit for Field Input

Continued...

Office-Based And On-Site Services
Office Based Assistance

Continued...

- Coordination of Conference Calls for Peers to Brainstorm Strategies
- Information Dissemination on Research and Operational Developments of Direct Interest to Drug Courts
- Cumulative Summary Compilations of: (1) Recidivism Findings and Other Evaluation Outcomes; and (2) Reported Cost Benefits/Savings
- Webinars on Common Areas of Technical Assistance Need
- Buffalo MIS: Dissemination and Training
Specific Services To Grantees

Contact with Each Local Program that is A BJA Grantee
(Implementation, Enhancement, BJA/SAMHSA, Statewide Category B)

- Staff/Peer Practitioner/Mentor Services
- To Provide Technical Assistance to Promote Successful Grant Implementation and Program Development within Framework of “Key Components” and Use of Evidence Based Practices
- Multiple Contacts
- Structured Telephone Conference Calls
- Site Visits to Implementation Grantees and Other Grantees, as Feasible or as Requested
- Follow Up Re: Recommendation Implementation

Coordination with BJA and Other BJA TTA Providers

- Identifying Common Technical Assistance Needs
- Working with BJA to Coordinate Grantee Information Compiled and Technical Assistance Service Delivery

Other Site Services

- Program Review and Written Follow-Up Report
- Meeting Facilitation/Team Building
- Technical Assistance Training Meetings
Procedure for Requesting Technical Assistance

✔ Email: justice@american.edu
✔ Telephone: 202/885-2875

For Site Review: Letter from the Drug Court Judge Describing the Nature of TA Requested

BJA Statewide Adult Drug Court Training and Technical Assistance Program

Valerie Raine
Director
Drug Court Programs

Christina Ruffino
Project Manager
Drug Court Programs
Overview

- Provide training and technical assistance to statewide drug court systems
- Priority to BJA grantees
- Focus on institutionalization and sustainability
- Annual roundtables for statewide drug court coordinators
  - Presentations & discussion on topics of interest
- Broad topic areas:
  - Planning – Washington State
  - Operations - Colorado
  - Technology - Nevada
  - Evaluation - Idaho

Onsite Technical Assistance

- Collaborative approach
- Individualized work plan
- Implementation planning
- Site-specific assessment & recommendations
- Examples:
  - Facilitation of Strategic Planning sessions
  - Curriculum development and provision of expert consultants for training events
### Distance Learning

- Webinars – Live and archived for convenient viewing
- Comprehensive online learning platform
  - [www.drugcourtonline.org](http://www.drugcourtonline.org)
  - Taped Videos of Expert Presentations
  - All Materials Available for View/Download
- Includes ‘Extras’ That Live Training Can’t Offer
  - Virtual tours of operating Drug Courts
  - Practitioner interviews
  - Quizzes and Surveys
  - FAQ’s
  - Resource Library/Web Links

### Tribal Law and Policy Institute

Training and Technical Assistance for Tribal Healing to Wellness Courts

- Onsite Technical Assistance
- National and Regional Trainings
- Offsite Technical Assistance
- Tribal Wellness Court Specific Resources/Publications
Onsite Technical Assistance (TA)

TLPI can provide onsite TA for Tribal Healing to Wellness Courts to facilitate Tribal Wellness Court implementation and enhancement including:

- Review Team Roles and individual responsibilities
- Assess team compliance with ten key components
- Assist in drafting Policies and Procedures, Participant Handbook, etc.
- Review the Court’s Incentives and Sanctions; Legal Issues, including confidentiality, privacy, and due process; and any other Court policy; etc.

All onsite TA includes written TA Report for the Wellness Court Team

Onsite TA Requests via Tribal Court Clearinghouse at: www.tlpi.org
Go to “Program Resources” → “Tribal Drug Courts”

Call TLPI office at: (323) 650-5467 and/or send email to Lauren@tlpi.org

Tribal Wellness Court T/TA

- National and Regional trainings throughout the year including
  - Tribal Wellness Court specific forum/workshops at annual NADCP conference (July 14-17, 2013), and
  - National Wellness Court Enhancement training (tentatively scheduled for Sept. 11-13, 2013)
- T/TA in conjunction with statewide drug court training events
- TA in conjunction with NADCP conference and other events
- Offsite TA - Tribal Wellness Court Staff and Consultants ready by phone; email; and/or thru Tribal Wellness Court List Serve

Please see our online resources at:
  The Tribal Court Clearinghouse – www.tlpi.org
Located under “Program Resources” → “Tribal Drug Courts
Tribal Wellness Court Resources

- Tribal Healing to Wellness Court publications including *Overview, Tribal 10 Key Components, Tribal Policies and Procedures, and Tribal Judge’s Bench Book*
- Quarterly Tribal Wellness Court specific webinars such as Tribal Healing to Wellness Court funding
- Tribal Wellness Court List Serve
- Tribal Wellness Court specific website [www.WellnessCourts.org](http://www.WellnessCourts.org) to be launched soon
- Online resources on Tribal Court Clearinghouse – [www.tlpi.org](http://www.tlpi.org)
  Located under “Program Resources” → “Tribal Drug Courts”

Tribal Law and Policy Institute

Lauren Frinkman
8235 Santa Monica Blvd. Ste. 211
West Hollywood, CA 910046
(323) 650-5467
[lauren@tlpi.org](mailto:lauren@tlpi.org)

Tribal Court Clearinghouse: [www.tlpi.org](http://www.tlpi.org)
NDCI Resources

Dana A. Jenkins - Adult Drug Court Training Initiative, Project Director

Sonya Harper - National Drug Court Resource Center, Project Director

NADCP Annual National Conference

Gaylord National Harbor Resort and Convention Center in D.C.

- 25 Different Drug Court tracks/ 300 Sessions
- Skills building
- Advanced Forums
- Leadership Series
- Rally on The Hill
On-Demand Training

- Know Your Role
- Subject Matter
- State Conferences

Education

- Mentor Courts
  - 10 Adult Courts
  - 4 Veterans Treatment Courts
Online Training Courses

- Essential Elements of Adult Drug Courts
- Treating and Supervising Meth Addicts
- Transitioning New Judges into Drug Court
- Law Enforcement in Drug Court

www.ndcrc.org

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Resources

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Resources

TRAINING/TECHNICAL ASSISTANCE PROVIDERS

American University
BJA Drug Court Technical Assistance Project
School of Public Affairs
www.american.edu/justice

Center for Court Innovation
www.courtinnovation.org

Tribal Law and Policy Institute
www.triblawinstitute.org
Request TA at:
http://www.triblawinstitute.org/ktu/ktu.htm

National Drug Court Institute
www.ndci.org

National Drug Court Resource Center
www.ndcrc.org

Caroline Cooper
Telephone: 202/385-2873
Email: justice@american.edu,
ccooper@american.edu

Christina Ruffino/ Valerie Raine
Telephone: 646-386-5914
Email: ruffino@courtinnovation.org,
vraine@courts.state.ny.us

Jerry Gardner/Lauren Frinkman
Telephone: 323/650-5467
Email: TITL@triblawinstitute.org,
Lauren@tlpi.org

Dana Jenkins/ Sonya Harper
Telephone: 571-384-1868
Email: djenkins@nadcp.org,
Sharper@nadcp.org

OJP Funding Resources link: http://www.ojp.usdoj.gov/funding/funding.htm

U.S. Department of Justice, Office of Justice Programs, office of the Chief Financial Officer.

Program Performance Reports (compilation of the PMT report information grantees provide quarterly)
Implementation Grantees of the Adult Drug Court Discretionary Grant Program. April – June 2012

Enhancement Grantees of the Adult Drug Court Discretionary Grant Program: April – June 2012.
Orientation Webinar for BJA Drug Court Grantees

Questions?