

# Performance Measures Reporting and Data Collection for Second Chance Act (SCA) Juvenile Mentoring Initiative Grantees

**The 2012 Second Chance Act Conference**

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**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).

- Performance measures are indicators, statistics, or metrics used to assess program performance. Specifically, performance measures gauge a program's progress toward achieving predetermined goals and emphasize the efficiency, quality, outcome and effectiveness of the program's goods and services.
- These measures are directly linked to OJJDP's core mission and are designed to support the goal and objectives of the SCA Juvenile Mentoring Initiative.
- Performance measures help OJJDP to determine whether a Federal program achieves its goals and objectives.
- Data from performance measures may be used to improve the operation of the program and support policy decision-making at the Federal level.

- At what point does your mentoring program provide services to offenders?
- Baseline recidivism—Number of program youth who have been adjudicated on **more than one** occasion.
- Baseline program capacity—Number of youth who **qualify** for the mentoring program at the beginning of the grant.
- Baseline enrollment—Enrollment at the beginning of your program (beginning of the grant period).

- 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.
- The data entered for these measures should represent all youth who participate in all programs and services funded by a Federal award.
- Each measure is required unless it is not applicable to your approved grant-funded projects.
- Core measures should include at least one target behavior measure.

Measure	Data Grantee Provides
Number of program youth served during the reporting period	A. Number of program youth carried over from the previous reporting period B. New admissions during the reporting period

### What does it mean?

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

### How to report?

- Report the number of youth in your 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 reporting period (January 1–June 30 or July 1–December 31).
- This includes all programs that are funded in whole or part by OJJDP funds and provide direct services to youth through mentoring-type programs.
- Program records are the preferred data source.

Measure	Data Grantee Provides
<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 (either successfully or unsuccessfully)</li> <li>C. Percent (A/B)</li> </ul>

### What does it mean?

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

### How to report?

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

Measure	Data Grantee Provides
<b>Number and percent of youth served with whom an evidence-based program or practice was used</b>	<p>A. The number of youth served using an evidence-based model or program</p> <p>B. The number of youth served during the reporting period</p> <p>C. Percent (A/B)</p>

### What does it mean?

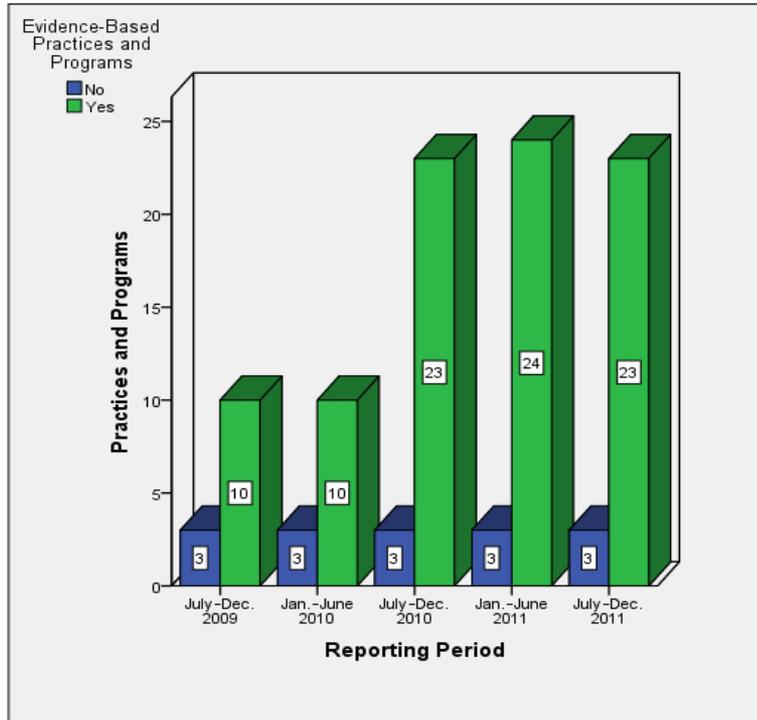
This measure determines to what extent program youth are served using evidence-based programs or practices.

### How to report?

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

Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State Model Program resources, etc.). 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.

- 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)



- The majority of SCA Juvenile Mentoring grantees and subgrantees are implementing evidence-based practices. During the July–December 2011 reporting period, 23 programs (88 percent) implemented such practices.

Measure	Data Grantee Provides
<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 found 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** these services during the reporting period.

- 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. They are measured within 6–12 months after a participant leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).

Measure	Data Grantee Provides
<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 residential facility as a result of a new adjudication during the reporting period</li> <li>B. Number of youth sentenced to adult prison as a result of a new adjudication during the reporting period</li> <li>C. Number of youth given some other sentence as a result of a new adjudication during the reporting period</li> <li>D. Number of program youth tracked for adjudications during this reporting period</li> <li>E. Percent <math>((A+B+C)/D)</math></li> </ul>

### What does it mean?

This measure represents the number and percent of participating program youth who were adjudicated for a new delinquent offense during the reporting period. This does NOT include technical violations and is appropriate for any youth-serving program.

Measure	Data Grantee Provides
<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?

This measure represents the number and percent of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period.

**Target Behaviors**—You are responsible for selecting at least one (1) behavior. Select at least 1 targeted behavior for which you will collect and report for youth in your program. Selection of behaviors is based on the grant-funded program goals and activities.

Measure	Data Grantee Provides
There are 9 target behaviors to choose from.	See grid for behavior-specific definitions.
<ul style="list-style-type: none"> <li>✓ Social Competence</li> <li>✓ School Attendance (including Truancy)</li> <li>✓ Grade Point Average (GPA)</li> <li>✓ General Education Development (GED) Test Passed</li> <li>✓ Family Relationships</li> <li>✓ Antisocial Behavior</li> <li>✓ Substance Use</li> <li>✓ Gang Resistance/Involvement</li> <li>✓ Perception of Social Support</li> </ul>	<ul style="list-style-type: none"> <li>A. Number of program youth served during the reporting period with the noted behavioral change</li> <li>B. Total number of youth receiving services for target behavior during the reporting period</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b><i>How should you report on target behaviors?</i></b></p> <ol style="list-style-type: none"> <li>1. The number entered for “A” will represent (in aggregate) the number of youth served who demonstrate an improvement for the selected behavior during the reporting period.</li> <li>2. “B” represents (in aggregate) the <b>TOTAL</b> number of youth that participate in a program providing services to improve the identified behavior during the reporting period.</li> </ol> </div>

Target Behavior	Youth Served	Youth with Intended Behavior Change	Percent of Youth with Intended Behavior Change
Social Competence	209	137	66
School Attendance	220	145	66
Grade Point Average (GPA)	191	92	48
General Education Development (GED) Test Passed	2	2	100
Perception of Social Support	220	146	66
Family Relationships	112	61	54
Antisocial Behavior	316	220	70
Substance Use	27	21	78
<b>Total</b>	<b>1,297</b>	<b>824</b>	<b>64</b>

Data indicates that 1,297 youth were served with Second Chance Mentoring funding; of these, 824 indicated a positive change in the noted targeted behavior (64 percent). Participating youth showed the most improvement in a target behavior change for reduction of substance use (78 percent) and antisocial behavior (70 percent).

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

### What does it mean?

This measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.

Measure	Data Grantee Provides
<b>Number and percent of program youth who are RE-VICTIMIZED</b>	<ul style="list-style-type: none"><li>A. Number of program youth tracked during the reporting period for re-victimization</li><li>B. Of A, the number of program youth who were re-victimized</li><li>C. Percent RE-VICTIMIZED (B/A)</li></ul>

### What does it mean?

The re-victimization measure counts the number of youth who experienced subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.

Measure	Data Grantee Provides
<b>Number and percent of program mentors successfully completing training</b>	<p>A. Number of program mentors successfully completing training during the reporting period</p> <p>B. Total number of program mentors who began training during the reporting period</p> <p>C. Percent (A/B)</p>

### What does it mean?

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

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

### What does it mean?

- This 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.

Measure	Data Grantee Provides
<b>Number and percent of trained program mentors with increased knowledge of the program</b>	<p>A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period</p> <p>B. Number of trained program mentors</p> <p>C. Percent (A/B)</p>

### What does it mean?

- This 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.

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

### What does it mean?

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

### How to report?

- The “A” value represents the number of mentors who have left the program (for any reason) during the reporting period.
- The “B” value represents the total number of mentors in the program at the start of the reporting period.

Measure	Data Grantee Provides
Percent of mentoring programs with active partners	A. Number of mentoring programs with active partners B. Number of mentoring programs C. Percent (A/B)

### What does it mean?

The percent of mentoring programs with active partners representing the following types of groups: 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?

- The “A” value represents the number of mentoring programs that had active partners during the reporting period.
- The “B” value represents the total number of mentoring programs that were funded by your organization during the reporting period.

Performance Measure	Youth or Mentors		
Program youth served	1,320		
Program youth served using an evidence-based model or program	620		
Program mentors recruited	217		
		Completed	Percent
Program youth completing program requirements	208	84	<b>40</b>
Mentors successfully completing training	165	151	<b>92</b>
Trained mentors with increased knowledge of program	232	205	<b>88</b>
		Active	Percent
Mentor retention rate	341 mentors	274 active mentors	<b>80</b>
Mentoring programs with active partners	36 mentoring programs	36 mentoring programs with active partners	<b>100</b>

# Data Collection Tips

- 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?

➤ **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.

- **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!***

# Reporting Performance Measures Data to OJJDP

- **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



U.S. Department of Justice  
**Office of Justice Programs**

<https://www.ojjdp-dctat.org/>



**Office of Juvenile Justice  
and Delinquency Prevention**

*Serving Children, Families, and Communities*



## PERFORMANCE MEASURES

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### Data Reporting Tool (DCTAT)

The Data Reporting Tool (DCTAT) is a reporting system for users to submit performance data about their OJJDP grants.

Please be aware that your session will time out 30 minutes after you stop saving data. Thus, to avoid having to reenter data, click the "save" button when you're finished entering data or before leaving the system unattended.

### DCTAT Reporting Schedule

DCTAT Reporting Schedule +

DCTAT Training Schedule +

*Please register for a training using the link in the OJJDP training e-mail you received. You can also call the OJJDP DCTAT Help Desk at 1-866-487-0512, or e-mail us at [ojjdp-dctat@csrincorporated.com](mailto:ojjdp-dctat@csrincorporated.com).*

Enter your user ID and password to log in.

User ID:

Password:

[Forgot my password](#)     [Log in help](#)

DCTAT Home

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- Help

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Log in

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Understanding Performance Measures

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Logic Models

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Performance Measures For Grantees

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Performance Measures by Program

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Frequently Asked Questions

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## Profile

To begin the **data entry** click the BEGIN DATA ENTRY button.

**\* Mandatory Fields**

**User ID** STUM00285

**Organization Name:** Mentoring Test

**Address1:**

**Address2:**

**City:**

**State/Territory:**

**\* Zip:**

**Phone:**

**Fax:**

**URL:**

**Mentoring Contact Information**

**Point of Contact:**  (Name)

(Phone)

**\*  (Email)**

**Additional Contact:**  (Name)

This page will display if this is your **first time** in the system.

Check your profile for accuracy. If any changes are needed, **you must** update your contact information in the GMS system. You may add an additional contact to receive notices from the DCTAT tool.

- 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 final and create Performance Data Report.”
- Export the *Performance Data Report* as a PDF file and save to your computer.
- After saving to your computer, be SURE to upload (attach) this document into the GMS to fulfill your reporting requirements.

- You will be notified of training announcements via e-mail.
- 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 DCTAT reporting.
- The next DCTAT trainings will be held in late June and early July 2012.

SCA Juvenile Mentoring Initiative 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

## Want to practice?

- The DCTAT has a practice site:  
<https://betasite.csrincorporated.com/dctatpractice/>
- This site lets you test-drive the DCTAT and try out any of the new features of the system. You can use your DCTAT user ID and password to access the site.
- **Note: Remember, this site is only for practice.** Data entered on the practice site will not be saved and DO NOT complete your reporting requirements.

# Questions/Comments

- Access the DCTAT at: <https://www.ojjdp-dctat.org>
- DCTAT Help Desk
  - Monday–Friday 8:30 a.m.– 6:00 p.m. EST
  - Toll-free number: 1-866-487-0512
  - E-mail: [ojjdp-dctat@csrincorporated.com](mailto:ojjdp-dctat@csrincorporated.com)

