

BJA

**nttac**



National Training and Technical Assistance Center

# Reporting Portal Data Dictionary

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# 1. Introduction

The Bureau of Justice Assistance (BJA) Training and Technical Assistance (TTA) Reporting Portal Data Dictionary is designed to help you understand what types of data and information is collected in the BJA TTA Reporting Portal (TTA Reporting Portal) as it relates to your award(s), deliverables, and TTAs. Along with the [Reporting Portal User Guide](#), which contains detailed instructions for navigating the TTA Reporting Portal and entering data on your award(s), this resource is designed to help you plan and prepare for data entry. The content fields in the following tables are in the order in which they appear in the TTA Reporting Portal.

To get started, below are common terms used in the TTA Reporting Portal:

- **Award:** A cooperative agreement, grant, contract, BJA National Training and Technical Assistance Center (NTTAC) engagement, or other mechanism through which providers are funded and tasked with delivering TTA services to the field.
- **Objective:** An outcome or collection of distinctly defined outputs (deliverables and/or TTA activities) defined in the funding agreement that guide the development of deliverables and the execution of TTAs. Each deliverable and TTA should clearly align to one award objective.
- **Deliverable:** A tangible, reusable artifact that can be referenced and used by others, such as a document, tool, training curriculum, newsletter, website, or system.
  
- **TTA:** An activity that provides a state, local, and/or tribal agency with assistance. Some of this assistance is targeted to a specific jurisdiction, whereas some of this assistance is broader in nature and is designed to provide assistance to many jurisdictions.
- **TTA Event:** A scheduled occasion with a defined start and end time when TTA is delivered. Examples are a training, webinar, conference, in-person or virtual meeting, or site visit.
- **Performance Metrics:** Output-focused data that is collected for a particular TTA or deliverable. Performance metrics are dependent on the TTA deliverable type selected in the TTA Reporting Portal.

## 1.1. Table Navigation

Listed below are terms and symbols that you will need to navigate through the data dictionary appropriately.

- **Content Type:** Refers to how data is organized in the system (e.g., awards, objectives, TTAs, and deliverables).
- **Field Content:** Describe the available content or options held within a given field.
- **Field Description:** Provides a brief description for each field or how the information may be used.
- **Field Name:** Describes the name of the content field as they appear in the TTA Reporting Portal.
  - An asterisk (\*) indicates that this content field is required when updating a specific content type
- **Data Entry Constraints:** Refers to what criteria is acceptable as field content.
  - Auto- Populated: Data contents are read-only and cannot be edited by a provider.

- Character: Data contents are entered by the provider as a string.
- Date: Data must be selected from the scroll-down calendar.
- Document Upload: Data contains are uploaded in a TXT, PDF, DOC/DOCX, PPT/PPTX, XLS/XLSX, PUB, PNG, or JPG/JPEG format. Files must be less than 25 MB.
- Entered by BJA NTTAC staff: Data are managed by BJA NTTAC staff with BJA staff's approval.
- Multiple-Selection: Data are available in a list from which the provider may select any number of field content.
- Numeric: Data contents are entered by the provider as a numerical value.
- Single-Selection: Data are available in a list from which the provider may select a single field content, or it indicates a yes/no checkbox: check the box to indicate a "yes" response. Leave the box unchecked to indicate a "no" response.

## 2. Content Type: Award

The table below outlines award data fields and selectable options to assist users through reviewing and editing awards in the TTA Reporting Portal. Note: As awards are imported from JustGrants, many of the fields are auto-populated and cannot be edited in the TTA Reporting Portal, as noted below. Please work with your BJA Policy Advisor to update any information in JustGrants. Awards are generally updated in the TTA Reporting Portal on a quarterly basis. If you have need for an immediate update in order to meet a reporting deadline, please contact the BJA NTTAC Team.

### 2.1. General Information

Field Name	Data Entry Constraint	Field Description
Provider Reference	Auto-Populated	Generated from JustGrants; displays provider name with a link to the provider profile.
Award Number	Auto-Populated	Generated from JustGrants; displays assigned award number. Automatically generated for BJA NTTAC TTA requests.
Award Status Code	Auto-Populated	Generated from JustGrants; coded to indicate the status of the grant or cooperative agreement. See the <a href="#">JustGrants Award Status Code</a> section below for more information.
Project Title	Auto-Populated	Generated from JustGrants; displays project title.
Solicitation Full Title	Auto-Populated	Generated from JustGrants; displays solicitation title.
Project Description	Auto-Populated	Generated from JustGrants; displays project description.
Project Impact	Character	Displayed on the Semiannual Grant Report generated by the TTA Reporting Portal; provides a description of how the project is expected to benefit the justice community (or other intended audience).
Grantee Name	Auto-Populated	Generated from JustGrants; displays grantee organization name.
App Legal Name	Auto-Populated	Generated from JustGrants; displays legal name of provider.

Field Name	Data Entry Constraint	Field Description
Location: Street	Auto-Populated	Generated from JustGrants; displays legal street address of provider.
Date of Award	Date	Not applicable to BJA grants and cooperative agreements; used on BJA NTTAC engagements to capture the date the award was created.
Project Period Start	Auto-Populated	Generated from JustGrants; displays start date for the grant or cooperative agreement. Not applicable to BJA NTTAC awards.
Project Period End	Auto-Populated	Generated from JustGrants; displays end date for the grant or cooperative agreement. Not applicable to BJA NTTAC awards.
Total Award Value	Auto-Populated	Generated from JustGrants; displays total award amount (this amount may increase over the life of the grant if the award is supplemented).
Document Balance (Award Amount – Drawdowns)	Auto-Populated	Generated from JustGrants; displays the total award amount minus drawdowns listed in JustGrants (i.e., the remaining balance).
Award Type	Auto-Populated	Generated from JustGrants; indicates if the award is a grant or cooperative agreement. If the award is from BJA NTTAC, the award type is displayed as “BJA NTTAC Funded.”
Funding Documents	Document Upload	Entered by providers; includes funding recommendations and other documents related to funding decisions.
Award Supplements: Supplement Amount	Numeric	Entered by providers; indicates any supplemental funds provided for this award, if applicable.
Award Supplements: Grant Adjustment Notice	Document Upload	Entered by providers; shows a request to make a programmatic, administrative, or financial change to a grant.
PoC Name	Auto-Populated	Generated from JustGrants; displays JustGrants point of contact (PoC) name.

Field Name	Data Entry Constraint	Field Description
PoC Email	Auto-Populated	Generated from JustGrants; displays JustGrants PoC email.
PoC Phone Number	Auto-Populated	Generated from JustGrants; displays JustGrants PoC phone number.
Auth Rep Name	Auto-Populated	Generated from JustGrants; displays JustGrants authorized representative name.
Auth Rep Email	Auto-Populated	Generated from JustGrants; displays JustGrants authorized representative email.
Auth Rep Phone	Auto-Populated	Generated from JustGrants; displays JustGrants authorized representative phone number.
Alternate Points of Contact	Character	Used if PoCs differ from those stored in JustGrants and can be used by BJA for communication purposes.
Alternate Points of Contact: Point of Contact Type	Single-Selection	Entered by providers; displays the contact type for the alternate PoCs entered. Indicate if the PoC is the financial, grant program, or primary PoC for the award.
Alternate Points of Contact: Contact First Name	Character	Entered by providers; displays the alternate PoC's first name.
Alternate Points of Contact: Contact Last Name	Character	Entered by providers; displays the alternate PoC's last name.
Alternate Points of Contact: Contact Email Address	Character	Entered by providers; displays the alternate PoC's email address.
Alternate Points of Contact: Contact Phone Number	Character	Entered by providers; displays the alternate PoC's phone number.

Field Name	Data Entry Constraint	Field Description
TTA User	Auto-Populated/ Multiple-Selection	Managed by the provider organization's Grantee User(s); indicates users who have access to the specific award and related data. If users go through the normal access request process this is automatically populated. However, Grantee Users also have the authority to edit and update this list as needed.
Office	Auto-Populated	Generated from JustGrants; displays the U.S. Department of Justice office that awarded the funding to the BJA grantee.
BJA Policy Advisor	Single-Selection	Entered by BJA NTTAC staff; indicates which BJA Policy Advisor aligns to the award, as selected from the drop-down menu that lists all BJA staff as an option to be selected.
BJA Grant Manager	Single-Selection	Entered by BJA NTTAC staff; displays assigned grant manager (Programs Office PoC).
BJA Policy Division	Single-Selection	Entered by BJA NTTAC staff; indicates which BJA policy office aligns to the award.
Award Primary Target Audience	Multiple-Selection	Selected by providers; indicates which target audience(s) the award supports. The goal of this selection is to help BJA find awards by target audience to support reporting efforts. See the <a href="#">Target Audience</a> section below for available options. If "Other" is selected, please describe in the text field below this data field.
Award Primary TTA Category	Single-Selection	Selected by providers; indicates which TTA category the award supports. This helps BJA and BJA NTTAC identify providers who are supporting specific types of TTA services. See the <a href="#">Category</a> section below for more information.
Award Special Populations	Multiple-Selection	Selected by providers; indicates if the award supports juvenile justice or tribal justice populations. Use of this field helps BJA quickly identify which awards specifically support juvenile or tribal populations. See the <a href="#">Special Populations</a> section below for more information.



Field Name	Data Entry Constraint	Field Description
Award Primary Partners	Character	Entered by providers; lists partner agencies for the award, such as subcontractor organizations. This field helps providers identify situations where they have partnered with one or more other providers to offer TTA services under the award. Currently, this field does not provide reporting or profile population of award information for the additional partners but does offer the ability to record the location for the partnering work.
Award Primary Program Area	Single-Selection	Selected by providers; indicates which program area the award supports. See the <a href="#">Program Area</a> section below for more information.

### 3. Content Type: Objective

After reviewing your award, we recommend that you enter all award objectives into the TTA Reporting Portal. Objectives are required for all TTAs and deliverables and are used on the semiannual reports submitted to JustGrants. Coordinate with your BJA Policy Advisor to identify objectives that apply to your award. To add an objective, navigate to the Funding Records web page, and then select the “Add Objective” icon in the “Actions” column on the row of the relevant award. You can also create a new objective from the TTA or deliverable form

Field Name	Data Entry Constraint	Field Description
Provider Reference	Auto-Populated	Generated from the TTA Reporting Portal; displays the provider’s name.
Award Reference	Auto-Populated	Generated from the TTA Reporting Portal; displays the award number.
Objective ID*	Character	Entered by providers; displays a unique identifier for objectives and used if your organization plans to use the Import Tool for TTAs or deliverables.
Objective Title*	Character	Entered by providers; displays a short, descriptive title for the objective.
Objective Description	Character	Entered by providers; displays the full description of an objective.
Objective Status	Single-Selection	Selected by providers; defaults to “Active”; indicates if the work being performed is active, completed, canceled, or pending. See the <a href="#">Status</a> section below for more information.

## 4. Content Type: TTAS

The tables below outline data fields and selectable options to assist users with entering TTA data into the TTA Reporting Portal. Entering TTAs involves a multistep process with multiple tabs for data entry. The tables below are organized by tab name in the order they appear in the TTA Reporting Portal. Please note special exceptions to field names and content below:

### 4.1. General Information

Field Name	Data Entry Constraint	Field Description
Status of Request*	Single- Selection	Entered by providers; defaults to “Active”; indicates if the work being performed is active, canceled, completed, pending, or referred. Note: “Completed” is not an available option until you have reached the “Complete TTA/Performance Metrics” tab. See the <a href="#">Status</a> section below for more information.
NTTAC ID	Auto-Populated	Generated from the TTA Reporting Portal; displays the unique identifier for the TTA. Note: this field will display when editing TTAs but does not display on unsubmitted TTAs.
TTA Title*	Character	Entered by providers; displays a descriptive title for the TTA.
Award Reference*	Single- Selection	Selected by providers; enables you to choose from a drop-down menu of all the awards to which you have access. Note: When you create a TTA from the <i>Funding Records</i> web page (where creating a TTA is an available action listed next to a specific award), this field is auto-populated with the applicable award number. When you create a TTA from the <i>TTA Inventory</i> web page (where creating a TTA is an independent action and not linked to a specific award), you must select the appropriate award reference.
TTA Short Name*	Character	Entered by providers; displays a short descriptive title to be displayed on the TTA Map and TTA Inventory.
Provider Reference	Auto- Populated	Generated from the TTA Reporting Portal; displays the provider’s name.
Objective Reference*	Single- Selection	Selected by providers; enables you to select the objective that this TTA supports from the drop-down list. This list will include the objective title with the objective ID in parentheses entered for this award. If

Field Name	Data Entry Constraint	Field Description
		your objective is not listed, use the “Create Objective” link to create a new objective.
TTA Description*	Character	Entered by providers; displays the full description of the TTA.
Category*	Single- Selection	Selected by providers; indicates the TTA Category to which the TTA aligns. This field helps BJA identify and report on grantees/providers who are providing specific types of TTA services. See the <a href="#">Category</a> section below for more information.
Type*	Single- Selection	Selected by providers; indicates the type of TTA to which the TTA aligns. The TTA type will determine the performance metrics questions asked when this TTA is marked as “Completed.” See the <a href="#">TTA Types</a> section below for more information.
TTA Program Area*	Single- Selection	Selected by providers; indicates the primary program area supported by the TTA. See the <a href="#">Program Area</a> section below for more information.
TTA Program Area - Sub Topics*	Multiple- Selection	Selected by providers; indicates the subtopics supported by the TTA. See the <a href="#">Program Area</a> section below for more information.
Other Program Areas	Character	Entered by providers; describes the TTA Program Area(s) if the grantee/provider selected the “Other” option.
Is this TTA in support of implementing or maintaining an evidence-based or promising practice?	Single- Selection	Selected by providers; presents a yes or no option. The Office of Justice Programs (OJP) considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, which is generally obtained through high-quality outcome evaluations. You may check this box to indicate a “yes” response. Leave the box unchecked to indicate a “no” response.
Is this TTA in response to emerging public safety needs?	Single- Selection	Selected by providers; presents a yes or no option. An emerging public safety need is defined as a recent issue of concern for a jurisdiction that presents an immediate need for assistance, and the jurisdiction requires TTA to plan for or implement an urgent response to this recent need (e.g., a recent spike in crime, a high volume of offenders being released due to a change in legislation, a crisis

Field Name	Data Entry Constraint	Field Description
		event). You may check this box to indicate a “yes” response. Leave the box unchecked to indicate a “no” response.
Tags	Character	Entered by providers; tags can be helpful when searching for similar TTAs. Coordinate with your BJA Policy Advisor to identify any tags that might be applicable to your TTAs. Examples might include the name of a BJA program or initiative that the TTA supports, the TTA topic, a target audience or demographic that is not already listed in the system, or the name of a geographic region (such as a county or multistate area). This is an open text field that enables you to enter multiple tags separated by commas.
TTA Point of Contact*	Single-Selection	Selected by providers; displays the appropriate PoC for this TTA from a list of registered users for your organization. This is the contact that will be listed as the PoC on the TTA Map when other TTA providers or BJA would like additional information about the work.
TTA Source	Single-Selection	Selected by providers; enables you to choose from a drop-down menu of potential sources.
Other TTA Source	Character	Entered by providers; describes the TTA Source if the grantee/provider selected the “Other” option.
Provider Partners	Character	Entered by providers; indicates other providers who had significant involvement in the TTA. This will not affect the other providers’ reporting obligations if they used their own TTA funding to support the work, nor will this be added to their provider profile
Conference Reporting Tracking Number	Numeric	Entered by providers; displays the conference cost reporting tracking number for your event.
Other Relevant Information	Character	Entered by providers; displays additional relevant information about the TTA. This open text field can include information such as challenges faced or successes achieved during delivery.

Field Name	Data Entry Constraint	Field Description
External Unique ID	Numeric	Entered by providers; displays an organization-specific ID so that you may match your internal database IDs with the associated NTTAC IDs.

#### 4.2. Dates/Events

Field Name	Data Entry Constraint	Field Description
TTA Dates: TTA Start Date*	Date	Entered by providers; displays the actual start date of the TTA.
TTA Dates: TTA Anticipated End Date*	Date	Entered by providers; displays the expected end date of the TTA.
Recipient: Recipient Agency Scope*	Single-Selection	Entered by providers; indicates if the TTA is targeted toward a single, primary recipient agency or multiple recipient agencies (i.e., is national or regional in scope). If you indicate a single, primary recipient agency, the “Primary Recipient Agency Name” field is required.
Recipient: Primary Recipient Agency Name	Character	Entered by providers; displays the name of the state, local, or tribal agency receiving the TTA services. If the “Recipient Agency Scope” indicates “Single, Primary Recipient Agency,” then this field is required. If the “Recipient Agency Scope” indicates multiple recipient agencies, such as statewide, regional, or national scope, this field must be left blank.
Recipient: Additional Recipient Agency Names	Character	Entered by providers; displays the names of additional recipient agencies receiving TTA services, when applicable.
Recipient: Primary Recipient Contact Name	Character	Entered by providers; displays the PoC for the primary recipient agency.
Recipient: Primary Recipient Agency Contact Phone	Numeric	Entered by providers; displays the phone number for the primary recipient agency PoC.

Field Name	Data Entry Constraint	Field Description
Recipient: Primary Recipient Email Address	Character	Entered by providers; displays the email address for the primary recipient agency PoC.
TTA Event: Event Location Defaults	Single-Selection	<p>Selected by providers; only TTAs that have an associated event are required to capture a location where the TTA will be delivered, or work will be performed.</p> <ul style="list-style-type: none"> <li>• “TTA Event Location specified below” — displays the event location.</li> <li>• “Make the TTA event location the same as the Primary Recipient Agency Address,” which is auto-populated after selecting the radio button; indicates the event location is the same as the primary recipient agency address.</li> </ul> <p>Make “TTA Event Location the same as the Provider Reference Address,” which is auto-populated after selecting the radio button; indicates the event location is the same as the provider’s address.</p>
TTA Event Location: Location Name Street* City* State/Province* Postal Code* Country	Character	Entered by providers; displays the address where the TTA work is performed or where a TTA event takes place. This address will be used to populate the TTA Map to display all TTAs with an associated event.
County	Auto-populated	Generated from the zip code entered above.
Event Date: Start Date & Time End Date & Time	Date	<p>Entered by providers; displays the dates that are specific to the actual event. Event dates are often different from the TTA dates, which cover all activities that take place before, during, and after an event. BJA NTTAC recommends entering the event start date and event end date as soon as they are established for TTAs and make updates to the event dates if changed.</p> <p>Note: This field is required for the following TTA types: host conference, fund speaker, scholarship support, and training delivery (classroom, live video, phone, webinar).</p>
Event Date: Time Zone	Single-Selection	Selected by providers; displays the time zone of the event.
TTA Event Website: Title	Character	Entered by providers; displays the website title for the event, if applicable. The title will display in view mode.

Field Name	Data Entry Constraint	Field Description
TTA Event Website: URL	Character	Entered by providers; displays the website for the event, if applicable. The URL will be hyperlinked to the website title entered previously.

#### 4.3. Target Audience/Demographics

Field Name	Data Entry Constraint	Field Description
Type of Agency*	Multiple-Selection	Selected by providers; displays the type(s) of agency that will participate in the training or receive technical assistance.
Target Audience*	Multiple-Selection	Selected by providers; displays the target audience(s) that the TTA is intended to support, train, or educate. See the <a href="#">Target Audience</a> section below for more information.
Other Target Audience	Character	Entered by providers; describes the Target Audience(s) if the provider selected the "Other" option.
Special Populations	Multiple-Selection	Selected by providers; indicates if the TTA is in support of juvenile justice or tribal justice populations. You may check the box to indicate a "yes" response. Leave the box unchecked to indicate a no" response. See the <a href="#">Special Populations</a> section below for more information.

#### 4.4. Complete TTA/Performance Metrics

Field Name	Data Entry Constraint	Field Description
Status of Request*	Single-Selection	Selected by providers; defaults to "Active"; indicates if the work being performed is active, canceled, completed, pending, or referred.  Note: "Completed" is not an available option until you have reached the <i>Complete TTA/Performance Metrics</i> tab. See the <a href="#">Status</a> section below for more information.



Field Name	Data Entry Constraint	Field Description
TTA Actual End Date*	Date	Entered by providers; displays the actual end date of the TTA. This is required if the “Status of Request” is set to “Completed.”
Performance Metrics*	Numeric/Character	Entered by providers; displays performance metrics based on the TTA type. At least one quantitative performance metric is required for each TTA Type if the “Status of Request” is set to “Completed,” except for the Training TTA Types. We encourage you to enter as many quantitative performance metrics as possible. For the Training TTA Types the following quantitative performance metrics are required: <ul style="list-style-type: none"> <li>• Number of individuals who completed a training evaluation</li> <li>• Number of individuals who indicated their knowledge level had increased during the training</li> <li>• Number of individuals who indicated the training is useful</li> <li>• Number of individuals who indicated the training was satisfactory or better</li> </ul> See the <a href="#">TTA Performance Metrics</a> section below for more information.
TTA Actual End Date*	Date	Entered by providers; displays the actual end date of the TTA. This is required if the “Status of Request” is set to “Completed.”

#### 4.5. TTA/Performance Metrics

Once a TTA activity has been completed, you will need to indicate in the system that this TTA has been completed and then enter performance metrics. Navigate to the Complete TTA/Performance Metrics page. Mark the status of the request as “Completed” to enter the actual end date. The performance metrics that appear are determined by the TTA type selected during TTA creation.

#### 4.5.1 Host Conference

Data Entry Constraints	Field Description
Numeric	Number of individuals registered to attend the conference?
Numeric	Number of individuals who attended the conference?
Numeric	Number of federal employees?
Numeric	Number of non-federal employees?
Numeric	Number of individuals who indicated their knowledge level had increased during the conference?
Numeric	Number of individuals who indicated the conference was useful?
Numeric	Number of individuals who indicated the conference was satisfactory or better?
Character	Performance metrics narrative.

#### 4.5.2 Scholarship Support or Fund Speaker

Data Entry Constraints	Field Description
Numeric	Number of individuals who received scholarship support and/or were funded to speak at an event?
Character	Performance metrics narrative.
Numeric	How many agencies served?

#### 4.5.3 Training Delivery – Classroom Training/Onsite; Live Video (VTC), Online Training; Phone (teleconference); Webinar

Data Entry Constraints	Field Description
Numeric	Number of individuals who received scholarship support and/or were funded to speak at an event?
Character	Performance metrics narrative.
Numeric	How many agencies served?
Numeric	Number of non-federal employees?
Numeric	Number of individuals who completed a training evaluation?
Numeric	Number of individuals who indicated their knowledge level had increased during the training?

Data Entry Constraints	Field Description
Numeric	Number of individuals who indicated the training was useful?
Numeric	Number of individuals who indicated the training was satisfactory or better?
Character	Performance metrics narrative.
Numeric	How many agencies served?

4.5.4 Focus/Advisory Group Working Session; Investigate Support; Justice Services; Operational Oversight/Audits; Peer-to-Peer Support; Policy Development/Adoption; Policy, Standards, Material Development or Review; Program/Practice Implementation; Program Implementation Management/Support; Provision of Resources/Systems; Study/Evaluation

Data Entry Constraints	Field Description
Numeric	Number of recipients who completed an evaluation?
Numeric	Number of recipients who indicated the assistance was satisfactory or better?
Numeric	Number of recipients who felt the assistance was provided in a timely manner, in view of the scope of work?
Numeric	Number of recipients who reported increased knowledge as a result of the assistance provided?
Character	Performance metrics narrative.
Numeric	How many agencies served?

4.5.5 Requests for Information/Helpdesk

Data Entry Constraints	Field Description
Numeric	How many inquiries did you respond to during the reporting period?
Character	Performance metrics narrative.
Numeric	How many agencies served?

## 5. Content Type: Deliverables

The tables below outline data fields and selectable options to assist users through entering deliverable data into the TTA Reporting Portal. Entering deliverables involves a multistep process with multiple tabs for data entry. The tables below are organized by tab name in the order they appear in the TTA Reporting Portal.

### 5.1. Content

Field Name	Data Entry Constraint	Field Description
Status of Deliverable*	Single-Selection	Selected by providers; defaults to “Active”; indicates if the work being performed is active, canceled, completed, pending, or referred. Note: “Completed” is not an available option until you have reached the <i>Complete Deliverable/Performance Metrics</i> tab. See the <a href="#">Status</a> section below for more information.
Deliverable ID	Auto-Populated	Generated from the TTA Reporting Portal; displays the unique identifier of the deliverable. Note: this field will display when editing deliverables but does not display on unsubmitted deliverables.
Deliverable Title*	Character	Entered by providers; displays a descriptive title for the deliverable.
Provider Reference*	Auto-Populated	Generated from the TTA Reporting Portal; displays the provider name.
Deliverable Type*	Single-Selection	Selected by providers; indicates the deliverable type that best describes the deliverable being developed. Performance metrics associated to this deliverable type will be generated once your deliverable is complete. See the <a href="#">Deliverable Type</a> section below for more information.
Award Reference*	Single-Selection	Selected by providers; enables you to choose from a drop-down menu of all the awards to which you have access. Note: When you create a deliverable from the <i>Funding Records</i> web page (where “Creating a Deliverable” is an available action listed next to a specific award), this field is auto-populated with the applicable award number. When you create a deliverable from the <i>Deliverable Inventory</i> web page (where “Creating a Deliverable” is an independent action and not linked to a specific award), you must select the appropriate award reference.
Deliverable Point of Contact*	Single-Selection	Selected by providers; displays the TTA Reporting Portal user in your organization who should be contacted with any questions regarding this deliverable. Options will be displayed in a drop-down menu.

Field Name	Data Entry Constraint	Field Description
TTA Reference	Single-Selection	Selected by providers; if the deliverable is in support of a TTA that you have entered into the TTA Reporting Portal (e.g., a training curriculum that supports a training event, or a report for broad dissemination that was developed from information shared at a conference TTA), select the appropriate TTA from the drop-down menu. The list will include the titles of TTAs entered for this award.
Objective Reference*	Single-Selection	Selected by providers; enables you to select the objective that this deliverable supports from the drop-down list. This list will include the objective title with the objective ID in parentheses entered for this award. If your objective is not listed, you can use the "Create Objective" link to create a new objective.
Deliverable Description*	Character	Entered by providers; displays the full description of the deliverable. The description can include: (1) the topic of the deliverable, (2) the relationship between the deliverable and any associated TTAs, (3) an outline of the deliverable's content (e.g., the table of contents or key section headings), and (4) the intended outcomes or impact of the deliverable.
Deliverable Start Date*	Date	Entered by providers; displays the actual date work started on the deliverable.
Anticipated Completion Date*	Date	Entered by providers; displays the date work is expected to be completed for this deliverable.
Tags	Character	Entered by providers; tags can be helpful when searching for similar deliverables. Coordinate with your BJA Policy Advisor to identify any tags that might be applicable to your deliverables. Examples might include the name of a BJA program or initiative that the deliverable supports, a deliverable topic, a target audience or demographic that is not already listed in the system, or the name of a geographic region (such as a county or multistate area). This is an open text field to enable you to enter multiple tags separated by commas.
Deliverable Partners	Character	Entered by providers; indicates the names of other entities that had significant involvement in developing this deliverable. This does not impact the partner's reporting requirements.

Field Name	Data Entry Constraint	Field Description
What language will the deliverable be available in (other than English)?*	Multiple-Selection	Selected by providers; indicates whether the deliverable will be available in languages other than English. Select "N/A" if the deliverable will only be available in English. See the <a href="#">What language will the deliverable be available in (other than English)?</a> section below for more information.
Is this deliverable in support of implementing or maintaining an evidence-based or promising practice?	Single-Selection	Selected by providers; presents a yes or no option. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through high-quality outcome evaluations. You may check this box to indicate a "yes" response. Leave the box unchecked to indicate a "no" response.
Is this deliverable in response to emerging public safety needs?	Single-Selection	Selected by providers; presents a yes or no option. An emerging public safety need is defined as a recent issue of concern for a jurisdiction that presents an immediate need for assistance, and the jurisdiction requires the deliverable to plan for or implement an urgent response to this recent need (e.g., a recent spike in crime, a high volume of offenders being released due to a change in legislation, or a crisis event). You may check this box to indicate a "yes" response. Leave the box unchecked to indicate a "no" response.
Is this deliverable publicly available?*	Single-Selection	Selected by providers; indicates whether the deliverable is available to be shared publicly with wider viewing audiences, such as through BJA NTTAC social media and newsletters.
BJA Logo*	Single-Selection	Selected by providers; indicates whether the BJA logo will appear on this deliverable. Coordinate with your BJA Policy Advisor to clarify whether your deliverable will feature the BJA logo and to follow the approval process.
Deliverable (URL) Location	Character	Entered by providers; displays the URL for the primary online location of the deliverable.
Attachments	Document Upload	Entered by providers; contains uploads of the final versions of the deliverable. Note: Files must be less than 25 MB. Allowed file types: TXT, PDF,

Field Name	Data Entry Constraint	Field Description
		DOC/DOCX, PPT/PPTX, XLS/XLSX, PUB, PNG, JPG/JPEG.
External Unique ID	Numeric	Entered by providers; displays an organization-specific ID so that you may match your internal database IDs with the associated NTTAC Unique Identifiers.

## 5.2. Target Audience/Demographics

Field Name	Data Entry Constraint	Field Description
Target Audience*	Multiple-Selection	Selected by providers; displays the intended audience(s) that will be the ultimate beneficiary of the deliverable. See the <a href="#">Target Audience</a> section below for more information.
Other Target Audience	Character	Entered by providers; describes the deliverable Target Audience(s) if the provider selected the "Other" option.
Program Area*	Single-Selection	Selected by providers; displays the primary program area supported by the deliverable. See the <a href="#">Program Area</a> section below for more information.
Program Area – Sub Topics*	Multiple-Selection	Selected by providers; displays the subtopics supported by the deliverable. See the <a href="#">Program Area</a> section below for more information.
Other Relevant Information (Providers Only)	Character	Entered by providers; displays additional relevant information about the deliverable. This open text field can include information such as challenges faced or successes achieved during delivery.

## 5.3. Complete Deliverable/Performance Metrics

Field Name	Data Entry Constraint	Field Description
Status of Deliverable*	Single-Selection	Selected by providers; defaults to "Active"; indicates if the work that is being performed is active, canceled, completed, pending, or referred. Note: "Completed" is not an available option until you have reached the <i>Complete</i>

Field Name	Data Entry Constraint	Field Description
		<i>Deliverable/Performance Metrics</i> tab. See the <a href="#">Status</a> section below for more information.
Actual Completion Date*	Date	Entered by providers; display the date when the deliverable was completed. This is required when the deliverable status is set to "Completed."
Performance Metrics*	Numeric/Character	Entered by providers; displays performance metrics based on the deliverable type. At least one quantitative performance metric is required if the "Status of Deliverable" is set to "Completed," but providers are encouraged to enter as many quantitative metrics as possible. See the <a href="#">Deliverable Performance Metrics</a> section below for more information.

#### 5.4. Deliverable Performance Metrics

You will need to indicate in the system once a deliverable has been completed and then enter performance metrics. Navigate to the *Complete Deliverable/Performance Metrics* web page. Mark the status of the request as "Completed" to enter the actual end date. The performance metrics that appear are determined by the deliverable type selected during deliverable creation.

##### 5.4.1. Training Curriculum

Data Entry Constraints	Field Description
Numeric	How many curricula were distributed in the quarter (i.e., online, in print, CD/DVD, email)?
Numeric	How many curricula were distributed in the quarter (i.e., online, in print, CD/DVD, email)?
Single-Selection	This is a new curriculum.
Single-Selection	This is a significant revision/enhancement of an existing curriculum.
Single-Selection	Was the curriculum pilot tested?
Character	Performance metric narrative.
Numeric	How many agencies served?

##### 5.4.2. Website

Data Entry Constraints	Field Description
Numeric	How many curricula were distributed in the quarter (i.e., online, in print, CD/DVD, email)?
Single-Selection	This is a new curriculum.



Data Entry Constraints	Field Description
Single-Selection	This is a significant revision/enhancement of an existing curriculum.
Single-Selection	Was the curriculum pilot tested?
Character	Performance metric narrative.
Numeric	How many agencies served?

*5.4.3. Fact Sheet; Newsletter; Online Computer-based Training; Publication; Recorded (Podcast/DVD/CD/Webinar); Report; Technical Document/Standard; Template; White Paper)*

Data Entry Constraints	Field Description
Single-Selection	Is this document the result of a BJA-funded conference or focus group?
Character	How was the publication distributed in the quarter (i.e. online, in print, CD/DVD) and to what target audience?
Character	Performance metrics narrative
Numeric	How many agencies served?

## 6. Content Descriptions

The tables below outline available options mentioned in previous sections' data fields to assist users with selecting the most applicable field content to submit into the TTA Reporting Portal. The tables below are organized by field name, and each table's color corresponds to its applicable content type. The following field names are applicable to more than one content type: Status, Program Area, Category, Special Populations, and Target Audience

### 6.1. Award Status Code

Field Content
Awarded, but not yet accepted
Active
Closed

### 6.2. Award Point of Contact

Field Content	Content Description
Financial	Select to indicate the PoC for any financial questions or matters regarding the award.
Grant Program	Select to indicate the PoC for any questions related to the grant program.
Primary	Select to indicate the primary PoC for any questions or communication from BJA.

### 6.3. TTA Types

Field Content	Content Description
Focus/Advisory Group Working Session	<p>The planning and convening of a meeting or working group session that brings together a diverse group of criminal justice professionals and stakeholders to participate in a guided discussion about a particular issue/topic area to gather feedback and derive recommendations.</p> <p>Examples of this TTA type include building communities of practice, convening task force meetings, and holding stakeholder coordination planning meetings.</p>
Fund Speaker	<p>Financial support (for example, consultant fee, travel, and/or lodging and related expenses) for an individual to share criminal justice expertise by presenting or providing instructions at a training or workshop at a conference, summit, or large working group sessions.</p>
Host Conference	<p>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. 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.</p>
Investigative Support	<p>The provision of tools, assessments, and/or recommendations to law enforcement, investigative, forensics, and prosecution professionals that provide expertise and approaches to enhance a wide range of criminal investigations.</p>
Justice Services	<p>The provision of resources in response to emerging challenges in law enforcement, courts, corrections, community corrections, offender reentry, criminal justice-involved human/social services, and tribal justice.</p>
Operational Oversight/Audits	<p>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 recommendations report.</p>
Peer-to-peer Support	<p>The planning and facilitation of a site visit by an individual or team from one jurisdiction to official 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.</p>

Field Content	Content Description
Policy Development/Adoption	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.
Host Conference	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. 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.
Investigative Support	The provision of tools, assessments, and/or recommendations to law enforcement, investigative, forensics, and prosecution professionals that provide expertise and approaches to enhance a wide range of criminal investigations.
Justice Services	The provision of resources in response to emerging challenges in law enforcement, courts, corrections, community corrections, offender reentry, criminal justice-involved human/social services, and tribal justice.
Operational Oversight/Audits	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 recommendations report.
Peer-to-peer Support	The planning and facilitation of a site visit by an individual or team from one jurisdiction to official 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.
Policy Development/Adoption	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.

Field Content	Content Description
Policy, Standards, Material Development or Review	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.
Program Implementation Management/Support	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/supported in alignment with best practices.
Program/Practice Implementation	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.
Provision of Resources/Systems	Assistance to sites by providing resources, such as toolkits, systems, and data storage services.
Requests for Information/Helpdesk	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.
Scholarship Support	Financial support for an individual to attend a conference, training class, or workshop (e.g., travel and/or lodging and related expenses).
Study/Assessment	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

Field Content	Content Description
	stated objectives.
Training Delivery – Classroom Training/Onsite	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. This training is delivered in person.
Training Delivery – Live Video (VTC)	A program of instruction enabled by video teleconferencing (VTC) 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. VTC training is delivered live through a VTC service, enabling virtual presentation and interaction.
Training Delivery – Online Training	A program of instruction that is self-paced and available online 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. This training is delivered virtually through recorded modules available for the length of the curriculum or credit hours necessary for completing the program.
Training Delivery – Phone (teleconference)	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. This training is delivered live using a teleconference as the method of delivery. This may include coaching sessions through distance learning.
Training Delivery – Webinar	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. 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.)

#### 6.4. Deliverable Type

Field Content	Content Description
Fact Sheet	A resource available to the criminal justice field promoting an issue, generally through infographics, and featuring data findings on topics such as mental health, substance abuse, and violence reduction strategies.
Newsletter	A bulletin issued periodically to the criminal justice field. This may include print and online publications.
Online Computer-based Training (CBT)	A program of instruction 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. This training is not scheduled for a specific date and time.
Publication	The development and dissemination of a document on a particular criminal justice topic and/or program intended for criminal justice policymakers, practitioners, and/or the general public.
Recorded (Podcast/DVD/CD/Webinar)	The development of a recorded resource such as a podcast, DVD, CD, or webinar. This includes the recording of a webinar available on a website.
Report	A summary of findings and/or recommendations from a focus group site visit, policy development, or assessment.
Technical Document/Standard	The development and dissemination of technical documents and/or standards. A technical document/standard may include database documentation and data code books.
Template	Templates may include a policy template, survey, certificate of completion, assessment template, and report template.
Training Curriculum	The development or enhancement of the instructional objectives, content, strategies, and evaluation methods for a training course or workshop (e.g., adding a module or adapting an existing curriculum to a new audience).
Website	The establishment of a website to provide current information to criminal justice policymakers and practitioners, as well as the general public, on a particular topic and/or a particular BJA initiative. Includes regularly updating an existing website by adding new information, deleting and/or modifying text, and adding or deleting links to ensure that the site contains the most current data and information available about the topic(s).
White Paper	The development of white papers featuring policy issues, research, and best practices for the criminal

Field Content	Content Description
	justice field to bring awareness and educate readers on issues pertaining to a designated target audience.

#### 6.5. What language will the deliverable be available in (other than English)?

Field Content	Field Content	Field Content
Arabic Cambodian Chinese Farsi French Haitian Creole	Hebrew Hindi Hmong Korea Laotian N/A	Other Portuguese Punjabi Russian Spanish

#### 6.6. Status

Field Content	Content Description
Active	The activity is currently in progress. This is the default status when the TTA or deliverable is first submitted. Note: The TTA will appear on the TTA Map for other providers' awareness.
Canceled	The activity has been canceled or is no longer valid. No performance metrics are required. Note: The TTA will no longer appear on the TTA Map or on the Semiannual Grant Report.
Completed	The activity has been completed, and the "Actual End Date" and "Performance Metrics" options are available to select. Note: The TTA will appear on the TTA Map for other providers' awareness.
Pending	The activity is in the planning stages and has not yet begun. Note: The TTA will not appear on the TTA Map since work has not officially begun.
Referred	The activity request was originally received by your organization; however, due to the nature of the request, it was referred to another organization to fulfill the request. Note: This status is primarily used by BJA NTTAC.

#### 6.7. Program Area



Field Content	Content Description	Program Area: Subtopics
Adjudication/Courts	Provides resources, tools, and other supports to help prosecutors, judges, and court personnel develop new approaches to adjudication to clear cases, decrease dockets, and lower recidivism.	Appellate Courts Case Processing Civil Justice Community Courts Domestic Violence Courts Drug Courts Facilities/Security Family Courts General Jurisdiction/Trial Courts Mental Health Courts Other Adjudication/Courts Pretrial Sentencing and Sanctions Tribal Courts
Corrections	Supports communities and corrections facilities with reentry programs, probation and supervision, officer safety, and partnership building among corrections officials, law enforcement representatives, and community members.	Capital Punishment Equipment/Technology Facilities (General Capacity/ Security) Families of Prisoners Halfway Houses Inmate Assistance Programs Mental Health Programs Other Corrections Parole and Probation Pretrial Detention and Supervision Prison Gangs Prisons Recidivism Reentry/Release
Crime Prevention	Supports law enforcement executives and communities with the tools and resources needed to facilitate collaboration in crime prevention efforts. These crime prevention activities may be general in nature or may focus on community-specific issues or needs.	Community Policing Community Responses Environmental Design Other Crime Prevention Risk Factors Self-Protection
Justice Information Sharing	Provides resources to help agencies overcome obstacles to sharing information, such as the National Information Exchange Model (NIEM). Improving the information-sharing processes strengthens decision making and enables research and evaluation to identify promising practices with a strong return on investment.	Technology Implementation – Corrections Technology Implementation – Crime Analysis Technology Implementation – Deconfliction

Field Content	Content Description	Program Area: Subtopics
		Technology Implementation – eCrime Technology Implementation – Gangs Technology Implementation – Offender Reentry Technology Implementation – Prescription Drug Monitoring Technology Implementation – Private Policy Technology Implementation – Victim Services Technology Implementation – Other Technology Standards – Global Standards Technology Standards – NIEM  Technology Standards – Technical Privacy Framework
Law Enforcement	Provides law enforcement agencies with tools, resources, training, and support that enable them to meet the needs of their communities. This includes technical assistance to help prevent violence against law enforcement officers and promote officer resilience and safety.	Arrests Community Relations Corruption Counter-terrorism and Domestic Preparedness Crime Analysis Equipment, Technology, and Facilities Intelligence Investigations Mental Health/Law Enforcement Response Programs Operations Other Law Enforcement Personnel Profiling Use of Force

Field Content	Content Description	Program Area: Subtopics
Substance Abuse/Drugs	Offers planning, implementation, and enhancement of cost-efficient strategies to address crime related to alcohol and substance abuse, including identifying apprehending and prosecuting individuals who illegally transport, distribute, and use alcohol or controlled substances. Strategies for preventing and reducing alcohol and substance abuse-related crime focus on prevention and treatment services. This includes supporting efforts to investigate and deter drug production, trafficking, and drug-related violence; program-activities that assist target population identification; and relapse and recidivism prevention.	Alcohol Co-occurring Disorder Programming Detection Disposal Illegal Substances Interdiction Other Substance Abuse/Drugs Policy Prescription Drugs Prevention and Education Substance Abuse Indicators Testing Treatment
Victims of Crime	Provides tools and resources to combat human trafficking and assist victims of crime.	Civil Remedies Crisis Intervention/Response Faith-Based Financial Recovery Health and Mental Health Homicide Victims/Co-survivors Other Victims of Crime Restorative Justice Rights and Service Service Programs Victimization

### 6.8. Category

Field Content	Content Description
Conferences	Includes hosting a conference, summit, or large working group session; providing scholarship support for individuals outside of your organization to attend a conference, summit, or large working group sessions; and/or funding a speaker for a conference, summit, or large working group sessions
Direct Assistance	Includes responding to general requests for information from agencies, community organizations, or the public; providing program evaluation, data analysis, strategic planning, or policy or process reviews for an agency; providing peer-to-peer coaching,

Field Content	Content Description
	mentoring, or other support to 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.
National Program or Policy Advancement	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 meetings intended to articulate policy recommendations or evidence-based/promising practices.
Operational Support	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.
Training	Includes providing training in a classroom/onsite or virtual setting; hosting and/or conducting a webinar; conducting a workshop at a conference or summit; and/or developing a training curriculum.

### 6.9. Special Populations

Field Content	Content Description
Juvenile Justice	Enables you to indicate whether the activity is in support of juvenile justice. Leave the box unchecked to indicate a “no” response.
Tribal Justice	Enables you to indicate whether the activity is in support of tribal justice. Leave the box unchecked to indicate a “no” response.

### 6.10. Target Audience

Field Content	Field Content	Field Content
Administrators	Health Care Providers Incarcerated	Probation/Parole Officers Prosecutors

Field Content	Field Content	Field Content
Community-based Organizations Corrections Professionals Courts Defense Counsel Educators Emergency Service Providers Faith-based Organizations Federal Justice General Public	Individuals Judges Juvenile Justice Agencies Juveniles Law Enforcement Legislators LGBTQ Media Medical/Dental Providers Mental Health Providers Military Other	Schools Social Workers State Agencies Substance Abuse Prevention/Treatment Providers Universities Victims Victims' Advocates Volunteers