



Victim Assistance Performance Measurement Tool (PMT)

Import Feature - 10 Steps to Success

OVERVIEW

As a Victims of Crime Act (VOCA) Victim Assistance grantee, you are required to report on the progress of your activities every quarter in the Office for Victims of Crime (OVC) Performance Measurement Tool (PMT). OVC created an import feature to help automate entering data into the PMT system. All Victim Assistance grantees can access and use the import feature for reporting periods starting on or after October 1, 2018.



Important Note: Only use the PMT Import Feature if you enter data on behalf of **ALL** of your subgrantees.

WHAT ARE THE STEPS I NEED TO TAKE TO SUCCESSFULLY USE THE IMPORT FEATURE?



1 Log in to the OVC PMT System

- Log in to the OVC PMT at <https://ojpsso.ojp.gov/> using your email address and password. If you do not have an assigned PMT login, please call the OVC PMT Helpdesk (see contact information on page 5).

2 Navigate to the Enter Data Tab

- Navigate to the Enter Data page and select the appropriate reporting period from the drop-down menu.

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

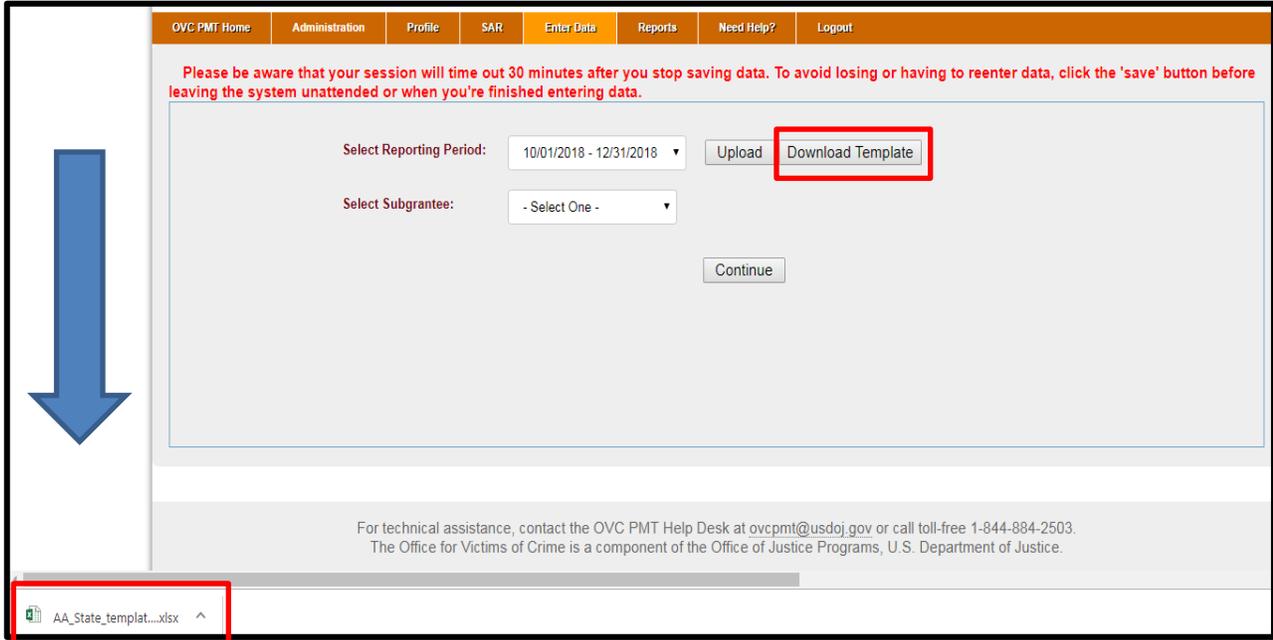
Select Reporting Period: 10/01/2018 - 12/31/2018 [v] [Upload] [Download Template]

Select Subgrantee: - Select One - [v]

[Continue]

3 Download the PMT Import Feature Template for Your State

- Select the Download Template button to download a copy of your state-specific Victim Assistance Import Feature Template to your computer. The template will automatically be saved to your downloaded folder on your computer and as a Microsoft Excel Worksheet.



4 Populate and Verify Your Data

- Populate the PMT Import Template with your subgrantee quarterly data for the reporting period. **DO NOT** edit the system-assigned ID (column A) or the Agency (Subgrantee) Name (column B) in the template. If you are missing subgrantees from the template, go to your Subgrantee List in the PMT and check the subaward dates to verify the subgrantee has an active subaward during the reporting period.
- Use the date column (column C) as an internal reference for the date of your subgrantee's data. This field is not imported into the PMT.



Important Note: Do not edit the system-assigned ID (column A) or the Agency (Subgrantee) Name (column B) in the template.

A	B
Subid	Agency Name
3107	Coldbox inc
3170	Kingston

- Quarter 4 (July–September) data contains the subgrantee annual narrative questions that require both numeric and text responses. If the subgrantee does survey clients, mark “1” in column DO and “0” in column DP. If the subgrantee does not survey clients, mark “0” in column DO and “1” in column DP.

DM	DN	DO	DP	DQ
Number of requests for services that were unmet because of organizational capacity issues. (Quarter 4 only)	Please explain (Quarter 4 only)	Does your organization formally survey clients for feedback on services received? (YES) (Quarter 4 only)	Does your organization formally survey clients for feedback on services received? (NO) (proceed to Question 14) (Quarter 4 only)	Number of surveys distributed (includes, but is not limited to, those distributed by hand, mail, or other methods) (Quarter 4 only)
1 Resource limits.	1 Resource limits.	1	1	3
1 Resource limits.	1 Resource limits.	1	1	3

5 Review Your Data for Proper Formatting

- Review all data to ensure proper formatting (see the review tips on page 5).
- Double check to make sure your data is thorough and accurate in the spreadsheet before importing. Once you have successfully imported your data, the option to import a new template and re-import data will not be available. If you need to revise the data, you will have to contact the OVC PMT Helpdesk to unlock your report and manually make updates in the PMT system.

6 Import Your Data

- Return to the PMT system and navigate back to the Enter Data tab. Select the appropriate reporting period and click on the Upload button. Select the Choose File button to select the template from your computer.
- Click on the Import Data button to import your quarterly data.

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
Select the File: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Import Data"/>							

- The PMT system should generate a message that the data imported successfully. In the event the import was unsuccessful, follow step 7 to revise and import again.

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
Import was successful! Please click on the 'Reports' tab above or the button below to review the data submitted.							
<input type="button" value="Go to Reports"/>							

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Address Any Errors If the Import Was Unsuccessful

- If the PMT system generates an error message, go back to the Excel template to correct errors. Reference the review tips on page 5 to ensure all data is in the proper format.
- Repeat the process to import the template into the PMT system. Contact the OVC PMT Helpdesk for additional assistance.

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
<p>Import was not successful for the following reason.</p> <p>The User uploaded the incorrect version of the spreadsheet. Please verify that you are submitting the correct file for the quarter you selected then click Enter Data to try again</p> <p>Fix these errors in the uploaded file and re-upload. <input type="button" value="Go to Data Entry"/></p>							

8

Review Your Data on the Reports Page

- Navigate to the Reports page to review your quarterly data in the PMT system. Ensure your data is accurate and thorough. If any data needs to be corrected, you must do so manually within the PMT system. You cannot re-import the data.

9

Mark Data as Complete

- Check the box to mark data entry as complete. This will lock your report.



Important Note: If you need to go back in to manually update data, please navigate to the Review page and Mark data as complete. The system does not automatically mark the data as complete.

POPULATION DEMOGRAPHICS	DIRECT SERVICES	REVIEW
CLICK HERE TO REVIEW THE DETAILS		
CONFIRMATION		
<input type="checkbox"/> Mark data entry as complete. The record will be locked for further data entry.		<input type="button" value="SAVE"/>
Additional Comments		
<input type="text"/>		
You have 500 characters left. (Maximum characters: 500)		
*Once data entry is complete for a reporting period, you can view performance data reports here.		

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Data Entry is Complete

- After you have successfully completed steps 1–9, your quarterly data entry is complete. Follow the same process and steps for each quarter beyond October 2018.
- If you need to make data changes after marking data entry as complete, contact the OVC PMT Helpdesk to unlock your report. You can then manually update your data. Once revisions are made, remember to mark data as complete again and click save.



Tips for Reviewing Your Performance Measurement Tool (PMT) Import Feature Data Entry

Tip #1: Only use the Import Feature if you enter data on behalf of your all your subgrantees.

Tip #2: Do not edit the template cells with the PMT system-assigned subgrantee ID number (column A) and the subgrantee name (column B). The rows are extracted from the PMT system and aligned with your subgrantees that have active subawards.

Tip #3: Ensure that all data in the template is in the proper format:

- Numeric responses must be whole numbers (no decimals or special characters).
- Narrative responses should be text without line breaks or special symbols. The backslash key is fine for responses indicating “N/A.”

Tip #4: Enter data for all required fields and for all of your subgrantees before attempting to upload the template.

Tip #5: Contact the OVC PMT Helpdesk Monday–Friday, from 8:30 a.m. to 5:00 p.m. e.t. via email at ovcpmt@usdoj.gov or call the toll free number: 1–844–884–2503.



We appreciate your feedback on how we can better assist you with performance reporting and using the Import Feature. Please contact OVC PMT Helpdesk if you have any recommendations or suggestions on how we can improve the feature.

OVC PMT Helpdesk

You can contact the OVC PMT Helpdesk Monday–Friday, from 8:30 a.m. to 5:00 p.m. e.t. via email at ovcpmt@usdoj.gov or call the toll free number: 1–844–884–2503.