

BUREAU OF JUSTICE ASSISTANCE

Helpful Information for Submitting Performance Measure Reports

Demystifying Performance Measures

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BJA
Bureau of Justice Assistance
U.S. Department of Justice

Helpful Information for Submitting Performance Measure Reports

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Deep Dive into Supporting Documentation



- **Subset of awards are chosen for review of supporting documentation after every reporting period**
- **Most common issue determined during this review was the absence of supporting documentation or providing inadequate supporting documentation**
 - **Supporting documentation should be clearly marked with what metric is being supported and the formula/methods used to arrive at data reported**
- **Of grantees reviewed:**
 - **34% of grantees did not provide supporting documentation or provided inadequate supporting documentation**
 - **8% had supporting documentation but what was provided contained a numerical discrepancy between what was reported and what was provided in the supporting documentation**

Supporting Documentation Example














- **LIMS outputs are okay to use, but you must explain how the values were vetted before submission**
- **Example of a grantee who has provided great supporting documentation has the following:**
 - **PMT report: award 2020-DX-BN-XXXX (pdf file of PMT report)**
 - **Casework metrics 4-6 Excel report.pdf**
 - **Casework metric 7 report.xls**
 - **Casework metric 8-11 report**
 - **Database metric 5 report**
 - **Database metrics 6-9 report**



Supporting Documentation Example



Attachments

 Name	Category	Created by	Application Number	Date Added
 2019-DN-BX-0086_Progress Report 3_PA State Police.pdf	Performance Report	Beth Marne	—	7/26/2021 1:22 PM
 2019-DN-BX-0086 Metric 4 - DB.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 5 - DB.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 6 - DB.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 7 - DB.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 9 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 10 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 8 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 7 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 6 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 5 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM
 2019-DN-BX-0086 Metric 4 - CW.pdf	Performance Report	Beth Marne	—	7/26/2021 1:11 PM

- **The most consistent data quality submission issue is grantees providing sufficient supporting documentation for only part of the metrics**
 - e.g. In the July-Dec 2020 submission period, 55% of all were partially submitted (missing 1-2 metrics)
- **Not clearly naming the uploaded documents**
 - Clearly labeled documents help with organization, which can ensure everything gets uploaded and it helps us with understanding what supporting documentation is present
- **Not explaining where to find each measure**
 - The “explanation for how metrics were calculated” document should be included with upload
 - Remember we are looking at >250 reports per period

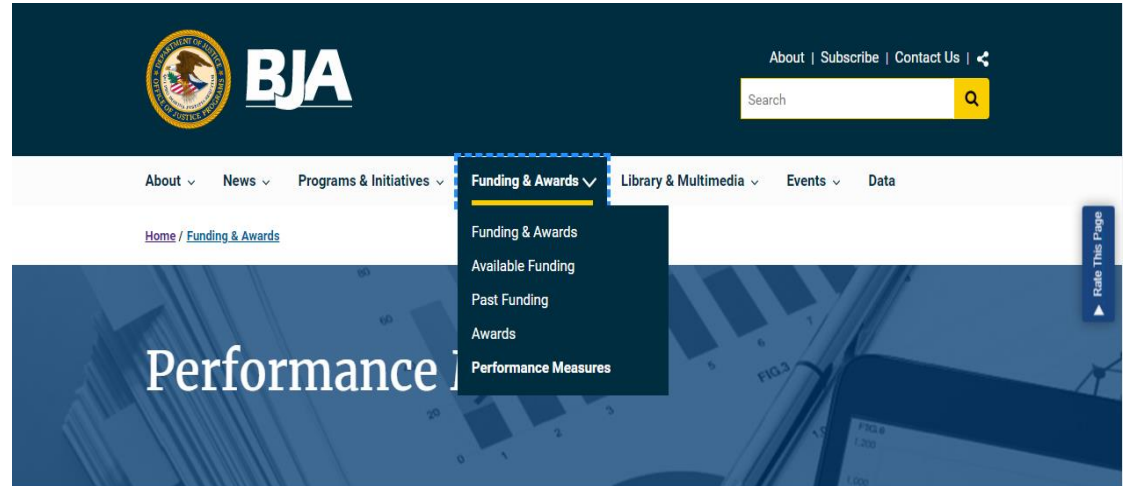
- **Inadvertent excel double counting using formulas**
 - Please ensure any formulas you use are accurately tracking data
- **Multiple spreadsheets may need to be aggregated to acquire the correct metric**
 - If this is the case, please aggregate all necessary spreadsheets before submission
- **Providing a disaggregated list of cases completed, CODIS uploads, or CODIS hits**
 - Please aggregate these in advance since there are software discrepancies that won't allow BJA staff to automate aggregating the metric of interest

- **Metric 6 - If a lab separates serology and DNA cases in reporting, you likely cannot just average the two**
 - For example, a lab has 1 serology case with a 2 day TAT and 99 DNA cases with an average 98 day TAT. The TAT is NOT $(2+98)/2 = 50$. It is total number of days to process cases divided by the total cases: $((1*2)+(99*98))/(1+99) = 97$
- **Metric 7 - Backlog is defined by BJA as “a case that has been requested but not completed within 30 days from the initial request”**
 - While labs may also have their OWN definitions of what a backlog means in their lab, the measures must be reported using the BJA definition
 - Cannot report “all pending cases” or “all cases minus the ones submitted in Dec” (for example) UNLESS none of the Dec cases were completed in Dec
- **Metric 8 - Cases submitted during reporting period**
 - Should include everything for the Forensic Biology section

- **Metrics 9/10 - Cases completed total for the section (9) and those completed just with grant funds (10)**
 - Metric 10 may not encompass all (or any) cases completed by the laboratory depending on how funds are used
- **Metric 11 – Recently changed to reporting all samples completed by the laboratory. Used to be samples completed per analyst**
 - Updated because this allows us to better assess whether labs are increasing capacity or not
- **Metrics 12/13 - CODIS entries total for the section (12) and those entered just with grant funds (13)**
 - Metric 12 may not encompass all (or any) hits completed by the laboratory depending on how funds are used

Resources Available to BJA Grantees

- Specific performance measure reporting guidance
- Training videos
- Data collection best practices
- Managing subrecipient reporting tip sheet
- And more!



<https://bja.ojp.gov/funding/performance-measures>

<https://www.youtube.com/dojbja> - YouTube Channel

- **Q: Is Question 7, “Number of backlogged forensic biology/DNA cases at the end of the reporting period”, referring to all cases?**
 - **A: This question is asking for the number of casework Forensic Biology/DNA cases that are currently backlogged at your lab. This does not include database samples, which is asked for in Question 22.**

- **Q: What is the difference between Casework and Database?**
 - **A: Casework samples are forensic samples collected from crime scenes to be tested, analyzed, and included in CODIS if eligible. Database samples are those collected under applicable legal authority to be included in CODIS (e.g. convicted offender, arrestee). Further information, included in a helpful fact sheet, can be found here: <https://bja.ojp.gov/library/publications/dna-capacity-enhancement-backlog-reduction-program>**

- **Q: If there is no grant activity during the reporting period, do I have to give a reason why and do I have to provide supporting documentation?**
 - **A: If there is no grant activity during the reporting period, you must provide a reason. If there is no grant activity, you do not need to submit supporting documentation- we only need it when you are using grant funds and reporting the associated performance metrics.**
- **Q: When are narrative questions reported?**
 - **A: Narrative questions are to be submitted on a semi-annual reporting period, first in January and second in July.**
- **Q: What is the difference between total cases completed and CEBR cases completed?**
 - **A: Total cases completed refers to the total number of cases completed by the lab, independent of funding source. CEBR cases completed refers to the total number of cases completed using CEBR funds.**

Pulling Data from PMT- Profile Page



OFFICE OF JUSTICE PROGRAMS



Performance Measurement Tool (PMT)
BJA PMT (CEBR and Postconviction)
DNA Capacity Enhancement and Backlog Reduction
AK - Alaska Dept of Public Safety

[BJA PMT Home](#)

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GENERAL INFORMATION

Legal Name:

- Once a Grantee has logged into PMT, and subsequently selects the program their award is under, they'll be brought to the profile page.

Pulling Data from PMT- Data Entry Page



- Select the “Enter Data” Tab and respective reporting period of interest.
- Complete the questionnaire for your semi-annual data and lock your report on the review page once you’ve entered the questionnaire.



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Select Reporting Period

01/01/2023 - 06/30/2023 ▼

Select Type of Laboratories

Both Casework and Database Laboratories

(This was your previous selection. If this needs to be changed, please contact BJA PMT Help Desk at 1-888-252-6867 or send an email to bjapmt@usdoj.gov.)

Continue

Pulling Data from PMT- Reports Page



Show entries

Search:

Federal Award	Reporting Period	Data Entry Status	Last Modified	View Report
2019-DN-BX-0116	07/01/2021-12/31/2021	Complete <input type="button" value="Unlock"/>	08/18/2023 by Liz Wain	PDF Semi-Annual: PDF Excel Final PDF
2020-DN-BX-0027	07/01/2021-12/31/2021	Complete <input type="button" value="Unlock"/>	08/18/2023 by Liz Wain	PDF Semi-Annual: PDF Excel Final PDF
2021-15PBJA-21-GG-03078-DNAX	07/01/2021-12/31/2021	Complete <input type="button" value="Unlock"/>	08/18/2023 by Liz Wain	PDF Semi-Annual: PDF Excel

- Once the questionnaire has been completely filled out and locked, then
- Refer to the Reports page to generate a PDF of your semi-annual report

Frequently Asked Questions guide for the Capacity Enhancement for Backlog Reduction Program is Coming Soon!



Includes answers to questions about:

- *Application documents*
- *Solicitation language*
- *Allowable uses of funding*
 - *Past funding*
- *Performance Metrics*
 - *More!*

JustGrants Helpdesk

Monday–Friday 5:00am–9:00pm Eastern Time (ET)

Saturday–Sunday and Federal Holidays 9:00am–5:00pm ET

1–833–872–5175 | JustGrants.Support@usdoj.gov

JustGrants Training and Resources

<https://justicegrants.usdoj.gov/>





BJA PMT HELPDESK

Monday–Friday
8:30 a.m. –5:00 p.m. ET
Closed on Federal Holidays
bjapmt@ojp.usdoj.gov

PPI TEAM CONTACTS

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Thank you for your hard work and dedication!