

**Bureau of Justice Assistance
National Training and Technical Assistance Center
Training and Technical Assistance Reporting Portal
Data Dictionary**

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Introduction

The Data Dictionary is designed to help you understand what types of data and information is collected in the Bureau of Justice Assistance (BJA) Training and Technical Assistance (TTA) Reporting Portal as it relates to your award(s), Deliverables, and TTAs. Along with the [TTA 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 appear 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 with 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.
- **Deliverable** – A tangible, reusable artifact that can be referenced and used by others (such as a document, tool, training curriculum, newsletter, web page, 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** – is 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.
- **Milestone** – An element, activity, work product, or key task of a Deliverable or TTA (e.g., kick-off meeting, collect data from stakeholders, deliver initial data analysis).
- **Performance Metrics** – Output-focused data that are collected for a particular TTA engagement or Deliverable. Performance metrics are dependent on the TTA Type or Deliverable Type selected in the TTA Reporting Portal.

Table Navigation

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

- **Content Type** – Refers to the how data is organized in the system (e.g., Awards, Objectives, TTAs, and Deliverables).
- **Field Content** – Describes the available content or options held within a given field.
- **Field Description** – Provides a brief definition for each field or how the information may be used.
- **Field Name** – Describes the name of the content fields as they appear in the TTA Reporting Portal.
 - * – Indicates that this content field is required when updating a specific content type.
- **Data Entry Constraints** – Refers to the 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.
 - **Entered by BJA NTTAC staff** – Data managed by BJA NTTAC staff with approval from BJA staff.
 - **Multiple-Selection** – Data are available in a list 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 which the provider may select a single field content, or indicates a yes/no checkbox: check the box to indicate a ‘yes’ response. Leave the box unchecked to indicate a ‘no’ response.

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 the Grant Management System (GMS), many of the fields are Auto-Populated and cannot be edited in the Reporting Portal, as noted below. To update any of the information received from GMS, please work with your BJA Policy Advisor to update the information in GMS. Once the information in GMS is updated, you may let the BJA NTTAC Concierge team know to re-import the award and receive the updated information. Awards are updated in the Reporting Portal on a quarterly basis.

General Information

Field Name	Data Entry Constraint	Field Description
Provider Reference *	Auto-Populated	Generated from GMS; Displays Provider Name with link to Provider Profile .
Award Number *	Auto-Populated	Generated from GMS; displays Award Number Assigned, as stored in GMS. Automatically generated for BJA NTTAC TTA requests.
GMS Award Status Code	Auto-Populated	Generated from GMS; coded to indicate the status of the grant or cooperative agreement, as stored in GMS. See the GMS Award Status Code section below for more information.
Project Title	Auto-Populated	Generated from GMS; displays Project Title, as stored in GMS.
Solicitation Full Title	Auto-Populated	Generated from GMS; displays Solicitation Title, as stored in GMS.
Project Description	Auto-Populated	Generated from GMS; displays Project Description, as stored in GMS
Project Impact	Character	Displayed on the GMS 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 GMS; displays Grantee Organization Name, as stored in GMS.
App Legal Name	Auto-Populated	Generated from GMS; displays Legal Name of provider, as stored in GMS.
GMS: Location: Street	Auto-Populated	Generated from GMS; displays Legal Street Address of provider, as stored in GMS.

Field Name	Data Entry Constraint	Field Description
GMS: City	Auto-Populated	Generated from GMS; displays Legal City of provider, as stored in GMS.
GMS: State/Province	Auto-Populated	Generated from GMS; displays Legal State of provider, as stored in GMS.
GMS: Postal Code	Auto-Populated	Generated from GMS; displays Legal ZIP Code of provider, as stored in GMS.
GMS: Country	Auto-Populated	Generated from GMS; displays Legal Country of provider, as stored in GMS.
OJP Vendor Number	Auto-Populated	Generated from GMS; displays Unique identifier for providers.
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 GMS; displays Start date for the grant or cooperative agreement, as stored in GMS. Not applicable to BJA NTTAC awards.
Project Period End	Auto-Populated	Generated from GMS; displays End date for the grant or cooperative agreement, as stored in GMS. Not applicable to BJA NTTAC awards.
GMS Award Amount	Numeric	Not applicable to BJA grants, cooperative agreements, or BJA NTTAC funded awards.
Total Award Value	Auto-Populated	Generated from GMS; displays Total award amount, as stored in GMS (this amount may increase over the life of the grant if the award is supplemented).
Document Balance (GMS Award Amount - Drawdowns)	Auto-Populated	Generated from GMS; displays the Total Award Amount minus Drawdowns in GMS (i.e., the remaining balance).
Award Type	Auto-Populated	Generated from GMS; 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.

Field Name	Data Entry Constraint	Field Description
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 GMS; displays GMS Point of Contact (POC) Name, as stored in GMS.
POC Email	Auto-Populated	Generated from GMS; displays GMS Point of Contact Email, as stored in GMS.
POC Phone Number	Auto-Populated	Generated from GMS; displays GMS Point of Contact Phone Number, as stored in GMS.
Auth Rep Name	Auto-Populated	Generated from GMS; displays GMS Authorized Representative Name, as stored in GMS.
Auth Rep Email	Auto-Populated	Generated from GMS; displays GMS Authorized Representative Email, as stored in GMS.
Auth Rep Phone	Auto-Populated	Generated from GMS; displays GMS Authorized Representative Phone Number, as stored in GMS.
Alternate Points of Contact	Character	Used if POCs differ from those stored in GMS and can be used by BJA or BJA NTTAC for communication purposes. Indicate if the POC is financial, grant program, or primary POC for the award.
Alternate Points of Contact: Point of Contact - Contact Type	Character	Entered by providers; displays the contact type for the alternate POCs entered.
Alternate Points of Contact: Contact First Name	Character	Entered by providers; displays the Alternate Point of Contact First Name.
Alternate Points of Contact: Contact Last Name	Character	Entered by providers; displays the Alternate Point of Contact Last Name.
Alternate Points of Contact: Contact Email Address	Character	Entered by providers; displays the Alternate Point of Contact email address.

Field Name	Data Entry Constraint	Field Description
Alternate Points of Contact: Contact Phone Number	Character	Entered by providers; displays the Alternate Point of Contact phone number.
TTA User	Auto-Populated /Multiple - Selection	Managed by provider organization's Grantee user; 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 GMS; displays the U.S. Department of Justice office that awarded the funding to the BJA grantee, as stored in GMS.
BJA Policy Advisor	Entered by BJA NTTAC staff	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	Auto-Populated	Generated from GMS; displays Assigned grant manager (Programs Office POC), as stored in GMS.
BJA Policy Division	Entered by BJA NTTAC staff	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 and BJA NTTAC find awards by target audience to support reporting efforts. See Target Audience section below for available options.
Award Primary TTA Category	Single-Selection	Selected by providers; indicates which TTA Category the award supports. This will help BJA identify providers who are supporting specific types of TTA services across awards. (For example, enabling BJA or others to identify providers who are currently funded to specifically offer training services to law enforcement agencies.) See the Category 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 Special Populations section below for more information.
Award Primary Program Area	Single-Selection	Selected by providers; indicates which program area the award supports. See the Program Area 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.

Content Type: Objectives

After reviewing your award, it is recommended that you enter all award objectives into the TTA Reporting Portal. This will help you align TTAs and deliverables to your award objectives, and it is used on the semi-annual reports submitted to GMS. Coordinate with your BJA Policy Advisor to identify objectives which apply to your award. To add an objective, navigate to the *Funding Records* page, and then select the *Add Objective* icon in the Actions column on the row of the relevant award.

Field Name	Data Entry Constraints	Field Description
Provider Reference	Auto-Populated	Generated from TTA Reporting Portal; displays the Provider Name.
Award Reference	Auto-Populated	Generated from 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 *	Character	Entered by providers; displays a short, descriptive title for the objective.
Objective Description	Character	Entered by providers; displays full description of 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 Status section below for more information.
Objective Approved by BJA	Single-Selection	Selected by providers; presents a Yes/No option. Select the checkbox to indicate if the objective was reviewed and approved by BJA, if applicable.
Revision Log Message	Character	Entered by providers; enables you to provide an explanation of the changes you are making. This will help other authors understand changes made and why.

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 order they appear in the TTA Reporting Portal. Please note special exceptions to field names and content below:

- **Status of Request** – This Field Name becomes visible after the TTA has been submitted.

General Information

Field Name	Data Entry Constraints	Field Description
NTTAC ID	Auto-Populated	Generated from TTA Reporting Portal; displays the unique identifier for the TTA.
Status of Request *	Single-Selection	Entered by providers; defaults to Active; indicates if the work being performed is Active, Canceled, Completed, Pending, or Referred. Please note: Completed is not an available option until you have reached the Complete TTA/Performance Metrics” tab. See the Status section below for more information.
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> 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> 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 TTA Reporting Portal; displays the Provider Name.
Objective Reference	Single-Selection	Selected by providers; enables you to select the objective that this deliverable supports from the drop-down menu. This list will include the titles of objectives entered for this award.
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 training or technical assistance event aligns. This field helps BJA identify and report on grantees/providers who

Field Name	Data Entry Constraints	Field Description
		are providing specific types of TTA services. See the Category section below for more information.
TTA Type *	Single-Selection	Selected by providers; indicates the Primary TTA Type to which the TTA event aligns. The TTA Type will determine the Performance Metrics questions asked when this TTA is marked as Completed. See the TTA Type section below for more information.
TTA Program Area *	Single-Selection	Selected by providers; indicates the primary program area supported by the TTA. See the Program Area section below for more information.
TTA Program Area - Sub Topics *	Multiple-Selection	Selected by providers; indicates the sub topics supported by the TTA. See the Program Area section below for more information.
Is this TTA in support of implementing or maintaining an evidence-based or promising practice?	Single-Selection	Selected by providers; presents a Yes/No option. The Office of Justice Programs 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 TTA in response to emerging public safety needs?	Single-Selection	Selected by providers; presents a Yes/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 a change in legislation, a crisis 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, 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 *	Character	Entered by providers; displays the appropriate point of contact 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.

Field Name	Data Entry Constraints	Field Description
TTA Source	Single-Selection	Selected by providers; enables you to choose from a drop-down menu of potential sources.
Other TTA Source	Single-Selection	Selected 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 in the future. This open text field is simply a way for a provider to capture who they worked with to complete the work.
TTA Estimated Costs	Single-Selection	Selected by providers; enables you to choose from a drop-down menu to estimate the cost of the TTA.
Other Relevant Information	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.

Dates/Events

Field Name	Data Entry Constraints	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: Primary Recipient Agency Name	Character	Entered by providers; displays the name of the state, local, or tribal agency receiving the TTA services, if the TTA is targeted to a specific agency. If the TTA has multiple primary recipients, such as in statewide, regional, or national scope, this field may be left blank.
Recipient: Additional Recipient Agency Names	Character	Entered by providers; displays the names of additional recipient agencies receiving TTA services, when applicable.

Field Name	Data Entry Constraints	Field Description
Recipient: Primary Recipient Contact Name	Character	Entered by providers; displays the POC for the primary recipient agency.
Recipient: Primary Recipient Agency Phone	Numeric	Entered by providers; displays the phone number for the primary recipient agency POC.
Recipient: Primary Recipient Email Address	Character	Entered by providers; displays the email address for the primary recipient agency POC.
TTA Event: Display Event on Public TTA Catalog	Single-Selection	Selected by providers; if you want the event to be included on BJA NTTAC's public-facing TTA Catalog, then check the box to respond 'yes.' If participation is restricted (e.g., it is an invitation-only event), leave the box unchecked to indicate a 'no' response.
TTA Event: Event Location defaults	Character	Entered by providers; all TTAs are required to capture a location where the TTA will be delivered or work will be performed. <ul style="list-style-type: none"> • TTA Event Location specified below – Displays the Event Location. • Make TTA Event Location the same as the Primary Recipient Agency address – Auto-Populated after selecting the radio button; indicates the event location is the same as the Primary Recipient Agency address. • Make TTA Event Location the same as Provider Reference's address – Auto-Populated after selecting the radio button; indicates the event location is the same as the Provider's address.
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.

Field Name	Data Entry Constraints	Field Description
Event Date: Start Date & Time End Date & Time	Date	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 and Event End Dates as soon as they are established for TTAs, and make updates to the event dates if changed. Note: This field is required for the following TTA types: host conference, fund speaker, scholarship support, and training delivery (classroom, live video, phone, webinar).
Event Date: Time Zone	Date	Entered 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.
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.
Conference Reporting Tracking Number	Numeric	Entered by providers; displays the Conference Cost Reporting tracking number for your event.

Target Audience/Demographics

Field Name	Data Entry Constraints	Field Description
Type of Agency *	Multiple-Selection	Selected by providers; displays the type of agency that will participate in training or receive technical assistance.
Target Audience *	Multiple-Selection	Selected by providers; displays the target audiences that the TTA is intended to support, train, or educate. See the Target Audience section below for more information.
Special Populations	Multiple-Selection	Selected by providers; indicates if the TTA is in support of Juvenile Justice or Tribal Justice populations. See the Special Populations below for more information.
Demographic - Gender *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular gender?
Demographic - Age *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular age?

Field Name	Data Entry Constraints	Field Description
Demographic - Race *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular race?
Demographic - Ethnicity *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular ethnicity?
Demographic - TTA Location *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a specific location.
Demographic - Other *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward other groups?

Milestones

Field Name	Data Entry Constraints	Field Description
Enter Milestone Title	Character	Entered by providers; displays a short, descriptive title of the milestone.
Enter Milestone Description	Character	Entered by providers; displays the full description of the milestone.
Enter Other Relevant Information (Providers Only)	Character	Entered by providers; displays additional relevant information about the milestone. This open text field can include information such as challenges faced or successes achieved during the process.
Start Date	Date	Entered by providers; displays a start date for the milestone.
BJA Review Date	Date	Entered by providers; displays the date BJA reviewed a product or task for the milestone, if applicable.
Planned Completion Date	Date	Entered by providers; displays the planned completion date for the milestone.
Actual Completion Date	Date	Entered by providers; displays the actual completion date for the milestone.
Complete %	Single-Selection	Selected by providers; this field enables you to estimate your progress toward completing the milestone. If you have not yet begun work, the percent complete would be '0.' BJA NTTAC recommends using intervals of 0, 25, 50, 75, or 100 percent to represent the status of the milestone.

Complete TTA/Performance Metrics

Field Name	Data Entry Constraints	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. Please note: Completed is not an available option until you have reached the “Complete TTA/Performance Metrics” tab. See the Status 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.
Performance Metrics	Numeric	Entered by providers; displays performance metrics based on the TTA type. See the TTA Performance Metrics section below for more information.

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	Performance Metrics
Numeric	Number of individuals registered to attend 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 completed a conference evaluation?
Numeric	Number of individuals who indicated their knowledge level had increased during the course?
Numeric	Number of individuals who indicated the training is useful?
Numeric	Number of individuals who indicated the conference was satisfactory or better?
Character	Performance metrics narrative
Numeric	How many agencies served?

Scholarship Support or Fund Speaker

Data Entry Constraints	Performance Metrics
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	Performance Metrics
Numeric	Number of individuals registered to attend training?
Numeric	Number of Individuals who attended the training?
Numeric	Number of Federal employees?

Data Entry Constraints	Performance Metrics
Numeric	Number of non-federal employees?
Numeric	Number of individuals who completed the course?
Numeric	Number of individuals who completed a training evaluation?
Numeric	Number of individuals who indicated their knowledge level had increased during the course?
Numeric	Number of individuals who indicated the training is 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; Investigative 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	Performance Metrics
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	Performance Metrics
Numeric	How many inquiries did you respond to during the reporting period?
Character	Performance metrics narrative
Numeric	How many agencies served?

Content Type: Deliverables

The tables below outline data fields and selectable options to assist users through entering Deliverables 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 order they appear in the TTA Reporting Portal. Please note special exceptions to field names and content below:

- **Status of Deliverable** – This Field Name becomes visible after the Deliverable has been submitted in the TTA Reporting Portal.

General Information

Field Name	Data Entry Constraints	Field Description
Deliverable ID	Auto-Populated	Generated from the TTA Reporting Portal; displays the unique identifier of the Deliverable.
Status of Deliverable *	Single-Selection	Selected by providers; defaults to Active; indicates if the work is being performed is Active, Canceled, Completed, Pending, or Referred. Please note: Completed is not an available option until you have reached the “Complete Deliverables/Performance Metrics” tab. See the Status section below for more information.
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 work being performed. Performance metrics associated to this Deliverable type will be generated once your Deliverable is complete. See the Deliverable Type 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> 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> page (where creating a Deliverable is an independent action and not linked to a specific award), you must select the appropriate award reference.
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

Field Name	Data Entry Constraints	Field Description
		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.
Objective Reference	Single-Selection	Selected by providers; enables you to select the objective that this Deliverable supports from the drop-down menu. This list will include the titles of objectives entered for this award.
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.
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.
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 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 enables 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.
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 What language will the Deliverable be available in (other than English)? section below for more information.
Is this Deliverable in	Single-Selection	Selected by providers; presents a Yes/No option. The Office of Justice Programs considers programs and practices to be evidence-based when their effectiveness has been demonstrated

Field Name	Data Entry Constraints	Field Description
support of implementing or maintaining an evidence-based or promising practice?		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/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 a change in legislation, a crisis event). You may check this box to indicate a 'yes' response. Leave the box unchecked to indicate a 'no' response.
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, DOC/DOCX, PPT/PPTX, XLS/XLSX, PUB, PNG, JPG/JPEG.

Target Audience/Demographics

Field Name	Data Entry Constrains	Field Description
Target Audience *	Multiple-Selection	Selected by providers; displays the intended audience that will be the ultimate beneficiary of the Deliverable. See the Target Audience section below for more information.
Program Area *	Single-Selection	Selected by providers; displays the primary program area supported by the Deliverable. See the Program Area section below for more information.
Program Area - Sub Topics *	Multiple-Selection	Selected by providers; displays the subtopics supported by the Deliverable. See the Program Area section below for more information.

Field Name	Data Entry Constrains	Field Description
Special Populations	Multiple-Selection	Selected by providers; indicates if the Deliverable is in support of Juvenile Justice or Tribal Justice populations. See the Special Populations 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.
Demographic - Gender *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular gender?
Demographic - Age *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular age?
Demographic - Race *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular race?
Demographic - Ethnicity *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward a particular ethnicity?
Demographic - Other *	Multiple-Selection	Selected by providers; answers the question, is the TTA specifically targeted toward other groups?

Milestones

Field Name	Data Entry Constraints	Field Description
Enter Milestone Title	Character	Entered by providers; displays a short, descriptive title of the milestone.
Enter Milestone Description	Character	Entered by providers; displays the full description of the Deliverable. The description could include information on: (1) what activity is associated with the milestone, (2) when the milestone falls within the overall Deliverable, and (3) the relationship between this milestone and other Deliverable milestones.
Enter Other Relevant Information (Providers Only)	Character	Entered by providers; this open text field can include information such as challenges faced or successes achieved during the process.
Start Date	Date	Entered by providers; displays a start date for the milestone.

Field Name	Data Entry Constraints	Field Description
BJA Review Date	Date	Entered by providers; displays the date BJA reviewed a product or task for this milestone, if applicable.
Planned Completion Date	Date	Entered by providers; displays the planned completion date for the milestone.
Actual Completion Date	Date	Entered by providers; displays the actual completion date for the milestone.
Complete %	Numeric	Entered by providers; this field enables you to estimate your progress toward completing the milestone. If you have not yet begun work, the percent complete would be '0.' BJA NTTAC recommends using intervals of 0, 25, 50, 75, or 100 percent to represent the status of the milestone.

Complete Deliverable/Performance Metrics

Field Name	Data Entry Constraints	Field Description
Status of Deliverable *	Single-Selection	Selected by providers; defaults to Active; indicates if the work is being performed is Active, Canceled, Completed, Pending, or Referred. Please note: Completed is not an available option until you have reached the "Complete Deliverables/Performance Metrics" tab. See the Status section below for more information.
Actual Completion Date *	Date	Entered by providers; displays the date when the Deliverable was completed. This is required when the Deliverable status is set to Completed.
Performance Metrics	Numeric	Entered by the grantee/provider; displays performance metrics based on the Deliverable type. See the Deliverable Performance Metrics section below for more information.

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. Navigate to the *Complete Deliverable/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 Deliverable type selected during Deliverable creation.

Training Curriculum

Data Entry Constraints	Performance Metrics
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 curriculum pilot tested?
Character	Performance Metrics Narrative
Numeric	How many agencies served?

Websites

Data Entry Constraints	Performance Metrics
Numeric	Average length of visit?
Numeric	Number of total visits to the site?
Numeric	Pages per visit?
Numeric	How many agencies served?

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

Data Entry Constraints	Performance Metrics
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 audiences?
Character	Performance Metrics Narrative
Numeric	How many agencies served?

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.

GMS Award Status Code

Field Content	Field Description
60	Active
90	End Date Passed
91	Programmatically Closed
92	Programmatically and Fiscally Closed
96	Outstanding Audit Issues
97	Closeout Package Returned to Program
99	Federal Records Center

GMS Award Status Code

Field Content	Field Description
Financial	Select to indicate the point of contact for any financial questions or matters regarding the award.
Grant Program	Select to indicate the point of contact for any questions related to the grant program.
Primary	Select to indicate the primary point of contact for any questions or communications from BJA and BJA NTTAC.

TTA Type

Field Content	Content Description
Focus/Advisory Group Working Session	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. Examples of this TTA type include building communities of practice, convening task force meetings, and holding stakeholder coordination planning meetings.

Field Content	Content Description
Fund Speaker	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 instruction at a training or workshop at a conference, summit, or large working group session.
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 officials in the same or similar position in another jurisdiction to enhance the visitor’s knowledge and understanding of a comparable program or operation. Upon completing the visit, a report is prepared by the visitor(s) regarding the information gained and the actions they may take as 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 implementation and designing change management strategies to implement policy adoption.
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/Practice Implementation	Assistance to a site, agency, or jurisdiction with the implementation of a program, such as an evidence-based program or practices, to ensure that it is established and implemented in alignment with best practices.

Field Content	Content Description
Program Implementation Management/Support	Assistance to a site, agency, or jurisdiction with the management of a program, such as an evidence-based program or practices, to monitor to ensure it is implemented and managed/supported in alignment with best practices.
Provision of Resources/Systems	Assistance to sites by providing resources, such as toolkits, and systems, such as 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.
Scholarship Support	Financial support (i.e., travel and/or lodging and related expenses) for an individual to attend a conference, training class, or workshop.
Study/Evaluation	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 with a report articulating the findings and how the program meets the 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 distant learning.

Field Content	Content Description
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).

Deliverable Type

Field Content	Content Field 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 from a focus group site visit, policy development, or assessment. The report is intended to be shared with a broader audience and is not specific to a recipient agency.
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).

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

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 Korean Laotian N/A	Other Portuguese Punjabi Russian Spanish

Status

Field Content	Field 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 another 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.
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 another 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, as work has not officially begun.

Field Content	Field Description
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.

Program Area

Field Content	Program Area Description	Program Area - Subtopics
Adjudication/Courts	Provides resources, tools, and other support to help prosecutors, judges, and court personnel develop new approaches to adjudication to clear cases, decrease dockets, and lower recidivism.	<ul style="list-style-type: none"> Appellate Courts Family Courts Case Processing General Jurisdiction/Trial Courts Civil Justice Mental Health Courts Community Courts Personnel Domestic Violence Courts Pretrial Drug Courts Sentencing and Sanctions Equipment/Technology Tribal Courts Facilities/Security Other Adjudication/Courts

Field Content	Program Area Description	Program Area - Subtopics
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.	<ul style="list-style-type: none"> Capital Punishment Parole and Probation Equipment/Technology Personnel Facilities (General Capacity/Security) Pretrial Detention and Supervision Families of Prisoners Prison Gangs Halfway Houses Prisons Inmate Assistance Programs Recidivism Jails Reentry/Release Mental Health Programs Other Corrections
Crime Prevention	Supports law enforcement executives and communities with 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.	<ul style="list-style-type: none"> Community Policing Community Responses Environmental Design Faith-Based Risk Factors Self-Protection Other Crime Prevention

Field Content	Program Area Description	Program Area - Subtopics
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.	<ul style="list-style-type: none"> Technology Implementation - Corrections Technology Implementation - Crime Analysis Technology Implementation - Deconfliction Technology Implementation - eCrime Technology Implementation - Fusion Center Technology Implementation - Gangs Technology Implementation - Offender Reentry Technology Implementation - Other Technology Implementation - Prescription Drug Monitoring Technology Implementation - Privacy Policy Technology Implementation - Victim Services Technology Standards - Global Standards Technology Standards - National Information Exchange Model 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.	<ul style="list-style-type: none"> Arrests Investigations Community Relations Mental Health/Law Enforcement Response Programs Corruption Operations Counter-Terrorism and Domestic Preparedness Personnel Crime Analysis Profiling Equipment, Technology, and Facilities Use of Force Intelligence Other Law Enforcement

Field Content	Program Area 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.	<ul style="list-style-type: none"> Alcohol Co-occurring Disorder Programming Detection Disposal Illegal Substances Interdiction Policy Prescription Drugs Prevention and Education Substance Abuse Indicators Testing Treatment Other Substance Abuse/Drugs
Victims of Crime	Provides tools and resources to combat human trafficking and assist victims of crime.	<ul style="list-style-type: none"> Civil Remedies Crisis Intervention/Response Faith-Based Financial Recovery Health and Mental Health Homicide Victims/Co-Survivors Restorative Justice Rights and Services Service Programs Victimization Other Victims of Crime

Category

Field Content	Field Description
Conferences	Includes hosting a conference, summit, or large working group session; serving as a keynote speaker at 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 session; and/or funding a speaker for a conference, summit, or large working group session.
Direct SLT 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, 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.

Special Populations

Field Content	Field 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.

Target Audience

Field Content	Field Content	Field Content
Administrators	Health Care Providers	Probation/Parole Officers
Community Based Organizations	Judges	Prosecutors
Corrections Professionals	Juvenile Justice	Schools
Courts	Law Enforcement	Social Workers
Defense Counsel	Legislators	State Agencies
Educators	Media	Substance Abuse Prevention/Treatment Center
Emergency Service Providers	Medical/Dental Providers	Tribal Justice
Faith-Based Organizations	Mental Health Providers	Universities
Federal Justice	Military	Victims' Advocates
General Public	Other	Volunteers