

TTA Activity Entry Guide

Overview

TTA activities are the actions your organization completes to fulfill the objectives outlined in your award. Specifically, TTA activities are events, trainings, and instances of targeted support provided to agencies and individuals to provide knowledge, skill, or capacity building.

BJA uses aggregated TTA data to identify best practices, needs, and trends in the criminal justice field. This data includes audience served, and topics/subject matter needs of TTA provided. TTA activity information is also used by BJA managers to ensure grant activities are progressing on track and to identify where additional support may be needed.

TTA activities should be identified in the BJA Training and Technical Assistance Reporting Portal (TTARP) during the planning stages and then updated through the progressions of the activity, as necessary.

Creating a TTA Activity

Go to the [BJA NTTAC website](#) and the **TTA Reporting Portal** button on the top right side of the screen. Once there, there are three different ways to add a new TTA activity to your award.

Method One: Through the Funding Records Page

Once on the **TTA Reporting Portal** page, select the **Funding Records** option on the far left-side of the screen. Find the award for which TTA activities need to be added. If you do not see the award listed, please follow the instructions outlined the [Creating a BJA TTA Reporting Portal Account](#) guide to request access from the Grantee User affiliated with your organization.

1. Under the *Actions* column on the left side of the screen, select the plus sign (+) over the *TTA* text (figure 1)

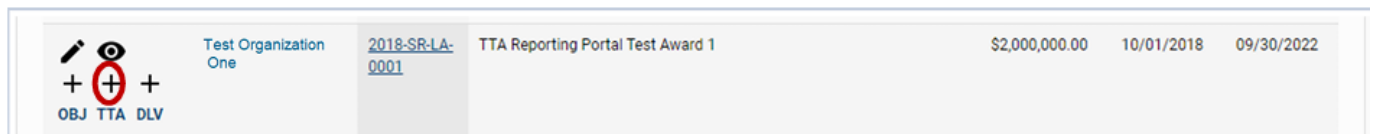


Figure 1. Funding Records Award Information: Add TTA Web Page

Method Two: Through the Top of the TTA Inventory Page

Once on the **TTA Reporting Portal** page, select the **TTA Inventory** option on the left-side of the screen.

1. On the top-left side of the page, click **Add TTA** button (figure 2)

Providers TTA Inventory

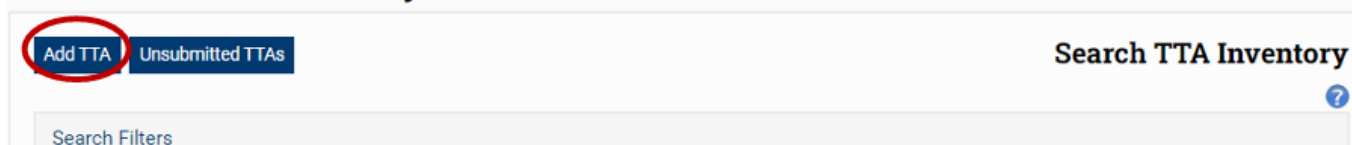


Figure 2. Providers TTA Inventory Web Page

Method Three: Through Cloning an Existing Deliverable on the TTA Inventory Page

Once on the **TTA Reporting Portal** page, select the **TTA Inventory** option on the left-side of the screen.

2. Find the existing TTA that you would like to clone
3. Under the Actions column on the left side of the screen, select the piece of paper icon and confirm that you want to clone the TTA activity (figure 3).

Actions	Award Number	TTA Short Name	Status	TTA Start Date	TTA Anticipated End Date	TTA Provider PoC	Primary Recipient Agency Name	Event Date	Event City	Event State	Agency City	Age Stat
	2018-SR-LA-0002	Training 1	Active	06/01/2022	06/16/2022	Test Grant Reporting	BJA National Training and Technical				Washington	Dist Of Colu

Figure 3. TTA Activity: Clone TTA Activity Web Page

Entering the Necessary Information

Regardless of how you initiate the TTA activity creation, you will need to complete the following sections (Figure 4). For additional details and definitions of the entry field, please see pages 37-52 of the [Reporting Portal User Guide](#). As you complete a section, use the **Save** and **Continue** button to progress forward.

When you save, you will receive an error message if the required fields (indicated by a *) are not completed. Required fields will need to be updated before moving forward. The default status of a created TTA activity is Active.

The ability to change the status to *Completed* is not available until the *Complete TTA/Performance Metrics* section.



Figure 4. TTA Activity Creation Sections Web Page

a.) General Information

- i. In this section you will enter the details of the TTA activity, including the title, the description, and whether it is available in different languages, or available to the

public. Be sure to connect this TTA activity to an award objective to create the connection between your activities and the grant's goals.

b. Dates/Events

- i. In this section you will detail the planned timing of the TTA you are providing. The activity starts when planning begins and ends when the activity concludes (do not include time for administrative tasks). You will only report on the anticipated end date of the TTA in this section. The actual end date is not entered until the *Complete TTA/Performance Metrics* section. For more detail on entering the anticipated end date see [the tutorial and video on the TTARP](#).
- ii. If you are delivering an event or training that is open to the public as part of your TTA, you have the option to display the event on the public facing **BJA NTTAC TTA Catalog** so that other agencies can participate (figure 5)

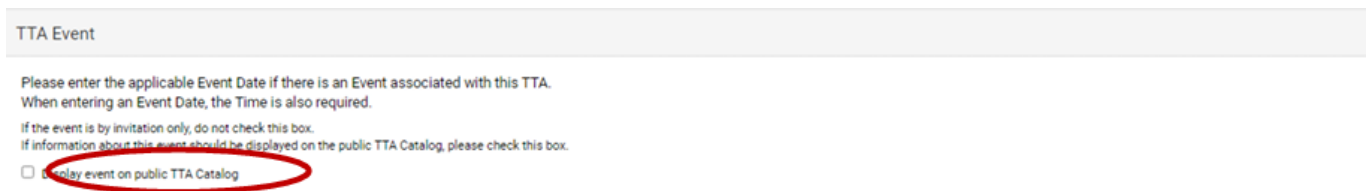


Figure 5: TTA Event Web Page

c. Target Audience/Demographics

- i. In this section you will provide details about the audience your for TTA.

d. Complete TTA/Performance Metrics

- i. **This section should only be completed once the TTA activity is complete. The *Status of Request* field must be changed to *Completed* to edit the other data entry field in this section.**
- ii. In this section you will provide the performance metrics related to the TTA activity. Performance metrics assist BJA in assessing the activities provided. For additional information on the different types of performance metrics, you can view the [TTARP Performance Metrics Extract from Data Dictionary](#) on the BJA TTARP Interest Group.

e. Submit

- i. Even if a TTA activity has **Pending** or **Active** status, it should still be included in the Semiannual Grant Report to provide BJA With an accurate picture of award activity. In order for a TTA activity to appear in the **TTA Inventory** or on the **Semiannual Grant Report**, you must submit it in this final section. Review the information listed and if it appears accurate, click **Submit**. You can go back and edit the information after submitting but you will not be able to delete the TTA activity.
- ii. If you are not ready to submit, you can click **Save** and navigate to another part of the TTARP.

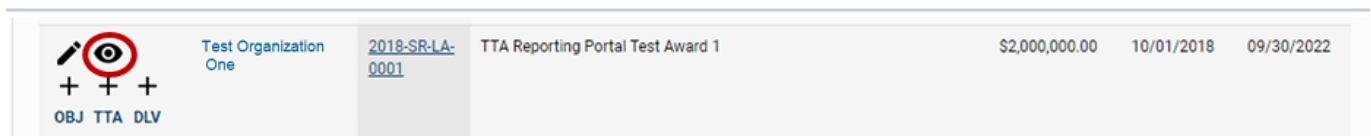
Updating the Status of a TTA Activity

Go to the [BJA NTTAC website](#) and select the **TTA Reporting Portal** button on the top right side of the screen. Once there, there are two different ways to update an existing TTA activity.

Method One: Through the *Funding Records Page*

Once on the **TTA Reporting Portal** page, select the **Funding Records** option on the far left-side of the screen. Find the award for which TTA activities need to be updated. If you do not see the award listed, please follow the instructions outlined the [Creating a BJA TTA Reporting Portal Account guide](#) to request access from the Grantee User affiliated with your organization.

1. Under the *Actions* column on the left side of the screen, select the eye icon (Figure 5)




 + + + OBJ TTA DLV	Test Organization One	2018-SR-LA-0001	TTA Reporting Portal Test Award 1	\$2,000,000.00	10/01/2018	09/30/2022
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Figure 6. *Funding Records Award Information: View TTA Activities Web Page*

2. Scroll down to the section that says Related TTA and find the TTA activity you wish to edit. Under the *Actions* column on the left side of the screen, select the pencil icon.

Method Two: Through the Top of the TTA Inventory Page

Once on the **TTA Reporting Portal** page, select the **TTA Inventory** option on the left-side of the screen.

1. Locate the TTA activity you wish to edit. Under the *Actions* column on the left side of the screen, select the pencil icon (figure 7)

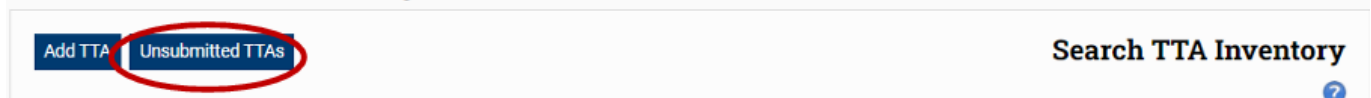


Actions	Award Number	TTA Short Name	Status	TTA Start Date	TTA Anticipated End Date	TTA Provider PoC	Primary Recipient Agency Name	Event Date	Event City	Event State	Agency City	Agency State
 + DLV	2018-SR-LA-0002	Training 1	Active	06/01/2022	06/16/2022	Test Grant Reporting	BJA National Training and Technical Assistance Center				Washington	District Of Columbia

Figure 7. *TTA Inventory: Edit TTA Web Page*

2. If you do not see the TTA activity listed, it is possible that the entry was not submitted when it was created. At the top of the **TTA Inventory** page, select **Unsubmitted TTAs** (figure 8).

Providers TTA Inventory



Add TTA	Unsubmitted TTAs	<input type="text" value="Search TTA Inventory"/>
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Figure 8. *Providers TTA Inventory: Unsubmitted TTAs Web Page*

Update the Necessary Information

See the above section *Entering Necessary Information* for guidance on what to include in each section. If the TTA activity is complete, remember you can only change the status to **Completed** in the **Complete Deliverable/Performance Metrics** section.

Regardless of the edits made, be sure to submit your TTA activity in the Submit section for it to appear on the Semiannual Grant Reporting and the **TTA Inventory**.

Please contact the BJA NTTAC Team at bjanttac@usdoj.gov or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.

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