

# OJJDP FORMULA GRANTS AND TITLE V PROGRAMS REGIONAL PERFORMANCE MEASUREMENT TRAINING

February 1-2, 2005, San Diego, CA  
February 24-25, Atlanta, GA  
March 15-16, 2005, San Antonio, TX

**DRAFT**

## Day 1

**7:30 a.m. – 8:30 a.m.**      **Registration, Continental Breakfast**

**8:30 a.m. – 8:45 a.m.**      **Welcome**

Gregory Thompson, Associate Administrator, State Relations and Assistance Division, OJJDP, Washington, DC

**8:45 a.m. – 9:45 a.m.**      **Planning for Performance Measurement:  
Development of the OJJDP Performance Measurement System**

This session provides an overview of the Formula Grants and Title V Programs and the legislative need for performance measurement. Speakers will describe the developmental process and how performance measures can aid the assessment of the Formula Grants and Title V programs. The timetable for implementation of the performance measurement system will be discussed.

*Gregory Thompson, OJJDP*

*Chyrl Andrews, Deputy Associate Administrator, State Relations and Assistance Division, OJJDP*

*Wandra Simmons, Program Manager, State Relations and Assistance Division, OJJDP*

*Marcia Cohen, Vice President, Research and Evaluation, Development Services Group, Inc. Bethesda, MD*

**9:45 a.m. – 10:15 a.m.**      **Planning for Performance Measurement:  
Reviewing the Logic Models and Program Areas**

Performance measurement is designed to assess progress towards goals. Therefore, all measurement should relate directly to program goals. Clear, well-defined program goals are critical, and the logic model can help clarify the goals of programs with broad language or complex goals. The Formula Grants/Title V logic models form the framework for the performance that needs to be measured at the Federal level to allow OJJDP to meet its reporting requirements. All indicators can be traced back to these logic models. These models do not represent, and should not limit, additional local goals and objectives. Similarly, these measures should not limit any additional data collected at the State or local levels. These measures are designed solely to allow OJJDP to measure its progress towards its goals as

operationalized through the Formula Grants and Title V programs. In this session, attendees will gain an understanding of why the current performance measures were selected and how to use the Performance Measurement Participant Manual. The difference between performance measurement and program evaluation will also be discussed.

*Marcia Cohen, DSG, Inc.*

*Heidi Hsia, Program Manager, State Relations and Assistance Division, OJJDP*

**10:15 a.m. – 10:30 a.m.**

**Break**

**10:30 a.m. – Noon**

**Planning for Performance Measurement:  
Reviewing the Performance Measures**

Attendees will understand the logic of the selected indicators and differences in purpose across program areas and across the four categories. The trainers will detail and describe the specific measures in Title V and Formula Grants in four categories: (1) Intervention, (2) Prevention, (3) Core Requirements, and (4) Juvenile Justice System Improvement. OJJDP's ability to aggregate the data and report on the performance of the Formula Grants/Title V programs relies on the quality of the data. To permit aggregation, the data must represent the same information, collected in the same way, across sites and over time. Therefore, it is critical that all data be collected based on the definitions and units of analysis provided. By the end of this session, participants should feel confident about their ability to select indicators and provide support to their grantees. These points will be further clarified as we walk through the indicator lists.

*Gregory Thompson, OJJDP*

*Heidi Hsia, OJJDP*

*Marcia Cohen, DSG, Inc.*

**Noon – 1:30 p.m.**

**WORKING LUNCH:**

**What Works and What Doesn't in Reducing Recidivism:  
The Principles of Effective Intervention**

Participants will learn the principles of effective interventions and the value and utility of employing evidence-based and research-driven practices in planning, administering, and evaluating programs.

*Edward Latessa, Ph.D.*

*Chairman – Division of Criminal Justice  
University of Cincinnati*

- 1:30 p.m. – 2:30 p.m.**      **Planning for Performance Measurement:  
Incorporating Performance Measurement in the RFP**  
This session will discuss data collection at the subgrantee level and how Title V and Formula Grants RFPs can be modified to include the required system of performance measurement reporting.  
  
*Donald Johnson, DSG, Inc.*  
*Pat Cervera, Consultant, Denver, CO*
- 2:30 p.m. – 2:45 p.m.**      **Break**
- 2:45 p.m. – 4:00 p.m.**      **Planning for Performance Measurement:  
Choosing the Right Performance Measures for the Right Program**  
Participants will review and analyze two abbreviated proposals to determine the adequacy of the proposed performance measures and data collection plans. By the end of this session, participants will feel confident about their ability to select appropriate indicators and assess an application's response to the OJJDP performance measurement reporting system requirements.  
  
*Don Johnson, DSG, Inc.*  
*Stephen Gies, Research Associate, DSG, Inc.*
- 4:00 p.m. – 5:00 p.m.**      **Planning for Performance Measurement:  
Reporting Guidelines and Requirements Q&A**  
This session will review performance measurement reporting dates for Title V and Formula Grants, exceptions to reporting, and reporting format.  
  
*Gregory Thompson, OJJDP*  
*Chyrl Andrews, OJJDP*  
*Heidi Hsia, OJJDP*  
*Wandra Simmons, OJJDP*

## Day 2

- 7:30 a.m. – 8:30 a.m.**      **Continental Breakfast**
- 8:30 a.m. – 8:45 a.m.**      **Overview of Day 2**
- 8:30 a.m. – 10:00 a.m.**      **Overcoming Challenges in Implementing Performance Measures**  
  
**Tools and Tips Workshop 1:  
Data Collection and Information Sharing**  
  
This session will review the need for sharing and obtaining information between agencies for the purposes of measuring performance and the elements of an MOU, requirements of consent forms, and applicable laws. Speakers will discuss the various ways of sharing under state and Federal laws, including consent of the parties, sharing pursuant to Memoranda of Understanding (MOUs), agreements and court proceedings, and sharing for

administrative or services provided to individual youth. How to develop these instruments in order to support their subgrantees in laying the groundwork to obtain data for required outcome performance measures, such as arrest data, court data, truancy data, and other information, will be reviewed. Model inter-agency agreements and MOUs will be shared.

*Pat Cervera, Consultant*

*Jennifer Mankey, Executive Director, Center for Network Development, Denver, CO*

**10:00 a.m. – 10:15 a.m.**

**Break**

**10:15 a.m. – 11:30 a.m.**

**Overcoming Challenges in Implementing Performance Measurement Tools and Tips Workshop 2: Identifying Data Sources**

Participants need to know how to guide their subgrantees in identifying appropriate sources to obtain performance measure outcome data. This includes guiding them in selecting appropriate sample sizes, identifying valid and reliable surveys, collecting archival data (such as arrest data, court data, school attendance data), and implementing other data collection forms.

*Kimberly Kempf-Leonard, Ph.D., Professor of Criminology and Sociology, University of Texas at Dallas, Dallas, TX*

**11:30 a.m. – 11:45 a.m.**

**Break and Checkout**

**11:45 a.m. – 1:00 p.m.**

**WORKING LUNCH:  
GMS Reporting : The Grant Reporting Module**

The Grants Management System (GMS) serves as OJJDP's automated tool to expedite grant application submission, award processing, and paperless reporting. This session will provide participants with an overview of the GMS grant reporting module and the "how to" submit annual performance reports to OJJDP.

*John Martin, Contract Quality Assurance Analyst for OJJDP, Washington, DC*

**1:00 p.m. – 2:15 p.m.**

**Overcoming Challenges in Implementing Performance Measurement**

**Tool and Tips Workshop 3:  
Monitoring Program Activities and Tracking Participants Over Time**

Subgrantees need to increase their knowledge about the types of monitoring activities that will facilitate monitoring program activities and following program participants over time. This session will review how to use well-developed data collection plans, forms, logs, and other tracking mechanisms to successfully monitor programs for performance measurement. The use of adequate tracking mechanisms, such as progress reports, sign-in forms or locator forms are necessary to accurately report the number served and locate former participants 6 months to 1 year following program completion. The use of participant incentives will also be discussed.

*Kimberly Kempf-Leonard, University of Texas*  
*Pat Cervera, Consultant*  
*Marcia Cohen, DSG, Inc.*  
*Stephen Gies, DSG, Inc.*

**2:15 p.m. – 3:00 p.m.**

**Overcoming Challenges in Implementing Performance Measurement:  
Overcoming Resistance/Getting Subgrantees Ready for Performance  
Measures**

This session will provide attendees with a first hand account of how Colorado overcame resistance to implementing a performance-based system in their State and how they were able to get their subgrantees ready to measure performance.

*Pat Cervera, Consultant*

**3:00 p.m. – 3:30 p.m.**

**Overcoming Challenges in Implementing Performance Measurement:  
Bringing It All Together**

Participants will have a chance to ask final questions regarding data collection, information sharing, and tracking clients over time. Available training and TA and anticipated needs of states will be discussed as well as other issues.

*Greg Thompson, OJJDP*  
*Chyrl Andrews, OJJDP*  
*Wandra Simmons, OJJDP*