

# **Performance Measures Reporting and Data Collection for Second Chance Act Juvenile Mentoring Grantees**

*presented at*

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# Presentation Outline

- Reporting Requirements
- Purpose of Performance Measures
- OJJDP's One-Time and Core Performance Measures
- SCA Mentoring Mandatory Performance Measures
- Overview of Performance Measures Data for SCA Mentoring FY2009 Awards
- Data Collection Tips
- Reporting Performance Measures Data to OJJDP
- Next Steps

# Reporting Requirements

## **SCA Mentoring Grantees are required to:**

- Collect and report performance measures data,
- Participate in OJJDP DCTAT training sessions, and
- Submit a report on these data to OJJDP semiannually through the *Grants Management System (GMS)*.

## Purpose of Performance Measures

- They are directly linked to OJJDP's core mission and are designed to support the purpose and administration of the SCA Mentoring grant program.
- They help OJJDP collect information to determine whether a program achieved its goals and objectives.
- Information from performance measures is used to improve the operation of the program.
- Inputs, outputs, and outcomes are collected and reported.

# Performance Measurement and Data Collection

- Performance measures and data collection are building blocks of evaluation.
- They are hard proof of what/how/when/why your program is doing.
- Documentation supports sustainability efforts.

*Specifically, good documentation:*

- Strengthens accountability,
- Enhances decisionmaking (helps governments and communities determine effective resource use),
- Improves customer service, and
- Supports strategic planning and goal setting.

# Federal Initiatives on Performance Measurement

- Government Performance and Results Act (GPRA, 1993)
  - Shift from accountability for process to accountability for results
  - Programs must show effectiveness to justify funding
- Federal Agency Rating of Programs
- President's Agenda—“Transparency and accountability a priority”
- SCA programs receive close scrutiny from Congress



## Second Chance Act Mentoring Grant Program

- **OJJDP's Mission/Purpose for This Program**

The goal of the SCA Mentoring Initiative is to provide grants to assist organizations with mentoring and other transitional services. These services are essential in helping juvenile offenders reintegrate successfully into their communities.

# Second Chance Juvenile Mentoring Performance Measures

- *Please turn your attention to the indicator grid.*

## One-Time Measures

- At what point does your mentoring program provide services for offenders?
- Baseline recidivism—Number of program youth who have been adjudicated on **more than one** occasion.

## Development of Core Measures for OJJDP Programs

- A small number of measures that directly link to OJJDP's core mission
- Comparability within and across programs
- A focus on quality services and youth outcomes

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<b>Number of program youth served during the reporting period</b>	<ul style="list-style-type: none"> <li>A. Number of program youth carried over from the previous reporting period</li> <li>B. New admissions during the reporting period</li> <li>C. Total number of youth served during the reporting period (A - B)</li> </ul>

## What does it mean?

The measure determines an unduplicated count of the number of youth served by the program during the reporting period.

## How to report . . .

1. Determine the number of youth in the program by counting each youth once in each program. This includes all programs that are funded in whole or part by OJJDP funds and provide direct services to youth through mentoring-type programs.
2. Report the number of youth in the program as of the last day of the previous reporting period (i.e., December 31 or June 30 **PLUS** any new admissions added during the new reporting period (January 1–June 30 or July 1– December 31).
3. Program records are the preferred data source.

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<b>Number and percent of program youth completing program requirements</b>	<ul style="list-style-type: none"> <li>A. Number of program youth who exited the program having completed program requirements</li> <li>B. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully)</li> <li>C. Percent (A/B)</li> </ul>

## What does it mean?

**Completion is defined by the program requirements.** Program obligations will vary by program but should be a predefined list of obligations or requirements that clients must meet before program completion.

## How to report . . .

1. The “A” value to report is the number of youth in OJJDP-funded juvenile justice programs who complete program requirements during the reporting period.
2. The “B” value to report is the total number of youth participating in this same program who left or exited the program for any reason (removed, voluntarily left, or completed all requirements) during the reporting period.

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<b>Number and percent of youth served with whom an evidence-based practice was used</b>	<ul style="list-style-type: none"> <li>A. The number of youth served using an evidence-based model or program</li> <li>B. The number of youth served</li> <li>C. Percent (A/B)</li> </ul>

## What does it mean?

The measure determines to what extent program youth are served using evidence-based programs or practices. Determine whether or not your program is an evidence-based program using resources provided in the DCTAT, or identify the resource for which program was identified for use on your population.

## How to report...

1. The “A” value to report is the number of youth served during the report period with whom an evidence-based practice was used.
2. The “B” value to report is the total number of youth served by the program during the reporting period.

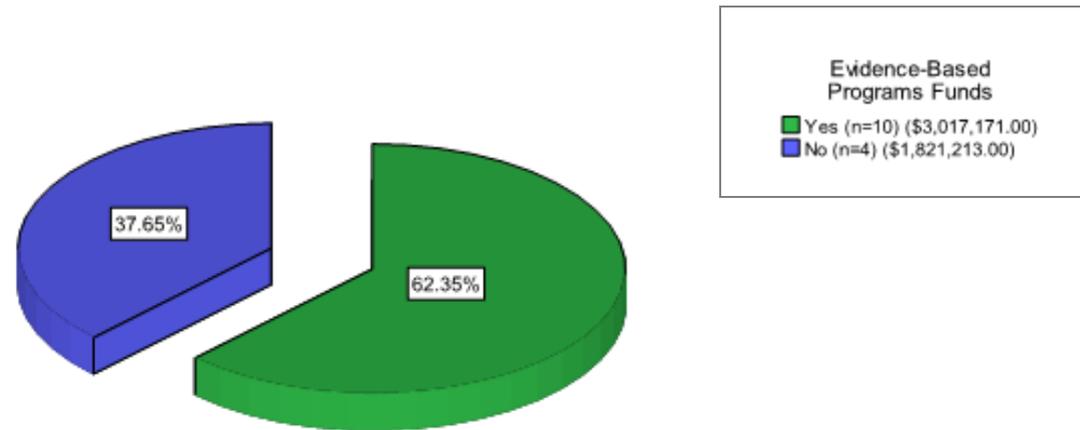
# Examples of Evidence-Based Programs\*

- Blueprints for Violence Prevention
- CASEL (Collaborative for Academic, Social, and Emotional Learning)
- Centers for Disease Control and Prevention
- Community Guide to Helping America's Youth
- Department of Education Safe, Disciplined, and Drug-free Schools
- Drug Strategies, Inc. →

- Hamilton Fish Institute
- Institute of Medicine
- Making the Grade
- NIDA Preventing Drug Abuse
- National Institute of Justice's "What Works" Report
- OJJDP Model Programs Guide
- Promising Practices Network
- SAMHSA Model Programs
- Surgeon General's Youth Violence Report
- Other (e.g., State model program resources)

**\*Definition:** Programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or victimization, or related risk factors. Evidence-based programs or practices can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide). Evidence-based practices may also include practices adopted by agencies, organizations, or staff that are generally recognized as "best practice" based on research literature and/or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention and/or intervention.

## Evidence-Based Programs



- During the January–June 2010 reporting period, 71.43 percent of grantees implemented evidence-based programs or practices.
- Second Chance Act Mentoring grantees spent over 3 million dollars (\$3,017,171) on implementing evidence-based programs during the last reporting period.

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<b>Increase in youth enrolled since the beginning of the program</b>	<ul style="list-style-type: none"> <li>A. Enrollment at the beginning of the program (beginning of the grant period)</li> <li>B. Current enrollment</li> <li>C. B-A = increase in enrollments</li> </ul>

## What does it mean?

Increase in the number of youth enrolled (“being mentored”) since the beginning of the program.

# SCA Mandatory Performance Measures

Measure	Data Grantee Reports
<b>Number of services provided to youth</b>	<ul style="list-style-type: none"> <li>A. Number of youth assessed as needing substance use counseling/services during the reporting period</li> <li>B. Number of youth enrolled in substance use counseling/services during the reporting period</li> <li>C. Number of youth assessed as needing mental health services during the reporting period</li> <li>D. Number of youth enrolled in mental health services during the reporting period</li> <li>E. Number of youth assessed as needing housing services during the reporting period</li> <li>F. Number of youth who successfully find housing during the reporting period</li> <li>G. Other</li> </ul>

## What does it mean?

This measure is designed to assess both need and program capacity. Report the number of youth who are **assessed** as needing various types of services during the reporting period, and also the number of youth who **actually receive** various services during the reporting period.



# OJJDP Core Performance Measures: Short-Term vs. Long-Term Outcomes

Outcome measures often ask for data on both short- and long-term outcomes. Definitions for both are provided below.

## **Short-Term**

For direct service programs, short-term outcomes are the benefits or changes that participants experience by the time they leave or complete the program. These generally include changes in behavior, attitudes, skills, and/or knowledge.

## **Long-Term**

These are the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills, and knowledge. They also include changes in practice, policy, or decisionmaking in the juvenile justice system. They are measured within 6–12 months after a youth leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<p><b>Number and percent of program youth who were adjudicated during the reporting period</b></p>	<ul style="list-style-type: none"> <li>A. Number of program youth who were committed to a juvenile facility as the result of a new adjudication during the reporting period</li> <li>B. Number of youth sentenced to adult prison as the result of a new adjudication during the reporting period</li> <li>C. Number of youth given some other sentence as the result of a new adjudication during the reporting period</li> <li>D. Number of program youth tracked for new adjudications during this reporting period</li> <li>E. Percent <math>((A+B+C)/D)</math></li> </ul>

## What does it mean?

A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living/sleeping units, such as wings, floors, dorms, barracks, or cottages.

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<p><b>Number and percent of program youth who had technical violations during the reporting period</b></p>	<ul style="list-style-type: none"> <li>A. Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period</li> <li>B. Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period</li> <li>C. Number of youth who received some other sentence as a result of a technical violation during the reporting period</li> <li>D. Number of program youth tracked for technical violations during this reporting period</li> <li>E. Percent <math>((A+B+C)/D)</math></li> </ul>

## What does it mean?

A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living/sleeping units, such as wings, floors, dorms, barracks, or cottages.



# OJJDP Core Performance Measures: Target Behaviors

Measure	Data Grantee Reports
<b>Select at least 1 targeted behavior for which you will collect and report for youth in your program</b>	<b>See grid for behavior-specific definitions</b>
<ul style="list-style-type: none"><li>✓ Antisocial Behavior</li><li>✓ Family Relationships</li><li>✓ Social Competence</li><li>✓ Gang Resistance/Involvement</li><li>✓ Substance Use</li><li>✓ School Attendance</li><li>✓ GED</li><li>✓ GPA</li><li>✓ Perception of Social Support</li></ul>	<ul style="list-style-type: none"><li>A. Number of program youth with the noted behavioral change</li><li>B. Number of youth in the program who received services for this behavior</li><li>C. Percent (A/B)</li></ul>

## How to report . . .

1. The “A” value to report is the number of youth who participate in an OJJDP-funded juvenile justice program who have demonstrated improvement for the indicated behavior.
2. The “B” value to report is the total number of youth participating in this same program who are receiving services for this behavior during the reporting period.



## Target Behavior Data for January–June 2010

Target Behavior	Number of Youth Tracked	Number of Youth with Intended Behavior Change	Percent of Youth with Intended Behavior Change
Social Competence	95	118	80.50
School Attendance	142	211	67.30
GPA	71	188	37.77
GED	0	0	0
Perception of Social Support	69	107	64.49
Family Relationships	86	103	83.50
Antisocial Behavior	135	222	60.81
Substance Use	9	11	81.82
Gang-Resistance Involvement	0	0	0
<b>Total</b>	<b>607</b>	<b>960</b>	<b>63.23%</b>

# OJJDP Core Performance Measures

Measure	Data Grantee Reports
<b>Number and percent of program youth who are victimized</b>	<ul style="list-style-type: none"> <li>A. Total number of program youth served during the reporting period</li> <li>B. Number of program youth tracked during this reporting period for victimization</li> <li>C. Of B, the number of program youth who were victimized during the reporting period</li> <li>D. Percent C/B (<i>Auto-calculate</i>)</li> </ul>

## What does it mean?

This measure determines the number of program youth who were victimized during the reporting period.

# Mentoring Performance Measures

Measure	Data Grantee Reports
<b>Number and percent of program mentors successfully completing training</b>	<ul style="list-style-type: none"> <li>A. Number of program mentors successfully completing training during the reporting period</li> <li>B. Number of program mentors trained during the reporting period</li> <li>C. Percent (A/B)</li> </ul>

## What does it mean?

The number and percent of program mentors successfully completing training during the reporting period. Program records are the preferred data source.

# Mentoring Performance Measures

Measure	Data Grantee Reports
<b>Increase in number of program mentors recruited</b>	<b>A.</b> The increase in number of program mentors recruited (ready for training) during the reporting period

## What does it mean?

- The measure determines the number of new mentors recruited during the reporting period.
- “Recruited” mentors are those who have completed requirements to be ready for training.
- Program records are the preferred data source.

# Mentoring Performance Measures

Measure	Data Grantee Reports
<b>Number and percent of trained program mentors with increased knowledge of the program area</b>	<ul style="list-style-type: none"> <li>A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period</li> <li>B. Number of trained program mentors</li> <li>C. Percent (A/B)</li> </ul>

## What does it mean?

- The measure determines the number of trained program mentors demonstrating increased knowledge of the program during the reporting period.
- Program records are the preferred data source.

# Mentoring Performance Measures

Measure	Data Grantee Reports
<b>Mentor Retention</b>	<p>A. The number of mentors who have left the program during the reporting period</p> <p>B. The total number of mentors in the program during the reporting period</p> <p>C. <math>(B - A)/B = \text{Mentor Retention Rate}</math></p>

## What does it mean?

The measure determines the number of program mentors retained by the program within the reporting period.

## How to report . . .

1. The “A” value to report is the number of mentors who have left the program (for any reason) during the reporting period.
2. The “B” value to report is the total number of mentors in the program at the start of the reporting period.

# Mentoring Performance Measures

Measure	Data Grantee Reports
<b>Percent of mentoring programs with active partners</b>	<ul style="list-style-type: none"> <li>A. Number of mentoring programs with active partners</li> <li>B. Number of mentoring programs</li> <li>C. A/B (Auto-calculated)</li> </ul>

## What does it mean?

Active partners are collaborations between the mentoring program and some type of service provider or organization, such as nonprofit service organizations and/or faith-based organizations; private industry; secondary education provider; postsecondary education provider or vocational training provider; or other active partners.

## How to report . . .

1. The “A” value to report is the number of mentoring programs that had active partners during the reporting period.
2. The “B” value to report is the total number of mentoring programs that were funded by your organization during the reporting period.



# SCA Juvenile Mentoring Program Data

Performance Indicator	Number of Youth		
Number of program youth who were served during the reporting period	317		
Number of program youth who were served using an evidence-based program or model	154		
Number of program mentors recruited	129		
Performance Indicator	Total Number	Completed	Percent
Number and percent of program youth completing program requirements	37	13	13/37 35.14%
Number and percent of mentors successfully completing training during the reporting period	86	79	79/86 91.86%
Number and percent of trained mentors with increased knowledge of the program area	104	91	91/104 87.5%
Performance Indicator	Total Number	Active	Percent
Mentor retention rate	94 mentors	80 active mentors	80/94 85.11%
Percent of mentoring programs with active partners	19 mentoring programs	15 mentoring programs with active partners	15/19 78.95%

<http://ojjdp.ncjrs.org/grantees/pm/>

Understanding Performance Measures

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Logic Models

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Performance Measures for Grantees

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Data Reporting Tool (DCTAT)

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Performance Measures by Program

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Frequently Asked Questions

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Glossary

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Contact

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Home

## PERFORMANCE MEASURES

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Welcome to the OJJDP Performance Measures Web page, a one-stop resource for applicants and grantees.

This site is designed to help you:

- [better understand performance measurement.](#)
- [learn about OJJDP's performance reporting requirements and resources.](#)
- [access important Federal performance measurement resources.](#)
- [review OJJDP's performance.](#)

Applicants and grantees are encouraged to revisit this page regularly to access the latest information regarding performance measures.

**► For Grantees**

- [OJJDP's Performance Data Reporting Tool \(DCTAT\)](#)
- [OJP's Grants Management System \(GMS\)](#)
- [Frequently Asked Questions](#)
- [Program Specific Indicators](#)

**► Important Dates**

**Performance Reporting Dates**

- Title V Program due November 30, 2009
- Tribal Juvenile Accountability Discretionary Grant (T-JADG) Program due November 30, 2009
- Title II Formula due December 30, 2009

**Notice for OJJDP Recovery Act Grant Applicants**

Applicants for Recovery Act funds can access [information](#) about the Recovery Act Performance Measures reporting, trainings, and reporting deadlines.

## Data Collection Tips

## Data Collection

- You need to plan up front.
- You need a sense of what you are trying to accomplish.
- What data will you collect and why?
- What data sources are available, and which will you use?
- How will you use the data beyond just reporting it to OJJDP?

# Data Collection Standards

- **Program documentation**
  - Clearly describe and document performance measures.
  - Keep logic model and performance measure documentation together as part of the history of your program.
- **Formal agreements for data collection**
  - Make sure that written agreements are clear.
- **Collect valid and reliable data**
  - Report accurate data.

## Data Collection Standards (cont.)

- **Analyze Data**
  - Quantitative data (i.e., from surveys) and qualitative data (i.e., from interviews) should be appropriately and systematically analyzed.
  - Obtain training and technical assistance for this if necessary.
- **Justify Conclusions**
  - Justify the conclusions you make from your data.
- **Protect Rights of Program Participants**
  - Design and conduct data collection to protect the rights and welfare of all participants.
  - Obtain training and technical assistance for this if necessary.

## Keeping Track of Data

- **Use data collection planning tool**
- **Identify staff member to coordinate and monitor data collection**
- **Assemble data collection checklists**
  - Develop forms and instruments
  - Develop procedures or policies for collecting needed data
    - You must collect accurate data in a systematic manner.
    - Develop a codebook to define the data you collect.
    - Policies and data collection codebooks can help keep the program on track, even with staff turnover.

***Pilot-test your procedures!***

# Plan for Performance Measures in Ongoing Program Assessment

## To assess your program, include plans for:

- Analysis/synthesis—How performance measures data will be analyzed and summarized
- Interpretation—How the program will interpret what the data mean
- Dissemination—Which program stakeholders will receive the results of the performance measures
- Recommendations—How the group will identify recommendations based on the results of the performance measures

**Reporting Performance  
Measures Data to OJJDP**

# Data Collection and Technical Assistance Tool (DCTAT)

- **The OJJDP Data Collection Tool (DCTAT) is a resource for your program**
  - Lists data submission deadlines
  - Includes a training PowerPoint for how to use the DCTAT
  - Lists Webinar-based training schedules, phone number, and e-mail for technical assistance
  - Links to performance measure (indicator) grids
  - Generates reports
  - Generates documentation for your program
    - Include with biannual CAPRs
    - For use in your program

## Steps to Complete Reporting in the DCTAT:

- Log in
- Profile (Review, Complete, or Revise)
- Select a Reporting Period
- *Step 1: Enter Award Information (Includes Target Population Information)*
- *Step 2: Select Indicators*
- *Step 3: Enter Data*
- *Step 4: Create a Report to Submit to OJJDP*
- Complete the User Feedback Form

# DCTAT Sign-In Screen

Website: <http://www.ojjdp-dctat.org>

The screenshot shows the DCTAT Sign-In screen. At the top left is a navigation menu with links: DCTAT Home, Help, Log in, Understanding Performance Measures, Frequently Asked Questions, Glossary, Contact, Home. The main heading is "PERFORMANCE MEASURES". Below it is the "Data Reporting Tool (DCTAT)" section, which includes a description: "The Data Reporting Tool (DCTAT) is a reporting system for users to submit performance data about their OJJDP grants." To the right is the login form with the instruction "Enter your user ID and password to log in." The form contains a "User ID:" field with the value "STUM0057S", a "Password:" field with masked characters, and a "Log in" button. Below the login form are links for "Forgot my password" and "Log in help". A red arrow points from a text box to the "Log in" button. The main content area lists various grant programs under "Discretionary Grants": Reporting Schedule, and Block Grants (with an expand/collapse icon), Underage Drinking Laws Block Grants Program, Juvenile Accountability Block Grants Program, Title II Formula Grants Program, Title V Community Prevention Grants Program (with an expand/collapse icon), Court Appointed Special Advocates Grants Program, Congressional Earmark Grants Program, Juvenile and Family Drug Court Grants Program, Juvenile Mentoring Grants Program (with an expand/collapse icon), and National Center for Missing and Exploited Children Grants Program (with an expand/collapse icon).

The Grantee (Grantor) is defined as the primary recipient of funds from OJJDP.

The Grantee will be provided with a user ID and password from the System Administrator.

This screen contains information and resources for your program.

# Profile Screen



Profile

Save

Profile screen contains information received via a download from GMS.

**\* Mandatory Fields**

User ID: STUM00855

Organization Name: Second Chance Test

Address1:

Address2:

City:

State/Territory: Alabama

\*Zip:

Phone:

Fax:

URL:

\*Email:

Contact Person:

If you are a first-time user, the system will take you to this screen first.

Please update this page frequently to receive important e-mails from the DCTAT.

Most screens in the DCTAT have the help desk contact info.

For more information contact [ojjdp-dctat@csrincorporated.com](mailto:ojjdp-dctat@csrincorporated.com)  
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

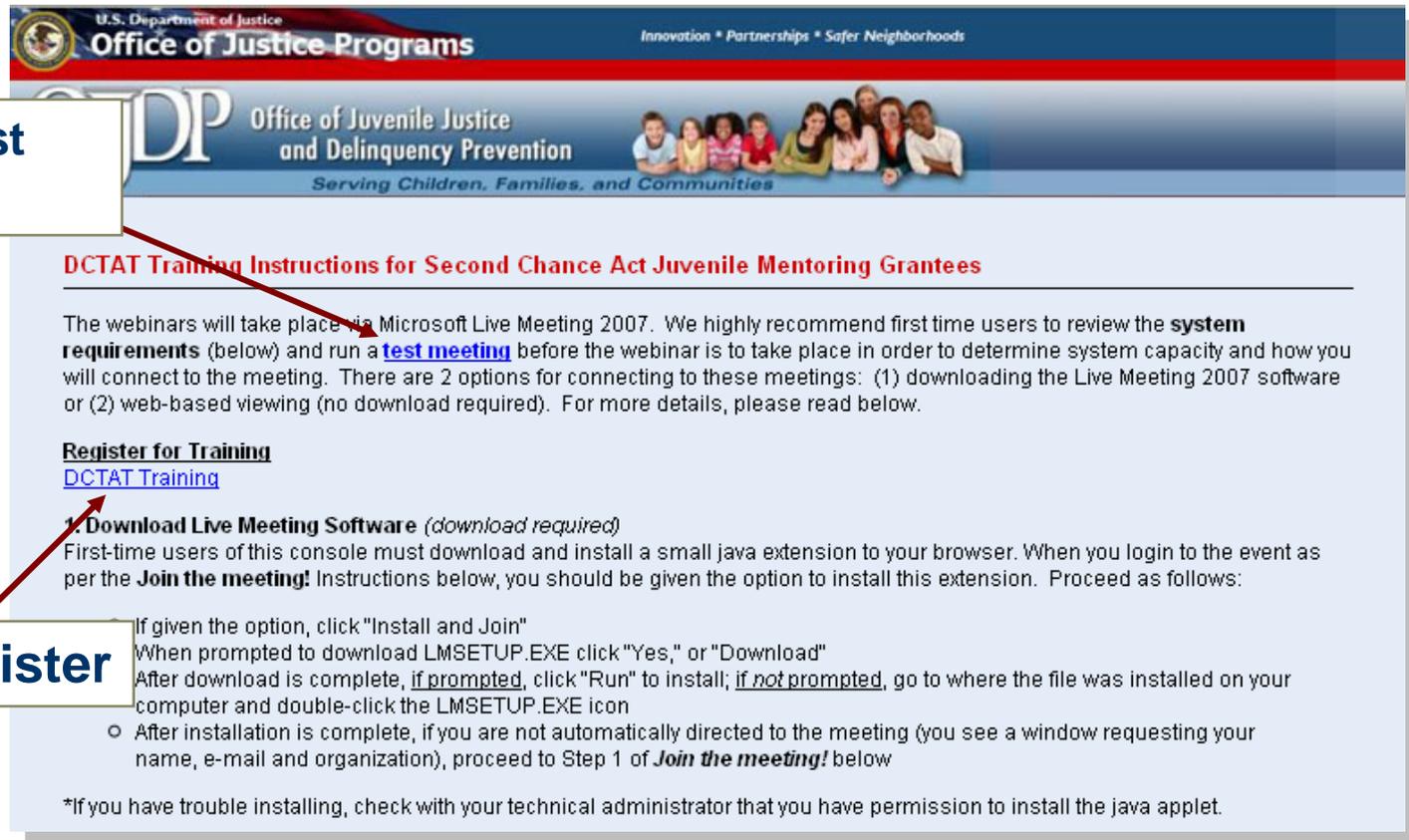
## *Please Remember!*

- Report accurate data!
- Prepare your data before entering the tool.
- Follow the red buttons to get to the next step.
- When data entry is complete, select “Mark data as complete and create final Performance Data Report.”
- Export the *Performance Data Report* (PDF or Word format) and save to your computer.
- After saving to your computer, be SURE to upload this document to GMS as an attachment to get credit for reporting.

## Next Steps

- Training announcements are sent out June 1.
- Register for training and install Live Meeting .
- You will receive a confirmation e-mail that you are registered.
- Trainings are held the month before and the month of OJJDP-DCTAT reporting.
- The next OJJDP-DCTAT trainings will be held in late June and early July 2011.
- You will be notified of these dates via e-mail.

Click to test meeting



The screenshot shows the official page for DCTAT (Department of Justice Training Act) webinars. At the top, it features the U.S. Department of Justice Office of Justice Programs logo and the slogan "Innovation \* Partnerships \* Safer Neighborhoods". Below this is the OJJDP logo and the text "Office of Juvenile Justice and Delinquency Prevention" with the tagline "Serving Children, Families, and Communities" and a group photo of diverse people.

The main heading is "DCTAT Training Instructions for Second Chance Act Juvenile Mentoring Grantees". The text explains that webinars will be held via Microsoft Live Meeting 2007 and recommends reviewing system requirements and running a test meeting. It provides two options for connecting: downloading the software or web-based viewing.

There are two callout boxes with arrows pointing to specific links:
 

- "Click to test meeting" points to the [test meeting](#) link in the first paragraph.
- "Click to register" points to the [DCTAT Training](#) link under the "Register for Training" section.

**DCTAT Training Instructions for Second Chance Act Juvenile Mentoring Grantees**

The webinars will take place via Microsoft Live Meeting 2007. We highly recommend first time users to review the **system requirements** (below) and run a **test meeting** before the webinar is to take place in order to determine system capacity and how you will connect to the meeting. There are 2 options for connecting to these meetings: (1) downloading the Live Meeting 2007 software or (2) web-based viewing (no download required). For more details, please read below.

**Register for Training**  
[DCTAT Training](#)

**1. Download Live Meeting Software** (*download required*)  
 First-time users of this console must download and install a small java extension to your browser. When you login to the event as per the **Join the meeting!** Instructions below, you should be given the option to install this extension. Proceed as follows:

- If given the option, click "Install and Join"
- When prompted to download LMSETUP.EXE click "Yes," or "Download"
- After download is complete, if prompted, click "Run" to install; if not prompted, go to where the file was installed on your computer and double-click the LMSETUP.EXE icon
- After installation is complete, if you are not automatically directed to the meeting (you see a window requesting your name, e-mail and organization), proceed to Step 1 of **Join the meeting!** below

\*If you have trouble installing, check with your technical administrator that you have permission to install the java applet.

Click to register

# DCTAT and GMS Reporting Schedule

Second Chance Act Juvenile Mentoring Grantees		
Activity Period	DCTAT Due Date	Upload to GMS?
January–June	July 30	Yes
		by July 30
July–December	January 30	Yes
		by January 30

**Questions/Comments**



## OJJDP DCTAT Contact Information

### Web Site

- To access the DCTAT website, please go to:  
<https://www.ojjdp-dctat.org>

### Technical Assistance

- E-mail: [ojjdp-dctat@csrincorporated.com](mailto:ojjdp-dctat@csrincorporated.com)
- Toll-free: 1 (866) 487-0512