



Prescription Drug Monitoring Program Training and Technical Assistance Center

Patrick **Knue**, Director
Don **Vogt**, Senior TTAC Coordinator
Kevin **Borcher**, Senior TTAC Coordinator
Rebecca **Cambria**, Legal Coordinator
Jim **Giglio**, Senior TTAC Consultant

BJA PDMP Grantee Orientation

May 23, 2024

IIR

Institute for Intergovernmental Research

BUREAU OF JUSTICE ASSISTANCE

FY 2023 PDMP GRANT PROGRAM NEW GRANTEE ORIENTATION

May 23, 2024



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



Presenters

- **Erin Pfeltz** – Division Chief
- **Jocelyn Linde** – State Policy Advisor/Grant Manager
- **Shaniqua McRae** – State Policy Advisor/Grant Manager
- **Carlos Orbe, Jr.** – PPI Team

Agenda

Welcome and Introduction to OJP and BJA

Program and JustGrants Overview

Grants Management Overview

Performance Reporting for the PDMP Program

Resources

Q&A

SECTION 1

WELCOME AND INTRODUCTION



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

What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking





U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

BJA

Bureau of Justice Assistance
U.S. Department of Justice

<https://bja.ojp.gov/>



Karhlton F. Moore, BJA Director

How BJA Supports the Field



Investments

Provide diverse funding to accomplish goals.



Sharing Knowledge

Research, develop, and deliver what works to build capacity and improve outcomes.



Engagement

Consult, connect, and convene.

Poll Question

Is this the first PDMP grant for your organization?

Yes, this is our first PDMP grant.

No, but it has been a few years since our last PDMP award.

We have recently had another PDMP grant.

SECTION 2

PROGRAMS AND JUSTGRANTS OVERVIEW



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

BJA Programs Office Role

The BJA Programs Office is responsible for providing timely and accurate grants administration information and assistance for all BJA grant programs to ensure project success and compliance.

BJA Grant Managers assist grantees with:

- Accepting the award
- Accessing funds
- Compliance with award conditions
- Reviewing and approving performance reports
- Grant award modifications
- Training and technical assistance
- Grant closeout procedures

DOJ Grant Manager

[Jocelyn Linde](#)

Phone

[202-598-7513](tel:202-598-7513)

Email

Jocelyn.Linde@usdoj.gov

Your primary point of contact is the BJA Grant Manager assigned to your award. The grant manager's name, email address, and phone number is listed in the funded award in JustGrants.

Office of the Chief Financial Officer (OCFO)

The OJP's **OCFO** provides fiscal policy guidance as well as accounting, budget, financial, and grants management. OCFO will contribute to your award management in the following ways:

- Clearing (approving) the project budget
- Reviewing budget modifications or extension requests
- Grantee **customer service on financial matters**
- Grantee financial monitoring, site visits, and compliance review
- Grants financial management training and technical assistance
- Grants financial closeout

OCFO Customer Service



1-800-458-0786



Ask.OCFO@usdoj.gov



JustGrants Post-award User Roles

Entity Administrator



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

Grant Award Administrator



Submits programmatic-related award requirements, including Performance Reports, Grant Award Modifications (GAMs), and Closeouts.

Authorized Representative



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants and cooperative agreements with the federal government on behalf of the Entity.

Financial Manager



Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

If appropriate, an individual can have multiple roles in JustGrants.

Resources:
<https://justicegrants.usdoj.gov/training/training-entity-user-experience>

Updating Points of Contact

The updated [JustGrants Training: Entity Management webpage](#) guides you through key entity management points throughout the grant's life cycle. The content on this page does the following:

- Explains the federal systems involved in entity management.
- Describes entity user roles and responsibilities.
- Explains how to manage user roles in the Digital Identity and Access Management Directory (DIAMD).
- Outlines how to manage user assignments in JustGrants.
- Shows how to access and maintain the entity profile and entity documents.

<https://justicegrants.usdoj.gov/training/training-entity-management>

Updating Points of Contact


- Get a quick start managing your entity with the **Entity Administrator’s Checklist** or read the new **Entity Management Job Aid Reference Guide** for detailed instructions.
- Register for a live JustGrants Entity Management Q&A session at <https://justicegrants.usdoj.gov/training/training-virtual-sessions>.


JustGrants Entity Administrator’s Checklist

Every entity must have a designated Entity Administrator, who has three responsibilities: manage entity users, keep the entity profile up to date, and maintain entity documents.

The following checklist provides quick tips to complete these Entity Administrator tasks. Refer to the full [Entity Management Job Aid Reference Guide](#) for more detailed instructions.

 **Manage Entity Users**

 **Confirm Entity Profile Info**

 **Maintain Entity Documents**

Manage Entity Users

- ✓ View current users in the Entity Users tab in **JustGrants**
- ✓ Determine whether users are assigned to the correct roles in **JustGrants**
 - If changes are needed, select the “Manage Users” button to make updates to user roles in **DIAMD**
 - Invite or remove users in **DIAMD**
 - Re-invite users who have forgotten their password or have an “Inactive” status in **DIAMD**
 - Add or remove roles from existing entity users in **DIAMD**
- ✓ View current application-related role assignments in the Applications tab in **JustGrants**
 - Check for required role assignments in **JustGrants**: Application Submitter, Authorized Representative
 - Assign or re-assign roles for current and pending applications, as appropriate
- ✓ View current award-related role assignments in the Awards tab in **JustGrants**
 - Check for required role assignments in **JustGrants**: Grant Award Administrator, Financial Manager, Authorized Representative
 - Assign or re-assign roles for current and pending awards, as appropriate

SECTION 3

GRANTS MANAGEMENT OVERVIEW



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

Grant Management Award Cycle



Award Conditions: Overview

Grantees are responsible for adhering to all applicable award conditions.

- The award conditions numbered 1 through 30 are applied to all OJP awards.
Resource: <https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions>.
- Award conditions numbered 31+ are specific to the program and your award specifically.
- **There may be one or more withholding award conditions, which prevent expenditure and draw down of funds until the condition is met.**



Award Conditions: Withholding

Withholding award conditions prohibit expenditure or draw down of funds until:

- Specified action or document is approved by BJA
- Award Condition Modification (ACM) approved

Most common withholding conditions:

- Budget not cleared/approved or questioned costs
- Missing or insufficient application information (for example, missing proposal narrative)
- Additional approvals needed based on type of project (for example, NEPA for projects with environmental impact)

Your BJA Grant Manager will provide guidance on how to address active withholding conditions.

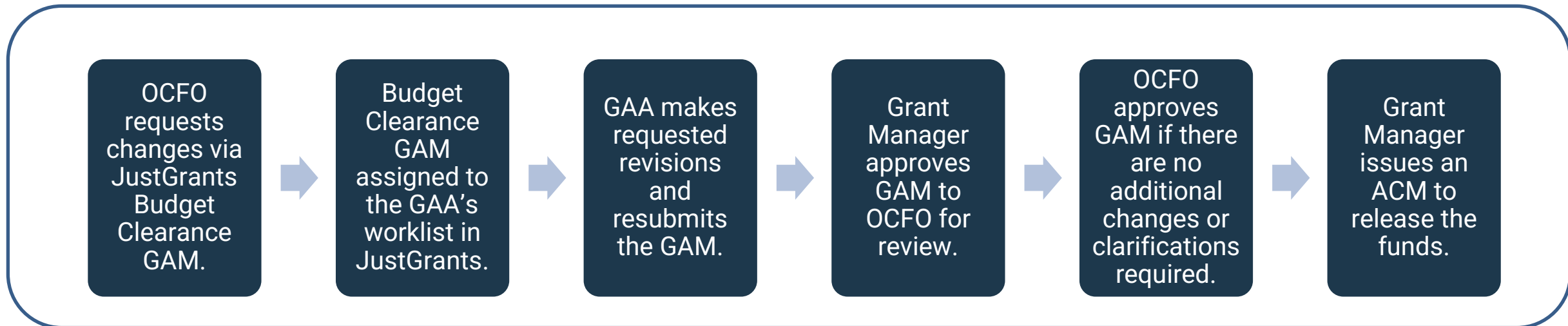


Budget/Financial: Budget Clearance

If OJP/BJA was unable to clear/approve the budget prior to award notification, changes will be required to the budget in JustGrants, and OJP/BJA must approve it before you have access to funds.

Most common reasons a budget could not be cleared:

- Misclassification costs
- Insufficient detail on calculation and/or narrative
- Unallowable or questioned costs



Administrative: Grants Financial Management Training

The Grant Award Administrator and Financial Manager assigned to your award must complete training within 120 days of grant acceptance (if it was not previously completed within the last 3 years).

- If the Grant Award Administrator and/or Financial Manager change, they will have 120 days to complete their training from the day they are added within the JustGrants system.
- **For certain recipients, funds will be withheld until completed.**
- Must be completed every 3 years.
- Available online at <https://onlinegfmt.training.ojp.gov/>.
- Submit Grants Financial Management Training certificates to your BJA Grant Manager.



Administrative: Subawards and Procurement Contracts

Grant recipients may propose to make **subawards** and/or enter into **procurement contracts** with other non-federal parties under the award. Different administrative requirements apply so it is important to properly classify. **The substance of the relationship should be given greater consideration than the form of agreement.**

Resources: <https://www.ojp.gov/training/subawards-and-procurement>

<p>A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Characteristics which support the classification of a subrecipient include when the non-Federal entity:</p>	<p>A [procurement] contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship are when the contractor:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Determines who is eligible to receive what Federal assistance 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides the goods and services within normal business operations
<ul style="list-style-type: none"> <input type="checkbox"/> Has its performance measured in relation to whether objectives of a Federal program were met; 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides similar goods or services to many different purchasers
<ul style="list-style-type: none"> <input type="checkbox"/> Has responsibility for programmatic decision-making 	<ul style="list-style-type: none"> <input type="checkbox"/> Normally operates in a competitive environment
<ul style="list-style-type: none"> <input type="checkbox"/> Is responsible for adherence to applicable Federal program requirements specified in the Federal award 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides goods or services that are ancillary to the operation of the Federal program
<ul style="list-style-type: none"> <input type="checkbox"/> In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity. 	<ul style="list-style-type: none"> <input type="checkbox"/> Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

Administrative: Examples of Subawards and Procurement Contracts

❑ Examples of Subawards	❑ Examples of Procurement Contracts
❑ To develop (or adapt or otherwise improve) or deliver training and technical assistance materials to meet the needs of entities or individuals.	❑ Office supplies for use by recipient employees (e.g., paper, toner)
❑ To develop (or develop improvements to) technology; this includes enhancement of PDMP technical systems.	❑ Software licenses for widely available programs such as Microsoft Office or Adobe Acrobat
❑ To collect and analyze data or conduct research and evaluation. This would include most academic partnerships.	❑ Purchase of a license needed to include particular copyrighted material in training materials to be produced and distributed in connection with an OJP award
❑ To develop or modify existing technology through an outside entity or third party.	❑ Maintenance and “customer support” help-desk services contract for (off-the-shelf) laptop or desktop computers used by recipient employees
	❑ Basic website hosting services (not including website design and development)

Poll Question

Does your project budget include these costs?

Subaward(s)

Procurement contract(s)

Both subaward(s) and procurement contract(s)

Neither/not sure



Administrative: Subawards

All subawards under a federal award require prior approval by the funding agency. If a specific subaward was in your application budget, issuance of the award is approval of that subaward. Subawards not included or specified in the application must be approved via grant award modification (GAM).

The grant recipient serves as the Pass-Through Entity and **must have policies and procedures in place for managing and monitoring subawards** consistent with federal requirements.

Pass-Through Entity requirements included but are not limited to:

- Assessing risk of each subrecipient
- Passing on award conditions via subaward agreement
- Monitoring each subrecipient's performance and compliance

Chapter 3.14 of the [DOJ Grants Financial Guide](#)

III. Postaward Requirements

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	+
3.9 Allowable Costs	+
3.10 OJP/COPS Office Conference Approval, Planning, and Reporting	+
3.11 Indirect Costs	+
3.12 OJP's Confidential Funds	+
3.13 Unallowable Costs	+
3.14 Subrecipient Management and Monitoring	—
Introduction	+
Subrecipient Monitoring	+
Best Practices	+
Avoiding Business with Debarred and Suspended Organizations	+

Welcome to the DOJ Grants Financial Guide

I. General Information

II. Preaward requirements

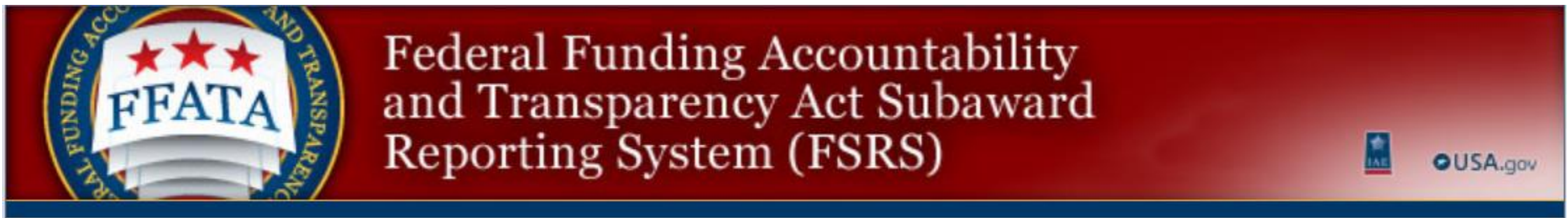
III. Postaward Requirements

IV. Organization Structure

V. Appendices

Administrative: FFATA Reporting on Subawards

- Federal Funding Accountability and Transparency Act (FFATA) **requires prime recipients of awards \geq \$30,000 to report subaward and executive compensation data on first-tier subawards \geq \$30,000.**
- Recipients must submit the FFATA report in FSRS (www.fsrs.gov) by the end of the following month in which the subaward was issued.
- User guides, FAQs, helpdesk and online demos are available at www.fsrs.gov/resources.





Administrative: Procurement Contracts

All procurement transactions **must be conducted in a manner to provide, to the maximum extent practical, open and free competition.**

Prior written approval must be requested before executing a non-competitive (sole source) procurement over \$250,000. This does not apply to states or territories. Budget clearance is not approval.

States must follow the same policies and procedures they use for procurements from their nonfederal funds. See [2 C.F.R. § 200.317](#).

All other nonfederal entities, including subrecipients of a state, must follow [2 C.F.R. § 200.318](#) through [§ 200.326](#).

For more information, see [Chapter 3.8 of the DOJ Grants Financial Guide](#) and the [DOJ Guide to Procurement Procedures](#).

III. Postaward Requirements

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	-
Procurement Standards—General Guidance	+
Contracting with Small and Minority Businesses, women's business enterprises, and labor surplus area firms	+
OJP Construction Requirements	+

Welcome to the DOJ Grants Financial Guide

I. General Information

II. Preaward requirements

III. Postaward Requirements

IV. Organization Structure

V. Appendices

Administrative: Other

Other Administrative requirements include but are not limited to:

- Reporting any waste, fraud, and abuse, or similar misconduct to the OIG. See the [DOJ Grants Financial Guide Section 3.20](#).
- Determination of suitability to interact with participating minors. See: <https://ojp.gov/funding/Explore/Interact-Minors.htm>.
- Requirements to include a disclaimer statement on websites or publications

Reminder: Thoroughly read the award conditions!



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

[Contact Us](#) | [Careers](#) | [Subscribe](#) | 

Search



[About Us](#) | [News Center](#) ▾ | [Grants/Funding](#) ▾ | [For Congress](#) | [NCJRS Library](#) ▾ | [Topics](#) ▾ | [Training](#) ▾ | [Data](#)

[Home](#) / [Grants/Funding](#) / [Recipient Resources](#)

Resources: <https://www.ojp.gov/funding/implement/overview>

Administrative: Financial Management Systems

All recipients are required to:

- Establish and maintain auditable accounting records.
- Accurately accounts for on the receipt, obligation, and expenditure of grant funds.
- Funds for each award must be accounted for separately from other grants and other funding sources.

2.3 Standards for Financial Management Systems

Accounting System	+
Project Cost Budgeting and Accounting	+
Preventing Commingling of Funds	+
Supplanting	+

Resource:

<https://www.ojp.gov/funding/financialguide/doj/ii-preaward-requirements#cr381>



Administrative: Financial Management Systems

Features of an adequate accounting system:

- Meets requirements for periodic reporting.
- Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.
- Provides cost and property control to ensure optimal use of funds.
- Controls funds/resources to ensure conformance with general or special conditions.
- Is able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients.

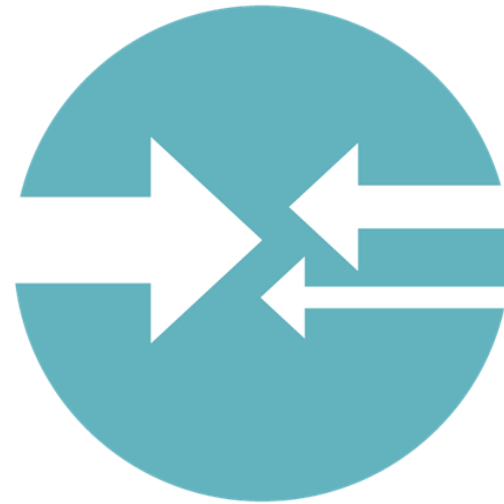
DOJ will review the accounting system if an award is selected for monitoring.



Administrative: Financial Management Systems

Recipients and subrecipients are **prohibited from commingling funds** on either a program-by-program or project-by-project basis.

- Although Federal regulations do not require physical segregation of cash deposits, the accounting systems must ensure that agency funds are not commingled with funds from other Federal or private agencies.
- Funds specifically budgeted/received for one project/award may not be used to support another.
- If the recipient's automated general ledger accounting system cannot comply with this requirement, a system should be established to adequately track funds according to each budget category.



Federal funds **must not supplant** (i.e., replace) funds that have been budgeted for the same purpose through non-federal sources.

Grant Award Modifications (GAM) Overview

- A GAM is used to request changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.

Programmatic

- Programmatic Costs GAM (costs requiring prior approval)
- Scope Change GAMs (alter programmatic activities, add subaward, change the project site, or change key staff)

Financial

- Budget Clearance GAM
- Budget Modification GAM (moving more than 10% of funds, or adding \$ into category previously \$0)
- Sole Source GAM for any sole source procurement in excess of simplified acquisition threshold (currently \$250,000)

BEST PRACTICE: Contact your BJA Grant Manager if you have questions prior to submitting a GAM.

Resource: <https://justicegrants.usdoj.gov/training/training-grant-award-modifications>

GAM: Project Period Extension

- Must be requested through JustGrants at least 30 days prior to the current end date.
- Must include narrative justification and a revised timeline. **Extensions should not be requested solely to expend remaining funds.**
- Generally, no more than one extension not to exceed 12 months is approved. OJP will consider exceptions on a case-by-case basis.

See the DOJ Grants Financial Guide for all requirements and contact your Grant Manager with any questions.



In-depth Monitoring

- OJP conducts formal in-depth monitoring on at least 10 percent of active grants each fiscal year.
- Recipients are required to participate.
- Monitoring is conducted remotely or onsite.
- Involves a full review of grant award documents and interviews of key project staff.
- Letter issued with results, to include issues for resolution and technical assistance to address them.



Common Areas of Noncompliance

Grant Award Administrator and Financial Manager: Financial Management and Grant Administration Training not completed.

FFATA Reporting not submitted.

Unauthorized obligation of funds in violation of grant withholding special conditions and/or prior to budget clearance.

Unauthorized costs or changes: Costs incurred that were not in the approved budget; making changes to the budget or project that required prior written approval.

Accounting policies and procedures are not documented or need improvement; lack of tracking award expenditures by approved budget category.

Common Areas of Noncompliance

Inadequate Subaward Management and Monitoring policies and procedures.

Misclassification of Subaward as a Procurement Contract, or vice versa

Procurement transactions and policies– not conducted using open and free competition; policies inconsistent with federal requirements

Indirect cost rate charged improperly and/or rate expired; lack of budget modification GAM submission to reflect current rate agreement.

Use of funds for **consultant rates in excess of \$650 per day** (or \$81.25 per hour) without explicit prior approval from BJA via GAM.

Closeout

- All obligations must be incurred on or before the last day of the period of performance.
- Liquidation period of up to 120 days after to make any remaining payments.
- After submitting the Final Performance Report, Final FFR, and last drawdown in ASAP, the GAA submits the closeout.
- **Note:** the ASAP account will be suspended automatically upon submission of the closeout or 120-days after the project end date.

Resource: <https://justicegrants.usdoj.gov/training/training-closeout>

SECTION 4

PERFORMANCE REPORTING FOR THE PDMP PROGRAM



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

Agenda

- Performance Management at BJA
- Purpose of Performance Measures and Benefits
- Data Reporting: What, Where, When, How
- Program-Specific Questionnaire
- Data Reporting Best Practices
- Contact Information and Resources

What is Performance Management?

Process
by which
grantees
regularly
collect
and report
data

Determine whether they are implementing activities as intended and achieving their desired goals and objectives.

Questionnaire captures inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change, as needed.

Periodic reporting over life of grant.

For more information, visit the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and the BJA Performance Measures site at <https://bja.ojp.gov/funding/performance-measures/overview>.

Why Does BJA Use Performance Measures?



Identify areas of success and potential areas of improvement



Track grant activity and progress towards program goals



Understand how funds are being distributed



Comply with the law

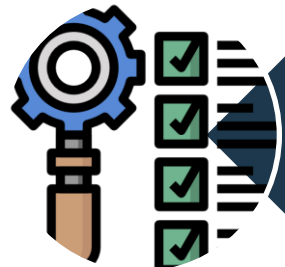
What are the Benefits to Grantees?



Identify areas for improvement to focus internal efforts



Allow BJA to address grantee challenges through the provision of training and technical assistance



Generate evidence of progress toward program goals

Reporting Data

What?

What do I report?

Where?

Where do I report?

When?

When do I report?

How?

How do I report?



What Data Do I Report?

Performance measures

- A series of questions that measure outcomes of grant activities

Narrative questions

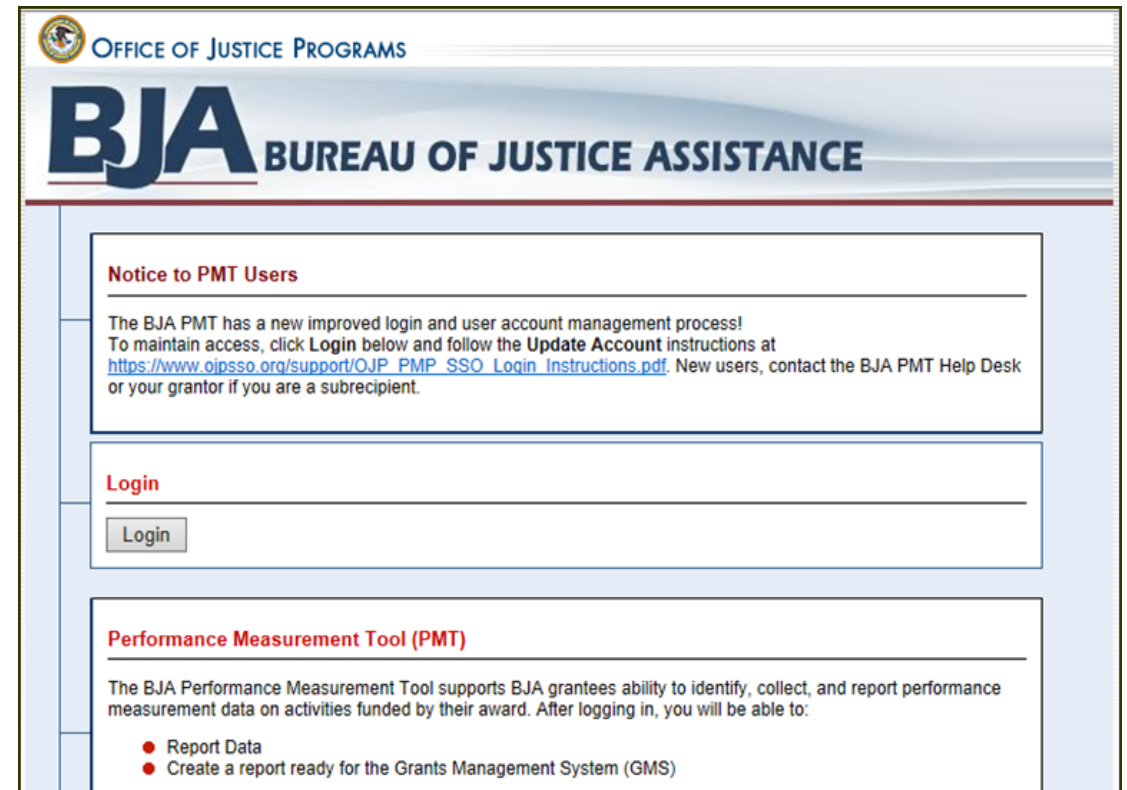
- A series of questions related to the grantee's specific goals, objectives, barriers, and successes

Closeout questions

- A series of questions grantees will need to respond to only when activities have been completed and the **grant is ending**.

Where Do I Report?

- ❖ BJA's Performance Measurement Tool (PMT) is one of the online tools that facilitates performance reporting for BJA.
- ❖ PDMP program grantees report performance measures quarterly (Jan/April/July/Oct) in the PMT until further notice.
- ❖ The report generated by the PMT is then uploaded into the Justice Grants system (JustGrants) twice a year (January/July).
- ❖ Access the PMT at: <https://bjapmt.ojp.gov>.



The screenshot shows the BJA Performance Measurement Tool (PMT) login page. At the top, it features the Office of Justice Programs logo and the BJA Bureau of Justice Assistance header. Below the header, there is a "Notice to PMT Users" section with a red heading. The notice text states: "The BJA PMT has a new improved login and user account management process! To maintain access, click Login below and follow the Update Account instructions at https://www.ojpssso.org/support/OJP_PMP_SSO_Login_Instructions.pdf. New users, contact the BJA PMT Help Desk or your grantor if you are a subrecipient." Below the notice is a "Login" section with a red heading and a "Login" button. At the bottom, there is a "Performance Measurement Tool (PMT)" section with a red heading. The text below this heading reads: "The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:" followed by two bullet points: "● Report Data" and "● Create a report ready for the Grants Management System (GMS)".

When Do I Report?

Reporting Period	Data Required	PMT Deadline	Upload to JustGrants?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes January 30
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Future Closeout Questions (estimated rollout 2024)	120 Days After Award End Date	Yes 120 Days After Award End Date

What Data Do I Report?

More information on performance measures can be found here:

Overview Page: [Performance Measures | Overview | Bureau of Justice Assistance](#)

Performance Measure Questionnaires: [Performance Measures | BJA Program Performance Measures | Bureau of Justice Assistance](#)

Harold Rogers Prescription Drug Monitoring Program (PDMP) —

- [PDMP Current Performance Measures](#)
- [PDMP Future Performance Measures](#) (Estimated rollout: October 2024)
- [PDMP Frequently Asked Questions](#)

Reporting Tip:

You can use the questionnaire as a guide to track relevant data in your files in the time interval that is easiest for you. When it is time to report, you can add those figures to get your reporting period totals.

Current and Future PDMP Questionnaire Structure

CURRENT: (Click for Questionnaire)

- General Award Information
- Program Category
- Measures for Category 1 and 2 PDMP Grants
- Dispensing Information: All Schedules (3 Months)
- Exceeding 3-Month Thresholds: Schedule II
- Exceeding 3-Month Thresholds: Schedule II and/or III
- Exceeding 3-Month Thresholds: Schedule II, III, and/or IV
- PDMP Reporting
- Measures for Category 3 PDMP Grants
- OJP Narrative Questions

FUTURE: (Click for Questionnaire)

- **General Award Information**
- **Category 1 Awards:** PDMP Implementation, Maintenance, and Enhancement Grants
 - PDMP users and system capabilities: Baseline Prescriber and System Capabilities
 - Data Sharing (Interstate)
 - PDMP Data Use and Investigations
- **Category 2 Awards:** Data-driven Response, Multistate Projects, or Advancement of PDMP
 - Advancement of PDMP Capabilities
 - PDMP Data Policies, Procedures, and Rules
 - Data Driven Decision Making
 - Multistate Collaborative Efforts
- **Closeout (Both Categories)**
- **Semiannual Narrative Questions**

PDMP Future Questionnaire Structure: Upcoming Changes

- Category 1 and 2 will have distinct sections.
- Grantee reporting burden will be greatly reduced, and questions will be simplified.
- Future performance measure trainings forthcoming once revisions go live, anticipated in the January 2025 reporting period.

BUREAU OF JUSTICE ASSISTANCE PRESCRIPTION DRUG MONITORING PROGRAM PERFORMANCE MEASURES

GENERAL AWARD ADMINISTRATION

1. Is this the **last reporting period** for which the award will have data to report?
For example, were all funds expended and is the award in the process of closing out?
 - A. Yes/No *(If Yes, answer the Semiannual Narrative Questions.)*
2. Was there **grant activity** during the reporting period?
There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If you select Yes, the program becomes operational and should remain so until the grant closes out.
 - A. Yes/No
 - B. If No, please select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (Request for Proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval from BJA	<input type="checkbox"/>
Waiting for partners or collaborators to complete agreements	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, please explain.	

3. Select your program category *[Carry forward]*:
 - A. Category 1: Prescription Drug Monitoring Program (PDMP) Implementation, Maintenance, and Enhancement Grants *(Respond to Category 1 Awards section.)*
 - B. Category 2: Data-driven Response, Multistate Projects, or Advancement of PDMP *(Respond to Category 2 Awards section.)*

Future PDMP Questionnaire Structure:

Category 1: Data-driven Response, Multistate Projects, or Advancement of PDMP

- PDMP users and system capabilities: Baseline Prescriber and System Capabilities
- Data Sharing (Interstate)
- PDMP Data Use and Investigations

Category 2: Data-driven Response, Multistate Projects, or Advancement of PDMP

- Advancement of PDMP capabilities
- PDMP Data Policies, Procedures, and Rules
- Data Driven Decisionmaking
- Multistate Collaborative Efforts

NOTE: The change from 3 categories to 2 is because of changes to the solicitation.

PDMP Questionnaire Structure

Narrative Questions

- Grantees are required to complete the Narrative Questions in January, in July, and at the end of the close of their award.
- In the Narrative section, grantees can highlight their accomplishments and discuss their challenges.

SEMIANNUAL NARRATIVE QUESTIONS

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities. Please ensure your responses are complete, comprehensive, and specific to this award.

In this module, you will identify the goals you hope to achieve with your funding. Your goals should align with your approved application and program budget. Once submitted, these goals cannot be changed without approval from your grant manager.

Set **S-M-A-R-T** goals to clarify the scope of your priorities.

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

If you have multiple goals, please provide updates on each one separately.

1. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period? *Your response should outline any actions executed by your agency in the overall implementation of your award, administrative or programmatic. Please ensure your program goals relate back to your approved application and program budget. Generally, you should describe more than one accomplishment.*

2. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

3. Is there any assistance that BJA (or a TTA provider) can provide to address any challenges identified in Question 2?
A. Yes/No
B. If Yes, explain: _____
4. Are you on track to achieve the goals you hope to achieve with your grant funding, both fiscally and programmatically as outlined in your grant application? *(If No, please provide an explanation as to why your agency is not on-track and what your plans are to address the delay.)*
C. Yes/No
D. If No, explain: _____
5. What major activities are planned for the next 6 months? *Your response should address the goals and objectives as outlined in the Program Narrative and provide an update on the planned activities in the next 6 months under each goal.*

Defining Goals and Objectives

Setting Goals Best Practices:

- ❖ Well-defined goals clarify priorities and establish criteria for success.
- ❖ **Set SMART goals** to clarify the scope of your priorities.
- ❖ **Reevaluate goals semiannually** to determine whether changes to program priorities and activities require updates.
- ❖ **Use data** to understand your progress toward your goals and make course corrections as needed.

SMART GOALS

S

SPECIFIC

State exactly what you want to accomplish.

M

MEASURABLE

Use smaller, mini-goals to measure progress.

A

ACHIEVABLE

Make your goal reasonable.

R

REALISTIC

Set a goal that is relevant to your program.

T

TIMELY

Give yourself time but set a deadline.

Defining Goals and Objectives

Great Goals but Needs Improvement

- Enhance the PDMP system.
- Ensure data quality and integrity.



SMART Goal Examples

- Enhance our PDMP system by adding prescriber report cards and advanced analytics within the first year of the award.
- Expand data integrity by developing interstate data sharing agreements within 3–6 months and improve data quality by changing the collection interval from weekly to daily

Ensuring Data Quality

Data Quality Best Practices

- Designate staff for coordination of the performance data collection.
- Review the performance measure questionnaire before entering data.
- Ensure that designated staff participate in trainings.
- Review, edit, and validate data with subrecipients before submission.
- Be mindful of the validation alerts built into the PMT System and verification outreach by the PMT Helpdesk.



Contact Information and Resources

BJA PMT HELPDESK



Monday–Friday
8:30 a.m.–5:00 p.m. Eastern Time
Closed on federal holidays
bjapmt@usdoj.gov

WEBSITES

- [Office of Justice Programs](#)
- [BJA Performance Measures](#)
- [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- [Performance Measurement Tool](#)
- [BJA YouTube Channel](#)

Thank you for your hard work and dedication!

SECTION 5

RESOURCES



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

PDMP Resources

Performance Measures Questionnaire:

[PDMP-measures.pdf \(ojp.gov\)](#)

PDMP Questionnaire FAQ:

[PDMP-Performance-Measures-FAQs.pdf \(ojp.gov\)](#)

PDMP Solicitation:

[FY 2023 Harold Rogers Prescription Drug Monitoring Program \(PDMP\) | Bureau of Justice Assistance \(ojp.gov\)](#)

PDMP Training and Technical Assistance Center

[PDMP TTAC - Prescription Drug Monitoring Program Training and Technical Assistance Center - PDMP TTAC \(pdmpassist.org\)](#)

Other Resources

JustGrants Training and Support:

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

DOJ Grants Financial Guide:

<https://www.ojp.gov/funding/financialguidedoj/overview>

BJA Contact Information

Erin Pfeltz
Division Chief
Erin.Pfeltz@usdoj.gov
202-532-5011

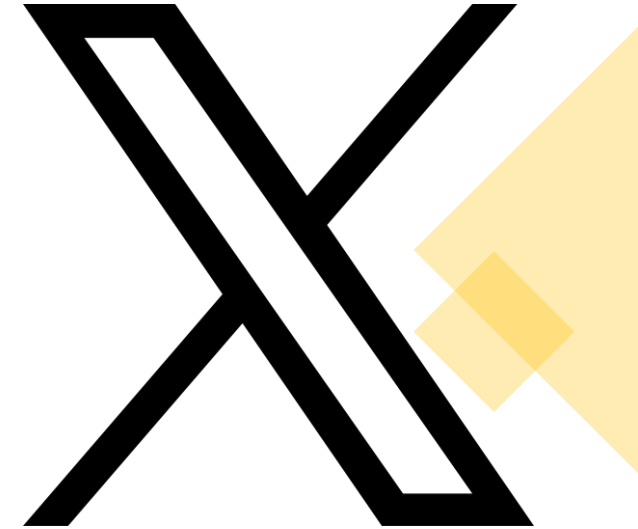
Jocelyn Linde
State Policy Advisor/Grant Manager
Jocelyn.Linde@usdoj.gov
(202) 598-1045

Shaniqua McRae
State Policy Advisor/Grant Manager
Shaniqua.McRae@usdoj.gov
(202)-676-7762

Andrew Rodeghero
State Policy Advisor/Grant Manager
Andrew.Rodeghero@usdoj.gov
(202)880-7392

Stay Connected!

- **Facebook:** <https://www.facebook.com/DOJBJA>
- **X:** <https://x.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbja>
- Use the QR code to subscribe to “**Justice Matters**” and “**News From BJA**” to receive the latest information from BJA and the field.
- For information on funding opportunities, publications, and initiatives, visit **BJA’s website:** www.bja.ojp.gov.





Questions?

Please enter your question in the Chat box now!

Email: pdmpttac@iir.com

Telephone: 850/481-PDMP (7367)

Website: www.pdmppassist.org

PDMP TTAC
Prescription Drug Monitoring Program Training and Technical Assistance Center

SEARCH

BJA's **Comprehensive** Opioid, Stimulant, and Substance Abuse Program

STATE PDMP PROFILES & CONTACTS | PDMP POLICIES & PRACTICES | LEARNING OPPORTUNITIES | FUNDING OPPORTUNITIES | TRAINING & TECHNICAL ASSISTANCE | PUBLICATIONS & DIGITAL MEDIA

PRESCRIPTION DRUG MONITORING PROGRAM TRAINING AND TECHNICAL ASSISTANCE CENTER

The Prescription Drug Monitoring Program Training and Technical Assistance Center (PDMP TTAC) at the Institute for Intergovernmental Research (IIR) provides a comprehensive array of services, support, resources, and strategies to PDMPs, federal partners and other stakeholders to further the efforts and effectiveness of PDMPs in combating the misuse and diversion of prescription drugs.

Our focus is to improve consistency among PDMPs, facilitate coordination between PDMPs and state and national stakeholders, increase PDMP efficiencies, measure performance and effectiveness, and promote best practices.

STATE PROFILES AND CONTACTS | MEETINGS AND CONVENINGS | MAPS AND TABLES | FUNDING OPPORTUNITIES

Request PDMP TTA