

# Reporting Training and Technical Assistance Activities

## Overview

Training and technical assistance (TTA) are the primary vehicles through which BJA grantees deliver support to the field. It is therefore critical that this work is accurately and completely reported in the BJA Training and Technical Assistance Reporting Portal (BJA TTARP) on the [BJA National Training and Technical Assistance Center \(BJA NTTAC\) website](#). In addition to being a required special condition of grant funding, BJA also uses TTA data to identify trends in the field, inform resource deployment, and assess grantee award performance.

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## Training

Every training instance requires its own separate entry into the BJA TTARP.

### Planning

Data about trainings can be entered into the BJA TTARP before, during, and after the training has occurred. Some grantees choose to record all their planned trainings at the beginning of a reporting period and mark them with a **Pending** status. As the reporting period progresses, they then come back to the BJA TTARP to change the status to **Active** and then **Completed** and enter the required information.

What trainings do you plan to complete in the upcoming reporting period?

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### Entering Data

Trainings should be entered in the TTA Activity section of the BJA TTARP. The [TTA Activity Entry Guide](#) and the [TTA Activity Entry video](#) both provide detailed step-by-step instructions on how to enter the data. The instructions below help you plan and categorize your activities using the existing fields in the BJA TTARP.

1. Enter the required data about the status of the request, the title of the training, the associated objective (the [Objectives Entry Guide](#)) provides additional detail on entering objectives), and a description.
  - a. If entering data about several instances of the same training, be sure to give each entry a unique name (e.g., Confidentiality in Record Keeping – June 15, 2023)
2. For the Category, select **Conferences** or **Training** from the options in the drop-down menu.
3. For the TTA Type, select one of the options in the drop-down menu from the list below:
  - a. **Host Conference**
    - i. A meeting of criminal justice practitioners, policymakers, and/or researchers that is at least one day in duration and includes multiple presentations from a variety of speakers. This TTA type should be reported by the sponsoring organization only.
    - ii. If presenting at a conference, this should be reported under the “Fund Speaker” TTA type. If attending a conference, this should be reported under the “Scholarship Support” TTA type.
  - b. **Training Delivery – Classroom Training/Onsite**
    - i. A program on instruction on a specified date and time and on a particular topic and/or a skill related to a specific operation for either individuals who can use the information or skill on their job or trainers who will provide instructions to others.
    - ii. This training is delivered in person.
  - c. **Training Delivery – Live Video (VTC)**
    - i. A program of instruction enabled by video teleconferencing (VTC) on a specified date and time on a particular topic and/or skill related to a specific operation for either individuals who can use the information or skill on their job or trainers who will provide instruction to others.
    - ii. VTC training is delivered live through a VTC service, enabling virtual presentation and interaction.
  - d. **Training Delivery – Online Training**
    - i. A program of instructions that is self-paced and available online on a particular topic and/or skill related to a specific operation for either individuals who can use the information or skill on their job or trainer who will provide instruction to others.
    - ii. This training is delivered virtually through recorded modules available for the length of the curriculum or credit hours necessary for completing the program.
    - iii. If this will be recorded and posted publicly, be sure to also record it as a deliverable.
  - e. **Training Delivery – Phone (teleconference)**
    - i. A program of instruction on a specified date and time on a particular topic and/or a skill related to a specific operation for either individuals who can use the information or skill on their job or trainers who will provide instruction to others.
    - ii. This training is delivered live using teleconference as the method of delivery. This may include coaching sessions through distance learning.
  - f. **Training Delivery – Webinar**
    - i. A program of instruction on a specified date and time on a particular topic and/or a skill related to a specific operation for either individuals who can

- use the information or skill on their job or trainers who will provide instruction to others.
  - ii. This training is delivered virtually through a webinar service using interactive components (e.g., chat, polling, question, and answer) over a shorter period of time (e.g., 30-45 minutes).
4. The options selected for the Category and TTA Activity will dictate what other options for data entry are required. Proceed with entering the rest of the required data, consulting the [TTARP Data Dictionary](#) for clarification when needed.
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## Technical Assistance Instances

Unlike trainings, instances of TA can be grouped together if provided to the same requesting agency or site. Do not create individual entries for every phone call, email, or contact with an agency or site you are supporting.

### Planning

Consider the objectives you entered into the BJA TTARP and what types of TA you will deliver to achieve them. For each objective, limit the TA entries to a defined date, such as a month or a reporting period for each TA agency or site. A “grouped” TTA entry can represent tens, hundreds, or in some cases, thousands, of requests. What TA do you plan to provide under each objective? How often will you deliver this TA? How do you plan to group the TA together for reporting purposes?

#### *OBJECTIVE #1:*

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What TA will you provide for each site or agency?

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How often will TA be provided?

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How will it be grouped together for reporting purposes (i.e., month, reporting period)?

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*OBJECTIVE #2:*

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What TA will you provide for each site or agency?

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How often will TA be provided?

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How will it be grouped together for reporting purposes (i.e., month, reporting period)?

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*OBJECTIVE #3:*

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What TA will you provide for each site or agency?

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How often will TA be provided?

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How will it be grouped together for reporting purposes (i.e., month, reporting period)?

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## Entering Data

TA should be entered in the TTA Activity section of the BJA TTARP. The [TTA Activity Entry Guide](#) and the [TTA Activity Entry video](#) both provide detailed step-by-step instructions on how to enter the data. The instructions below help you plan and categorize your activities using the existing fields in the BJA TTARP.

1. Enter the required data about the status of the request, the title of the TA, the associated objective (the [Objectives Entry Guide](#) provides additional detail on entering objectives), and a description
  - a. You can reflect the date in the TTA Title and TTA Short Name fields (such as “Help Desk Support: January”), as well as the TTA Start Date and TTA Actual End Date fields.
2. For the Category, select one of the options in the drop-down menu from the list below:
  - a. **Direct Assistance**
    - i. Includes responding to general requests for information from agencies, community organizations, or the public; providing program evaluation, data analysis, strategic planning, policy or process reviews for an agency, providing support or building agency capacity for program implementation; and/or helping an agency to implement or expand a model program, promising practice, or evidence-based strategy.
  - b. **National Program or Policy Advancement**
    - i. Includes focusing on an issue at a national level with the goal of benefiting many agencies (not just one specific agency); identifying or researching promising practices, strategies, or policies: conducting a

study or evaluation of a program where the results could support replication; hosting a forum (that can be in person or virtual) that promotes the exchange of information, such as promising practices, strategies, or policies; and/or facilitating working groups or meeting intended to articulate policy recommendations or evidence-based/promising practices.

- c. **Operational Support**
  - i. Includes providing investigative support on a particular criminal case; performing evidence discovery and collection efforts, such as recovering evidence on digital devices, allocating staff or subject matter expert time to support direct justice services, such as staffing a task force; and/or providing management oversight of a program, such as specialty drug courts.
- 3. For the TTA Type, select one of the options in the drop-down menu from the list below:
  - a. **Focus/Advisory Group Working Session**
    - i. A meeting of criminal justice practitioners, policymakers, and/or researchers that is at least one day in duration and includes multiple presentations from a variety of speakers
    - ii. This TTA type should be reported by the sponsoring organization only.
  - b. **Investigative Support**
    - i. The provision of tools, assessments, and/or recommendations to law enforcement, investigative, forensics, and prosecutions professionals that provide expertise and approaches to enhance a wide range of criminal investigations.
  - c. **Justice Services**
    - i. The provision of resource in response to emerging challenges in law enforcement, courts, corrections, community corrections, offender reentry, criminal justice-involved human/social services, and tribal justice.
  - d. **Operational Oversight/Audits**
    - i. Data collection and analysis to study a criminal justice system or process, such as a correctional facility. Coordination of data collection and evaluation of findings results in a recommendation report.
  - e. **Peer-to-peer Support**
    - i. The planning and facilitation of a site visit by an individual or team from one jurisdiction to officials in the same or similar position in another jurisdiction to enhance the visitor's knowledge and understanding of a comparable program or operation. Upon completing the visit, the visitor(s) prepare a report regarding the information gained and the actions they may take as a result of the visit. The report itself should be tracked separately as a Deliverable.
  - f. **Policy Development/Adoption**

- i. The implementation of a policy across an agency or a jurisdiction. This may include facilitating meetings to draft policy and designing change management strategies to implement policy adoption.
        - g. **Policy, Standards, Material Development or Review**
          - i. The review or development of policy, standards, and materials for an agency or a jurisdiction, or the identification of a problem that can be effectively addressed through the development of policy, standards, or materials. This may include the appointment of subject matter experts to conduct research, develop surveys, and draft policy, standards, and materials.
        - h. **Program Implementation Management/Support**
          - i. Assistance to a site, agency, or jurisdiction with the management of a program, such as an evidence-based program or practice, to monitor to ensure it is implemented and managed/support in alignment with best practices.
        - i. **Program/Practice Implementation**
          - i. Assistance to a site, agency, or jurisdiction with the implementation of a program, such as an evidence-based program or practice, to ensure that it is established and implemented in alignment with best practices.
        - j. **Provision of Resources/Systems**
          - i. Assistance to sites by providing resources, such as toolkits, systems, and data storage services.
        - k. **Requests for Information/Helpdesk**
          - i. Responses to inquiries that do not require lengthy or ongoing assistance, such as inquiries received at a conference exhibit booth or training or via an email or telephone helpline.
        - l. **Study/Assessment**
          - i. An analysis of an agency or jurisdiction's operations or programs, or a review and analysis of policies, procedures, and programs and the impact to the criminal justice community. This TTA type may require one or more site visits to interview staff, review records, and analyze policies, processes, and/or procedures. Upon completing the visit, a report is prepared that makes recommendations to enhance program or agency operations. Program review will result in a report articulating the findings and how the program meets the stated objectives. The report itself should be tracked separately as a Deliverable.
4. The options selected for the Category and TTA Activity will dictate what other options for data entry are required. Proceed with entering the rest of the required data, consulting the [TTARP Data Dictionary](#) for clarification when needed.
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## Tips and Tricks

If entering data about similar instances, the **Cloning Tool** and the **Import Tool** can help save time. The Cloning Tool allows you to copy an existing training and update the necessary fields. The Import Tool allows you to enter multiple trainings at once. The [Using the Import Tool](#) guide and the [Import Tool video](#) contain instructions for entering data and instructions for using the Cloning Tool are below:

### The Cloning Tool

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1. You can copy a training activity with a **Pending**, **Active**, or **Complete** status. After creating a training entry, go to **TTA Inventory** under the TTARP section of the website.
2. Locate the training you wish to copy and click the two pieces of paper icon. On the next screen, click the **Clone** button to confirm.

 DLV	15PBJA-21-GK-02617-MUMU	Annual Meeting to Support Best Practices at Site A	Completed	06/01/2022	06/24/2022	Test Grant Reporting
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3. This will generate a copy of the TTA. Navigate the entry fields and update the necessary items.

**Please contact the BJA NTTAC Team at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.**

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