Fiscal Year 2019 Coordinated Tribal Assistance Solicitation (CTAS) Grantee Orientation

Developing an Ethical, Culturally Informed Data Collection and Evaluation Plan and Performance Measurement Overview

Presenters:

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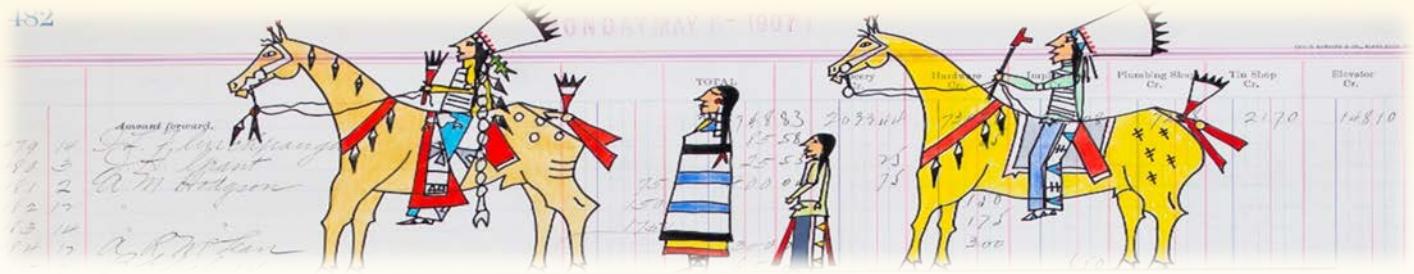


Opening in a Good Way…

Session Overview

Part 1:

- Culturally Informed Data Collection
- Trauma Informed Data Collection
- Re-Framing Data through a cultural lens

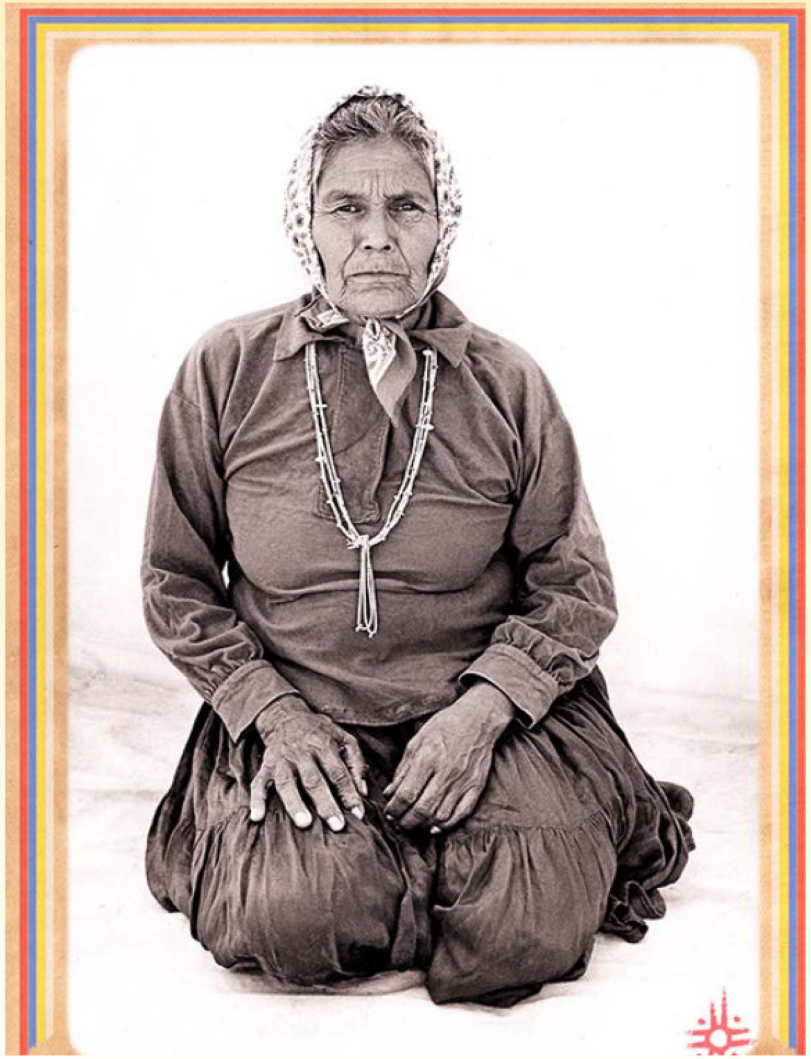
Part 2:

- Types and Purpose of Data Collection
- Learning about Evaluation
- Ethical Considerations

Part 3:

- Performance Measurement
- Reporting Requirements

PART 1: Culture



"NAVAJO PEOPLE - BIG MOUNTAIN DINE" by John Running is licensed under CC BY-ND 4.0

Guiding Questions

- **What are the cultural considerations for the tribal community I serve?**
  - History
  - Protocols
  - Trauma
  - Goals
- **Is the tool culturally appropriate for the population?**
  - Is the content requested agreeable/appropriate?

Cultural Considerations and Data

- Oral History/Teachings of Elders
- Building Relationships as a Foundational Precept
- Reciprocity- What is being given back in exchange for what is being requested
- Transparency
- Collaboration
- Dissemination of Collected Data
- Tribal Sovereignty/Ownership

Trauma-Informed Data Collection & Evaluation

Trauma Definitions

Trauma:

An experiences that causes intense physical and psychological stress reactions.

Trauma can refer to a **single event**, **multiple events**, or a set of circumstances that is experienced by an individual and perceived as **physically and emotionally harmful or threatening**, and has lasting **adverse effects** on the individual's physical, social, emotional, or spiritual well-being.

Trauma in Indian Country

What is Trauma?

"A unique individual experience associated with a traumatic event or enduring conditions, which can involve an actual death or other loss, serious injury, or threat to a child's well-being, often related to the **cultural trauma, historical trauma**, and **intergenerational trauma** that has accumulated in American Indian and Alaska Native communities through centuries of exposure to racism, warfare, violence, and catastrophic disease." (BigFoot, Willmon-Haque, & Braden, 2008)

Historical & Intergenerational Trauma:

"The collective emotional and psychological injury both over the life span and across generations, resulting from a history of genocide." (Yellow Horse Brave Heart, 2010)

Historical Grief:

"Grief resulting from the historical trauma of genocide, grief that has not been expressed, acknowledged and resolved. Like trauma, it can span across generations."
(Yellow Horse Brave Heart, 2010)

Guiding Values & Principles

Trauma-Informed Principles

A trauma-informed approach reflects adherence to six key principles rather than a prescribed set of practices or procedures. These principles may be generalizable across multiple types of settings, although terminology and application may be setting- or sector-specific:

- Safety
- Trustworthiness and Transparency
- Peer support
- Inclusiveness and shared purpose
- Collaboration and mutuality
- Empowerment
- Voice and choice
- Cultural, Historical, and Gender Issues

(SAMHSA, 2014)

Resilience in Indian Country

Cultural Strengths

Community Successes

Resources for Tribal Evaluation

- "A Roadmap for Collaborative and Effective Evaluation in Tribal Communities." Children's Bureau, Administration for Children and Families, U. S. Department of Health and Human Services. September 2013.

  Focus: Building a culturally responsive and collaborative evaluation process for Tribal Communities that is based on local values and indigenous ways of knowing

- Data Collection Toolkit, Tribal Evaluation Institute,

  http://www.tribaleval.org/

  Focus: Activities and tools to support culturally responsive data collection.

- Using Indicators for Program Planning and Evaluation,

https://www.cdc.gov/eval/indicators/index.htm

PART 2: Ethics

What is Data?

Information

- Make informed decisions
- Track progress
- Understand strengths and challenges
- Determine funding priorities

Different Types of Data

- Qualitative: Words, Stories, Oral Histories, Anecdotes
- Quantitative: Numbers

What are Performance Measures?

Mandatory measures that are required for OJP's programs

Data that ….

- Helps to ensure you are on track programmatically to achieve your goals and ensure alignment with agency mission
- Used to assess program performance
- Usually quantitative
- May be used to for policy decisions at the federal level

Why collect data?

- Requirement…
- Data Independence
- Telling you story
- Defining YOUR Success

Why collect data?

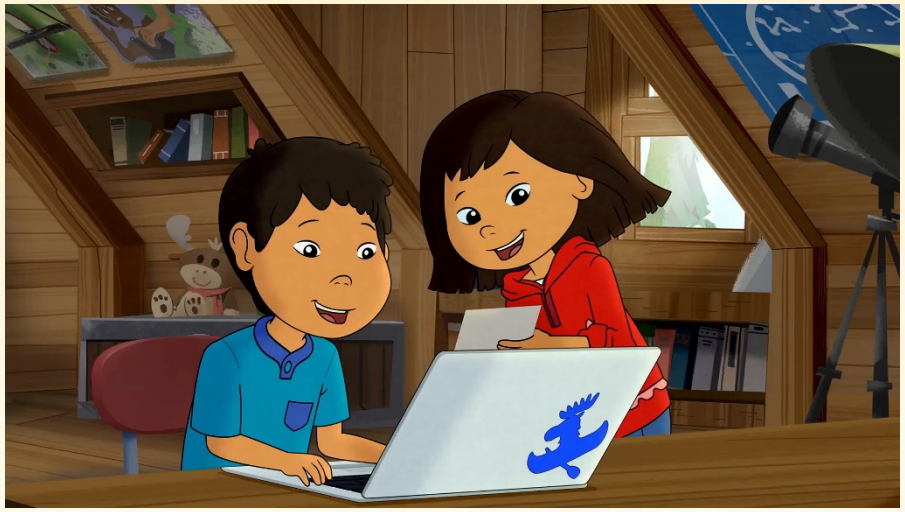
Tribally specific measures of success:

- Incremental steps toward success
- Nonlinear success
- Examples ….

Additional types of community data collection:

- Needs Assessments
- Community Readiness Assessments

How is data collected?



- Intake forms
- Logs
- Surveys/Questionnaires
- Interviews
- Focus Groups

Ethical Considerations

- Numbers are people
- Representative of stories
- Representative of experiences
- Treat with care, confidentiality, and respect

Ethical Considerations: Questions to Ask

- Are there tribal laws/protocols/resolutions that guide data collection/storage/ownership of data, etc?

Ethical Considerations: Who?

- Who are you collecting data about? Are these populations that are victim/survivors of trauma? Extra care in data collection. Trauma informed approaches.

Ethical Considerations: What?

- What type of data are you collecting? Is it sensitive data?
- Is it personally identifiable data? PII protocols are necessary.

Ethical Considerations: Why?

- Why Is the data being collected: Is the data going to an important use?

Ethical Considerations: How?

- How will data be interpreted? Will the interpretation focus on weaknesses or strengths-based approach?

PART 3: Performance Management

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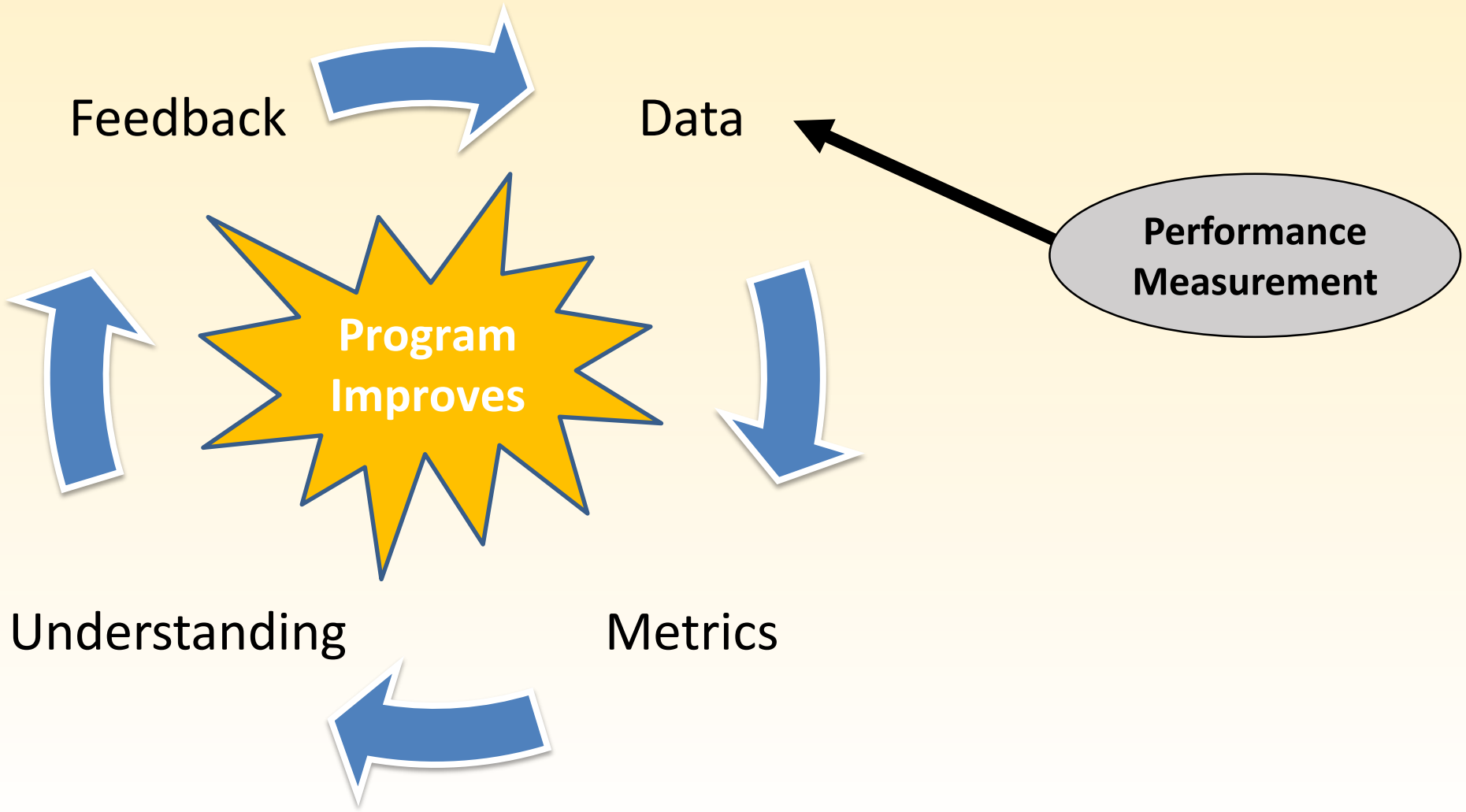
Learning Objectives

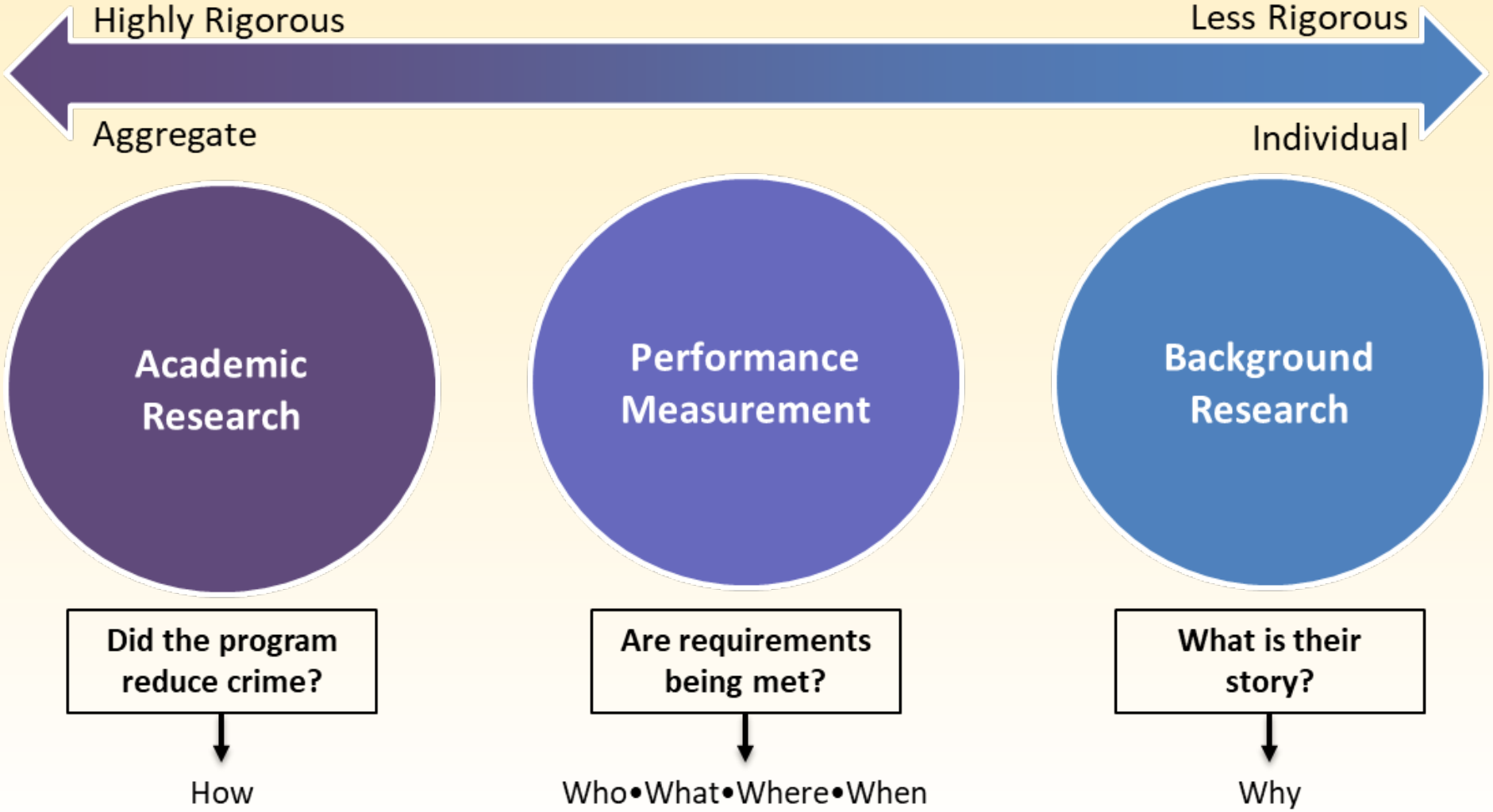
At the end of this section, you should understand:

- Performance Management vs. Performance Measurement
  - How to plan for and successfully implement performance measurement
- Why performance measures are required
- Ways in which your data is used

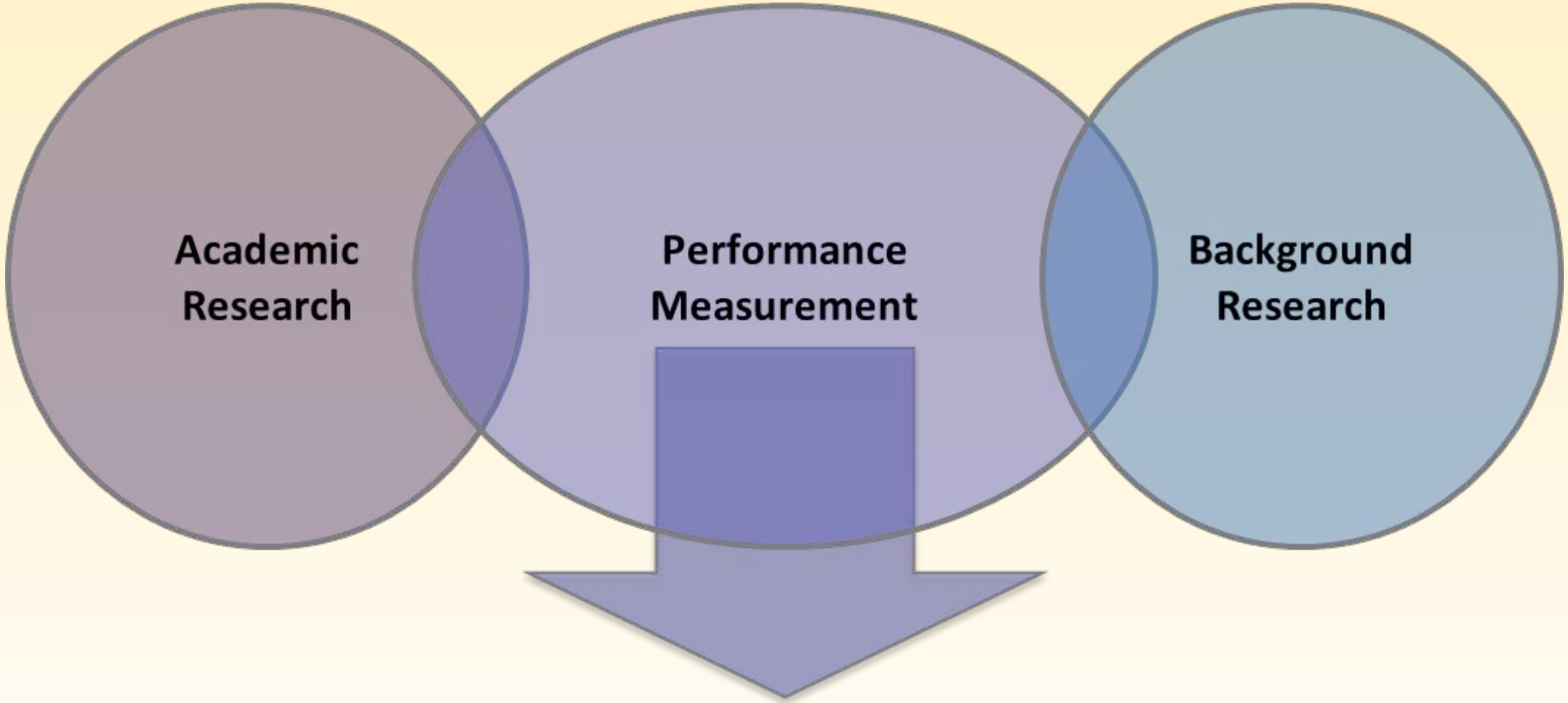
Lifecycle of Performance Management



The Data Collection Spectrum



The Full Picture



How did this outcome happen?
Who did what, where, and when?
Why did they do what they did?

Applications

Grant Managers

- To identify areas of success and potential areas of improvement.
- To track grant activity and progress towards program goals.
- To understand how funds are being distributed.
- To comply with the GPRMA.

Grantees

- Identify areas for improvements to focus internal efforts.
- Proactively request TTA to address challenges.
- Generate evidence of progress toward program goals to enhance resource advocacy for sustainability.

Planning for Performance Measurement

1. Designate a performance measurement POC to oversee data collection and reporting.
2. Understand reporting requirements.
   - Review the solicitation
   - Know what system to report in (PMT, GMS, other)
   - Look at the reporting schedule
3. Develop a plan.
   - Who is responsible? When do tasks need to be done? How will the data be managed?

What are Performance Measures?

	Inputs	Activities	Outputs	Outcomes
Description	Program resources	Actions that convert inputs to outputs	Products or services	Measurable progress toward program goals
Example	• Grant funding • Award administration	• Identifying key personnel with access to crime and alcohol/ substance abuse data • Establishing information-sharing agreements	• Targeted substance abuse prevention programs/initiatives • Provided risk/needs assessment • Diversion to Healing-to-Wellness Courts & Drug Courts	• Reduced number of substance use disorder program participants that tested positive after 90 days • Increased number of specialty trained law enforcement officers

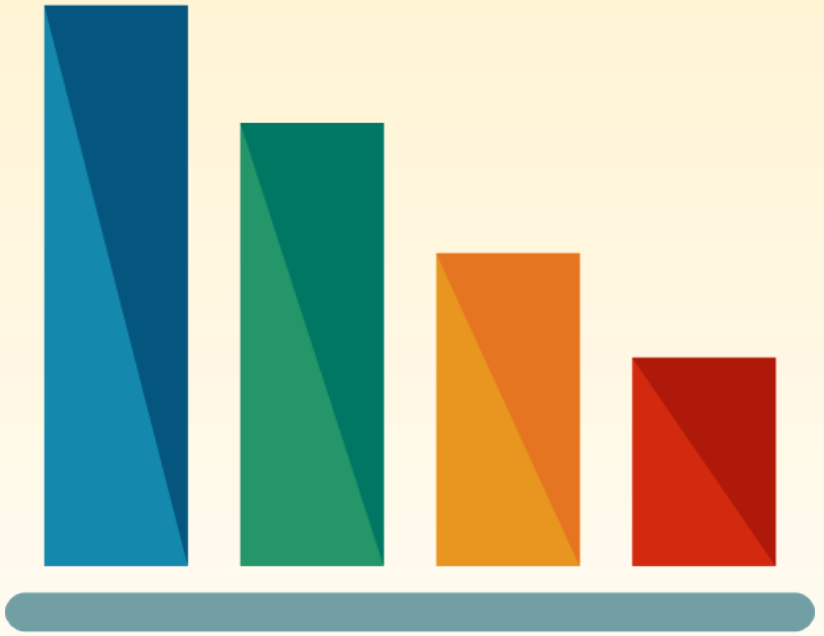
How are Performance Measures Created?

Program performance measures collect quantitative data on program activities funded by the grant award.

- Whole numbers (no decimals)

Narrative questions are qualitative questions asked of all BJA grantees about program goals, objectives, and more.

- Open-ended
- Can contain numbers



Defining Goals and Objectives

Well-defined goals clarify priorities and establish criteria for success.

Tips:

Set SMART goals to clarify the scope of your priorities.

Revaluate goals to determine whether changes are required.

Use data to understand your progress toward your goals and make corrections as needed.

Implementing Performance Measurement

1. Collect data with a case/records management system, spreadsheet, or intake/client/service form.
   - Training should be provided
2. Aggregate the data each reporting period and verify accuracy.
3. Report your data.
   - How and when depends on your program

What is the PMT?

- OJP's PMT is the online system required for grantee performance measurement reporting.
- Used by many OVC, BJA, NIJ, and OJJDP grantees
- Please access the PMT at: https://ojpsso.ojp.gov

Log-In Instructions and Help Desk Information:
https://ojpsso.ojp.gov/support/OJP_PMP_SSO_Login_Instructions.pdf

Grants Management System

Regardless of how you provide your data, you are required to upload a copy of your progress report to GMS semi-annually.

Quick Reference Reporting Schedule

Reports Due:
January 30 · April 30
July 30 · October 30

Reporting Period	Data Required	PMT Due Date	Upload to GMS?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes January 30
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Closeout Questions	30 Days After End of Reporting Period	Yes 30 Days After End of Reporting Period

Enhancing Data Quality

Quarterly Data Verifications

Who? → Research Analysts and Helpdesk Support Specialists

What? → Assessment of data consistency and accuracy; Outreach encouraging grantees to review and revise entries

Site Visits

Who? → Grant Managers

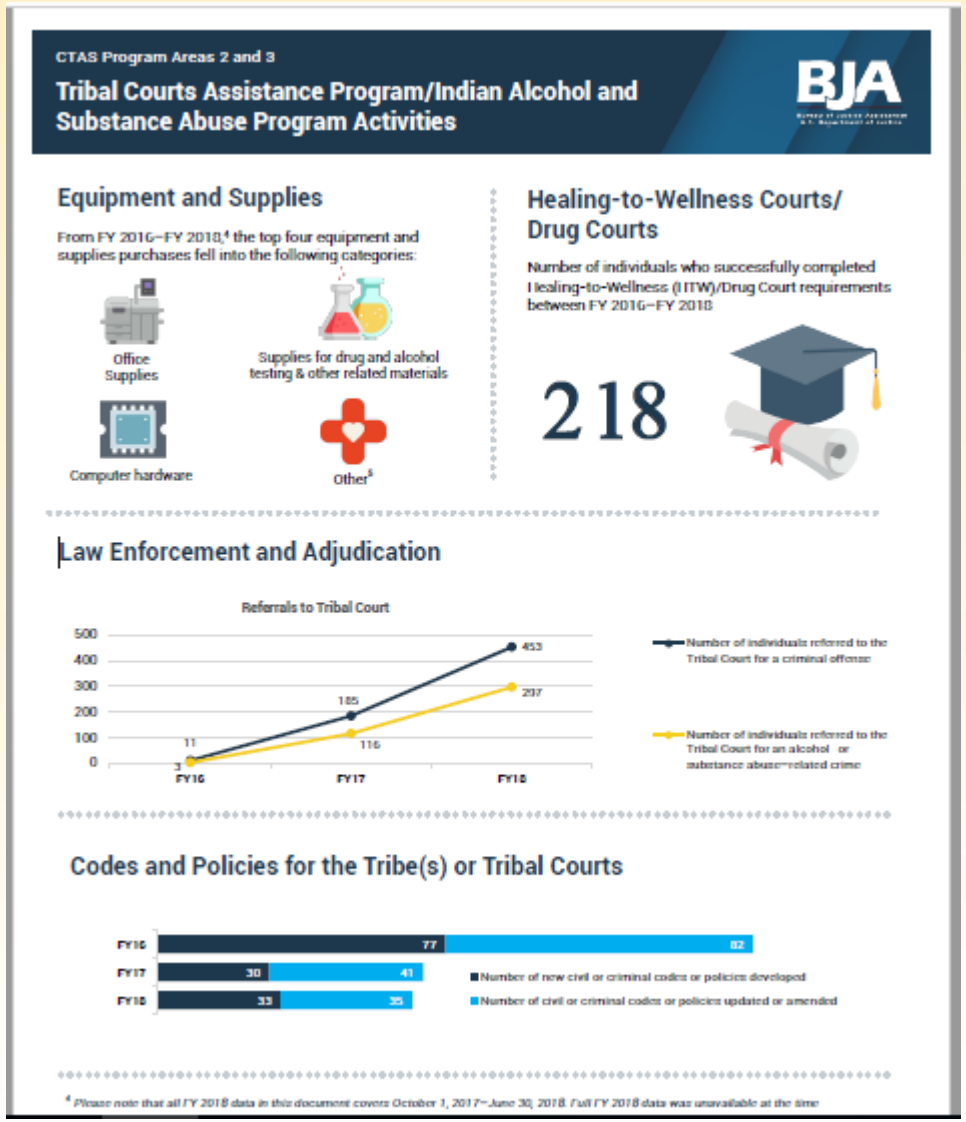
What? → Assess data accuracy by identifying documentation to support data entries for major activities

What We Do With the Data

Respond to Data Requests: team of Research Analysts can promptly respond to data requests from the press, public, or federal auditors (e.g., GAO, OIG, etc.)

Share Success: use a variety of reports to highlight program success with external audiences, including Congress

A Few Examples



CTAS Program Areas 2 and 3

Tribal Courts Assistance Program/Indian Alcohol and Substance Abuse Program Activities

BJA

Equipment and Supplies

From FY 2016–FY 2018,[4] the top four equipment and supplies purchases fell into the following categories:

- Office Supplies
- Supplies for drug and alcohol testing & other related materials
- Computer hardware
- Other[5]

Healing-to-Wellness Courts/ Drug Courts

Number of individuals who successfully completed Healing-to-Wellness (HTW)/Drug Court requirements between FY 2016–FY 2018

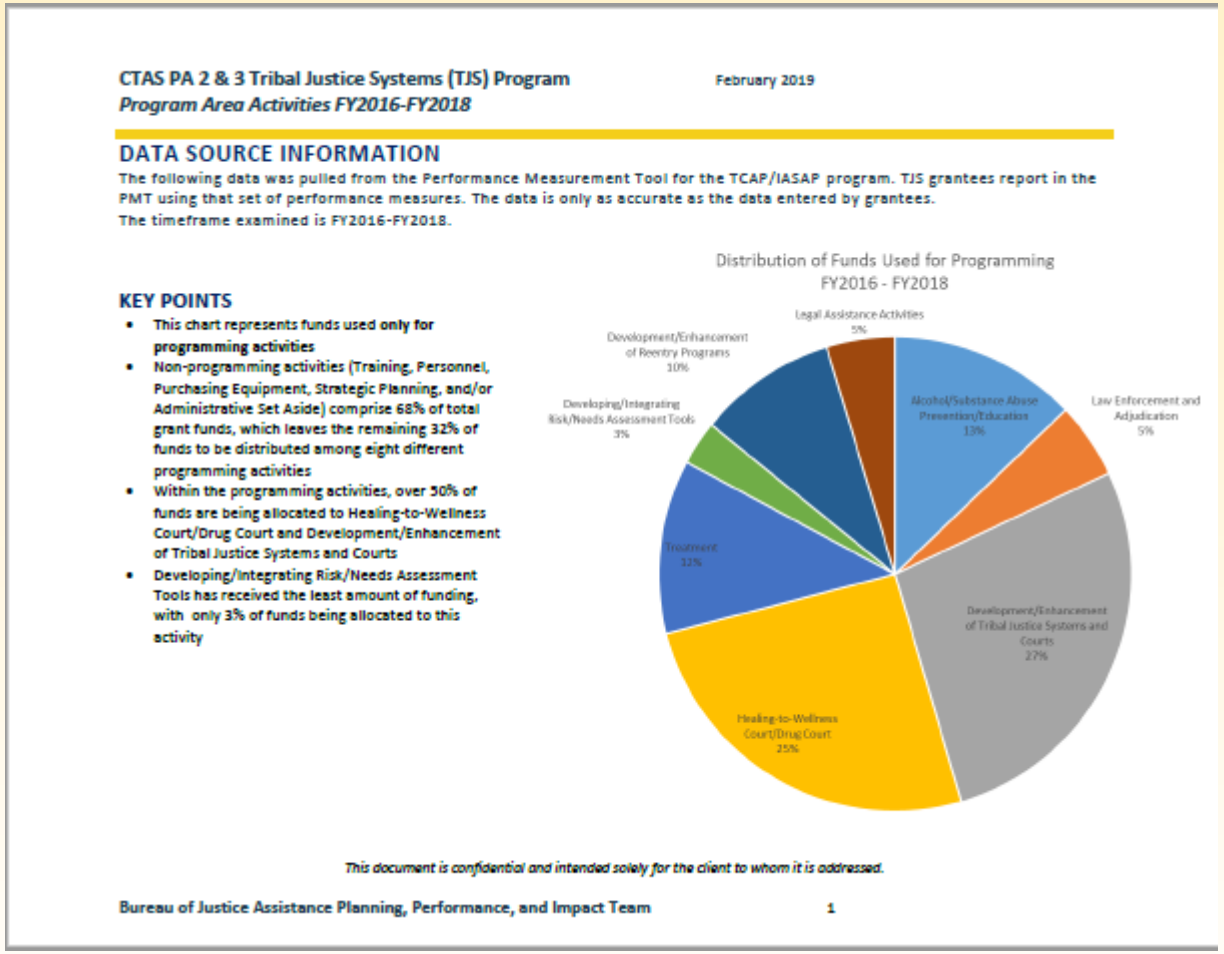
218

Law Enforcement and Adjudication

Referrals to Tribal Court

Codes and Policies for the Tribe(s) or Tribal Courts

[4] Please note that all FY 2018 data in this document covers October 1, 2017–June 30, 2018. Full FY 2018 data was unavailable at the time



CTAS PA 2 & 3 Tribal Justice Systems (TJS) Program February 2019

Program Area Activities FY2016-FY2018

DATA SOURCE INFORMATION

The following data was pulled from the Performance Measurement Tool for the TCAP/IASAP program. TJS grantees report in the PMT using that set of performance measures. The data is only as accurate as the data entered by grantees. The timeframe examined is FY2016-FY2018.

KEY POINTS

- This chart represents funds used only for programming activities
- Non-programming activities (Training, Personnel, Purchasing Equipment, Strategic Planning, and/or Administrative Set Aside) comprise 68% of total grant funds, which leaves the remaining 32% of funds to be distributed among eight different programming activities
- Within the programming activities, over 50% of funds are being allocated to Healing-to-Wellness Court/Drug Court and Development/Enhancement of Tribal Justice Systems and Courts
- Developing/Integrating Risk/Needs Assessment Tools has received the least amount of funding, with only 3% of funds being allocated to this activity

Distribution of Funds Used for Programming FY2016 - FY2018

This document is confidential and intended solely for the client to whom it is addressed.

Resources

Performance Measurement Platform:
https://ojpsso.ojp.gov/

Log-In Instructions:
https://ojpsso.ojp.gov/support/OJP_PMP_SSO_Login_Instructions.pdf

BJA: https://bja.gov/
OJJDP: https://www.ojjdp.gov/
OVC: https://www.ovc.gov/

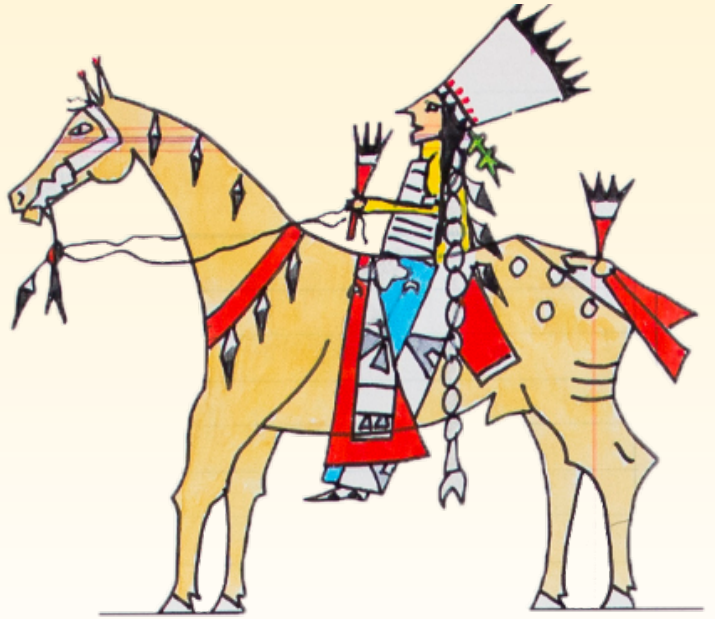
NIJ: https://www.nij.gov/
OVW: https://www.justice.gov/ovw
COPS: https://cops.usdoj.gov/

Final Considerations

- Begin the process of developing data collection and evaluation plans and protocols **during the planning phase**.

- Use special consideration **for how, when, why and where** data is being collected and how it will be shared. Maintain respect for community culture, values and tribal sovereignty (rules/regulations/ethical considerations).

- Dedicate time for learning how to utilize data reporting tools.

Questions?

Thank You