Death in Custody Reporting Act Performance Measurement Tool Import Feature

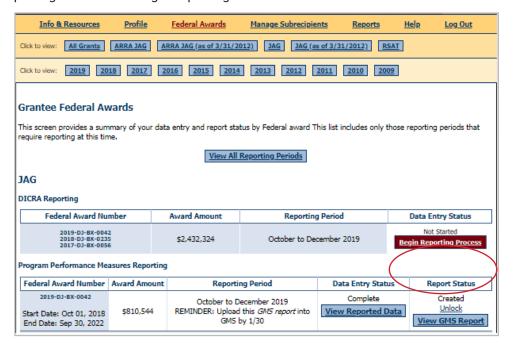
This document describes the steps that Performance Measurement Tool (PMT) users must take to use the Death in Custody Reporting Act (DCRA) Import Feature. This tool allows users to do a "bulk upload" of decedent information in the PMT using a standardized Excel template that is made available through the PMT. For the detailed data specifications for the DCRA Import Feature Excel Template, see appendix A.

1 Log in to the Bureau of Justice Assistance (BJA) PMT system.

• Log in to the BJA PMT at https://ojpsso.ojp.gov using your email address and password. If you do not have an assigned PMT login, please contact the BJA PMT Helpdesk (see contact information on page 3).

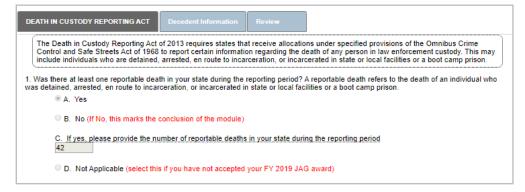
Navigate to the Federal Awards tab.

 Navigate to the Federal Awards tab. Under the Justice Assistance Grant (JAG) heading you will see a table for DCRA Reporting. Click on the Begin Reporting Process button.



Enter the number of decedents.

- On the next page, when asked if there was at least one reportable death during the reporting period, click Yes. A new field will appear below where you can type in the number of deceased individuals. Then click the Save and Continue button.
- Enter at least the same number of decedents as you have records in your Excel spreadsheet.

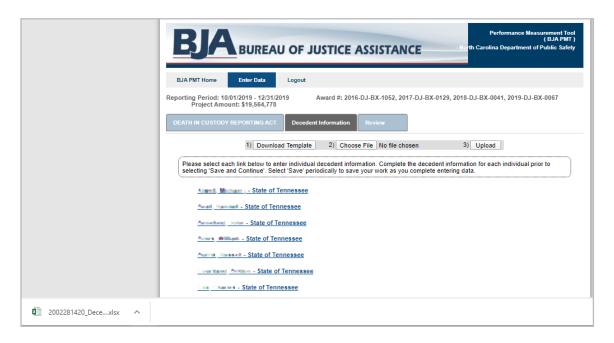






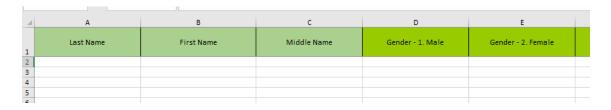
Download the DCRA Import Feature Template.

• If this is the first time you have used the DCRA Import Feature, select the Download Template button to download a copy of the DCRA Import Feature Template to your computer. The template will automatically be saved to your downloads folder on your computer as a Microsoft Excel worksheet. If you already have the template and have been populating it throughout the reporting period, you may skip to step 5.



5 Populate and verify your data.

 Populate the PMT Import Template with the decedent information for the reporting period. DO NOT edit anything in row 1 (shaded green) in the template.



6 Review your data for proper formatting.

- Review all data to ensure proper formatting (see the review tips on the next page).
- · Double-check to make sure your data is thorough and accurate in the spreadsheet before importing.

7 Import your data.

- Return to the PMT system and navigate back to the Enter Data tab. Select the Choose File button. Select the Choose File button to select the template from your computer.
- · Then click the Upload button.



8 Address any errors if the import was unsuccessful.

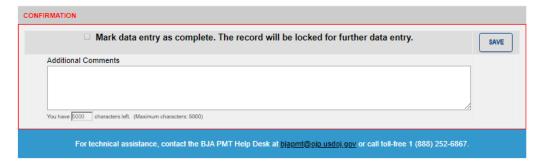
- If the PMT system generates an error message, go back to the Excel template to correct errors. Reference the review tips on page 5 to ensure all data is in the proper format.
- Repeat the process to import the template into the PMT system. Contact the BJA PMT Helpdesk (see contact information on the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

9 Review your data on the Review tab.

- Navigate to the Review tab to review your quarterly data in the PMT system. Ensure your data is accurate and thorough.
- If any data needs to be corrected, you may do so manually within the PMT system. You can also correct any errors in the spreadsheet and re-import. The data entered previously will be overwritten.

10 Mark data as complete.

- Check the Mark Data Entry as Complete box. This will lock your report.
- Important Note: The system does not automatically mark the data as complete, so you must do this manually in order to complete the DCRA requirement.



11 Data entry is complete.

- After you have successfully completed steps 1-10, your quarterly DCRA data entry is complete.
- If you need to make data changes after marking data entry as complete, contact the BJA PMT Helpdesk (see contact information on the bottom of this page) 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.

The Data Entry has been Certified. Return Home



Tips for Reviewing Your DCRA Import Feature Data Entry

Tip #1: Do not edit the template cells with the PMT system-assigned column headers (row 1).

Tip #2: 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 #3: Enter data for all required fields before attempting to upload the template.

Tip #4: Contact the BJA PMT Helpdesk Monday–Friday, from 8:30 a.m. to 5:00 p.m. ET via email at bjapmt@usdoj.gov or call the toll-free number: 1–888–252–6967.

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

Appendix A: Excel Template Data Specifications

| GROUP | COLUMN HEADER | COLUMN TYPE | VALIDATION | EXAMPLE VALUE |
|------------------------------|--|----------------|--|--------------------|
| Name | Last name | Text | Required | Doe |
| | First name | | Required | John |
| | Middle name | | | S |
| Gender (radio option) | Male | Text | Required • D-F (only one can be checked) • If F is checked, G cannot be blank | |
| | Female | | | |
| | Other | | | X |
| | Specify other gender | | | N/A |
| Race (checkbox option) | American Indian or Alaska Native | Text | Required • H-L (one or more can be checked) • If M is checked, H-L must be blank | |
| | Asian | | | Checked |
| | Black/African American | | | |
| | Native Hawaiian or other Pacific Islander | | | Checked |
| | White | | | |
| | Unknown | | | |
| Ethnicity (radio option) | Hispanic, Latino, or Spanish origin | Text | Required • N-P (only one can be checked) | Selected |
| | Not of Hispanic, Latino, or Spanish origin | | | |
| | Unknown | | | |
| | Birth year | Text | Required • Format YYYY • If unknown enter 9999 | 1980 |
| Date time of death | Date of death | Text | Required • Format MM-DD-YYYY • Year of death cannot be earlier than birth year (except 9999) | 02-01-2000 |
| | Time of death | | Required • Format (24-hour clock) HH:MM | 15:30 |
| Location of Death | Location name | Text | Not required • T | |
| | Street address | | | 1300 Western Blvd. |
| | City | | Required • U-X | Raleigh |
| | State | | Must be valid state code and must be 5-digit zip code | NC |
| | Zip | | | 27606 |

| GROUP | COLUMN HEADER | COLUMN TYPE | VALIDATION | EXAMPLE VALUE |
|---|--|----------------|---|---------------------------------|
| Event causing the death occurred in facilities (radio option) | Municipal or county jail State prison | Text | Required • Y-AE only one can be checked | |
| | State-run boot camp prison | | | |
| | Contracted boot camp prison | | | |
| | Any state or Local contract facility | | | x |
| | Other local or state correctional facility (include juvenile facilities) | | | |
| | None of the above | | | |
| | Name of the department or agency | Text | Required | NCDPS/Prisons |
| Manner of Death (radio option) | Execution | Text | Required • AG-AL, AM, AO (only one can be checked) • If AM is checked, AN cannot be blank • If AO is checked, AP cannot be blank | |
| | Accident | | | |
| | Death attributed to use of force by | | | |
| | Homicide | | | |
| | Natural causes | | | |
| | Suicide | | | |
| | Unavailable Pending | | | Yes |
| | Report the agency conducting the | | | Waiting for the agency's report |
| | Other | | | |
| | Explain other | | | |
| | Brief description of the circumstances leading to the death | Text | Required | N/A |

For questions that have radio button and checkbox options, the DCRA Import Feature accepts any values (e.g., "1," "X," "Selected," "Checked," "Y").