Frequently Asked Questions About the BJA TTA Reporting Portal

General Questions

What are the key features of the TTA Reporting Portal?

The Bureau of Justice Assistance (BJA) Training and Technical Assistance (TTA) Reporting Portal enables users to report on, categorize, filter, and sort TTA services delivered to the field; track progress against deliverables and TTAs; and extract data and run reports in a more meaningful way (e.g., TTA activities that support a specific program area or targeted audience).

What resources are available to help me understand and use the TTA Reporting Portal?

The BJA National Training and Technical Assistance Center (NTTAC) developed the TTA Reporting Portal User Guide and TTA Reporting Portal Data Dictionary as key resources to help BJA TTA providers and BJA staff navigate the system. The User Guide provides detailed step-by-step guidance on navigating and entering data into the system. The Data Dictionary provides lists of all data collected by the system, drop-down menu options, and performance metrics for each type of TTA and deliverable. BJA NTTAC offers one-on-one coaching session to demonstrate best practices and provide tips based on your TTA activities. One-on-one coaching sessions walkthrough how to use the TTA Reporting Portal to track project progress, manage milestones, and export data for reports. To schedule a session, contact the BJA NTTAC Concierge Team at BJANTTAC@ojp.usdoj.gov or 1-833-872-5174. Each reporting period BJA NTTAC also offers a new staff/refresher training session to help BJA TTA providers learn to use the TTA Reporting Portal. Recordings of training sessions, the User Guide, and the Data Dictionary can be accessed by logging into the system, navigating to the TTA Collaboration Portal, and visiting the TTA Reporting Portal Interest Group page. Additional resources are posted to the TTA Reporting Portal Interest Group page as they are developed.

If additional assistance is needed, the BJA NTTAC Concierge Team is available to answer questions and provide support via email at BJANTTAC@ojp.usdoj.gov or phone at 1-833-872-5174. What are the reporting portal periods and their deadlines?

Providers are required to certify a Grant Management System (GMS) Report in the TTA Reporting Portal on a semi-annual basis. The reporting periods are as follows:

- The January 1 – June 30 reporting period deadline is July 30.
- The July 1 – December 31 reporting period deadline is January 30.

What are my reporting requirements in the TTA Reporting Portal?

You are required to report on TTA awards in the TTA Reporting Portal if the award is active at any point during the reporting period. The semi-annual GMS Report certification is due by January 30 and July 30. We recommend you report as much information as possible into the TTA Reporting Portal to assist BJA staff in understanding your TTA activity. Please use the TTA Reporting Portal Award Planning Worksheet to help facilitate a conversation with your BJA Policy Advisor regarding reporting expectations in the TTA Reporting Portal.

How do I create an account?

To create an account, navigate to the BJA NTTAC homepage and select the *Create Account* link from the top right-hand corner of the screen. This will direct you to the *Create New Account* page. On this page, select the *BJA TTA Grant Reporting Account* box. You will be asked to enter your full name, username, email address, and password, and then select *Next* to continue. On the second page, please select your organization from the drop-down menu, complete the

CAPTCHA question, and select the *Next* button. After creating an account, you will receive a verification email with a link to validate your email address. Please be sure to check all your email folders, including the Junk or Spam folder for this verification email.

- Once you click on the verification link, if your email domain matches an approved domain in the system for your Provider Organization, you will have access to the TTA Collaboration Portal.
- If there is no approved domain in the system, an email is sent to the BJA NTTAC mail box for the BJA NTTAC Concierge Team to review and approve the user access request.

How do I obtain access to the TTA Reporting Portal and my award(s)?

Once you have access to the TTA Collaboration Portal, you can request access to the TTA Reporting Portal. To request access to the TTA Reporting Portal, navigate to the *My Access* link in the top right-hand corner of the page. Select the **TTA Reporting Portal** checkbox and select the *Send Request* button to submit your TTA Reporting Portal access request.

After gaining access to the TTA Reporting Portal, you can request access to awards. There are two types of access:

- Grantee user access provides the user with access to all awards for the provider organization.
- TTA user access allows the user to request access to specific awards within his/her provider organization.

Navigate to the *My Access* link in the top right-hand corner of the page.

- For Grantee user access, select **Grantee User** and select the *Send Request* button.
- For TTA user access, select **TTA User**. A list of awards for your organization will appear. Select the award(s) to which you are requesting access and select the *Send Request* button.

Access requests to the TTA Reporting Portal and to specific awards are routed to the organization's grantee user, who can approve or deny them. If the organization does not yet have a grantee user assigned, the BJA NTTAC Concierge Team will manage access requests.

How do I request a new password?

Navigate to the *Login* page, but do not enter your username and password. Instead, click on the *Request New Password* link. Once you enter your username or email address, you should receive an email with a one-time login link. The link will log you into the site and take you to the *Edit Account* page where you should create a new password. Once you confirm the new password, scroll to the bottom of the screen and select the *Save* button to save the new password.

How do I provide feedback or ask questions about the TTA Reporting Portal?

We welcome feedback on the BJA NTTAC system. To provide feedback or ask questions, please contact the BJA NTTAC Concierge Team via email at BJANTTAC@ojp.usdoj.gov or via phone at 1-833-872-5174.

Questions on Data Entry in the TTA Reporting Portal

How do I delete TTAs/deliverables?

You cannot delete a TTA or deliverable. Instead, you should mark the items as canceled. Canceled TTAs and deliverables will not be included in your GMS Report, and you will not be asked for reporting metrics on those items.

What do I do if I entered a TTA/deliverable for the wrong award?

If you accidentally selected an incorrect award reference for a TTA/deliverable, you will not be able to delete it. Instead, clone the TTA/deliverable, and select the correct award reference. The previous TTA/deliverable associated with the incorrect award should be marked as canceled.

How do I bulk upload or import TTAs/deliverables?

The *Imports* page of the TTA Reporting Portal contains Excel file import templates for TTAs and deliverables. The template contains the correct column headers, brief description and format for each column, and lists acceptable values for certain fields. If you are using the Import Tool to import TTAs or deliverables into the TTA Reporting Portal, we recommend that the import files are limited to fewer than 30 rows for optimum functionality. Additionally, TTAs and deliverables imported into the system are in either "pending" or "active" status. The tool does not allow users to import milestone or performance metrics information. If you would like to change the status or add milestones or performance metrics to a TTA or deliverable that was imported, you will have to edit the entry manually.

If you run into errors, please contact the BJA NTTAC Concierge Team so we may help troubleshoot. We recommend you don't run the same file multiple times – this could result in duplicate entries being created. If you identify duplicate entries created by the Import Tool, please contact the BJA NTTAC Concierge Team for further assistance.

When can I report performance metrics on my TTAs/deliverables?

Once a TTA activity or deliverable has been completed, you need to indicate in the system that this TTA or deliverable has been completed and enter in performance metrics. Navigate to the *TTA Inventory/Deliverable Inventory* tab, search for your TTA/deliverable, and select the *Edit* icon. Then complete the following steps:

- Navigate to the *Complete TTA/Performance Metrics* or *Complete Deliverable/Performance Metrics* tab.
- Change the **Status** drop-down to *Completed*.
- Enter the completion date in the **TTA Actual End Date/Actual Completion Date** field.
- Enter the performance metrics for the TTA/deliverable.

How do I generate and certify my GMS Report?

To generate the GMS Report, select *Reports* from the menu bar, and then select the *GMS Report* link. Select the *Reporting Period* and *Award Reference* from the drop-down menus and select the *Generate* button. Enter responses to the eight narrative questions. Select the *Save* button at the bottom of the screen. The GMS Report is then generated and displayed on the screen. From here, you can click the *Certify* button if you are generating the GMS Report to formally submit it into GMS as part of your standard semi-annual progress report.

How do I upload my GMS Report into GMS?

Download a PDF version of the GMS Report by selecting the *PDF* icon in the top right-hand corner of the screen and save the PDF to your computer. Upload the PDF version of the GMS Report into GMS as part of the standard semi-annual progress report. For questions regarding uploading the GMS report, contact the GMS Help Desk via email at GMS.HelpDesk@ojp.usdoj.gov or via phone at 1-888-549-9901.

When should I begin to enter information about my activities?

The TTA Reporting Portal allows users to update activities in an ongoing manner throughout the award period. Therefore, we urge users to enter activities such as objectives, TTAs, and deliverables as soon as you begin working on them. TTAs and deliverables should be marked as *Completed* (and performance measures entered) soon after work on the TTA or deliverable has concluded.

Scenario-based Questions about Data Entry in the BJA TTA Reporting Portal

I have scheduled a webinar inviting hundreds of criminal justice professionals. Is this webinar a TTA or a deliverable?

Delivering a webinar is a TTA and falls under the TTA category "Training", TTA Type "Training Delivery – Webinar." Distribution of the webinar's resources, such as a recording of the webinar to download, is a deliverable under the TTA type "Recorded (Podcast/CD/DVD/Webinar)." For the purposes of entering data into the TTA Reporting Portal, a TTA

is defined as any activity that provides state, local, or tribal agency assistance. A deliverable is defined as a tangible, reusable artifact that can be referenced by others.

I handle a large quantity of inquiries, such as phone calls and emails, or smaller types of TTA requests. Do they each have to be entered as an individual TTA item?

No. Assuming there is a common objective for these smaller types of TTA requests, consider these activities as one TTA or a "grouped" TTA. Limit the TTA to a defined date, such as a month or a reporting period. 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. At the end of the defined date, enter the end date (such as January 31), mark the status as "Completed," and enter performance metrics. A "grouped" TTA entry can represent tens, hundreds, or in some cases, thousands, of agency requests. The **TTA Type** field would be "Requests for Information/Help Desk." You can then use the **Cloning** icon to create a new TTA entry to reflect support for the next date, such as "Help Desk Support: February." This process will enable you to record performance metrics at regular intervals and provide BJA with an ongoing record of the number of inquiries responded to and number of agencies supported. Refer to the TTA Reporting Portal User Guide (section 5.5 Clone a TTA) for information on cloning TTA entries.

I am preparing to conduct several onsite visits with the same agency to fulfill a long-term state, local, or tribal assistance engagement. Should each onsite visit or phase of this long-term plan be entered as a different TTA?

Not necessarily. To determine the most appropriate way to reflect this type of TTA engagement, talk with your BJA Policy Advisor. The TTA Reporting Portal allows for flexibility in how you handle ongoing and long-term TTA activities. One option could be:

- Enter one TTA to capture all the support provided to the agency. Enter milestones for that TTA to indicate each phase of support and/or each site visit conducted.

By using utilizing milestones to reflect site visits/phases, any deliverables for those site visits (presentations, site visit reports, etc.) would be created from the master TTA. This can be done by selecting the TTA's title in the **TTA Reference** data field when creating/modifying a deliverable.

How can I post multiple events (meetings, onsite visits, and workshops) for a single TTA on the TTA Catalog?

BJA NTTAC houses an online TTA Catalog that gives BJA providers the opportunity to share and market their webinars and training events with the broader justice community. Providers can add events to the TTA Catalog via the TTA form or the TTA Collaboration Portal.

- If you are entering information about your TTA activities in the TTA Reporting Portal, check the box *Display event on public TTA Catalog* to have your event listed in the TTA Catalog. To help promote your TTA event, a few additional fields, such as **Event Description** and **Event POC**, are required.
- If you have events that are not associated with a BJA TTA award, and therefore are not entered into the TTA Reporting Portal, information can be entered via the TTA Collaboration Portal using the **Add Event** link to then be displayed on the TTA Catalog.

Which "Program Area" or "Program Area Subtopics" do I enter when my TTA work supports the full spectrum of justice disciplines?

Providers are limited to selecting one program area for each TTA or deliverable. Select the one primary program area that is the most appropriate. More than one program area subtopic can be selected for additional justice discipline options. The TTA Reporting Portal Data Dictionary, available in the TTA Reporting Portal Interest Group, includes definitions for each program area and displays the available subtopics within each program area. If you need additional assistance determining a program area and subtopics for your TTA work, please reach to your BJA Policy Advisor.