Training and Technical Assistance (TTA) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary

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.

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.

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?

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?
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?

Focus/Advisory Group Working Session; Investigate Support; Justice Services; Operational Oversights/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?

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?

Deliverable Performance Metrics

Once a Deliverable has been completed, you will need to indicate in the system that this Deliverable has been completed, and then enter performance metrics. The performance metrics that appear are determined by the Deliverable type selected during Deliverable creation. Navigate to the Complete Deliverable/Performance Metrics page. Mark the status of the request as Completed to enter the Actual End Date.

- **Data Entry Constraints** – Refers to the criteria that is acceptable as field content.
  - **Character** – Data content are entered by the provider as a string.
  - **Numeric** – Data contents are entered by the provider as a numerical value.
  - **Single-selection** – Data are available in a list which the provider may select a single field content or indicate a yes/no checkbox; check the box to indicate a "yes" response. Leave the box unchecked to indicate a "no" response.

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?

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.
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?

Recorded (Podcast/DVD/CD/Webinar); Online CBT; Technical Document/Standard; Template; Report; Newsletter, White Paper Sheet; Publication; Video/CD/DVD/Podcast

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?

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.