

## Juvenile Justice Planning Committee

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## JJ Reports – Getting Started

- > **JJ Reports**, the online Juvenile Justice Reports
- > GEMS
- > *Instructions for Completing Juvenile Justice Reports in GEMS –*  
**PLEASE KEEP AND USE IT**
- > Questions ask as they come up

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## JJ Reports – Purposes

- ⌘ JJ Reports provide information to monitor grant implementation and the achievement of program objectives
- ⌘ Reports enable reporting on federal Performance Measures:
  - > *Grantees report to GCC through GEMS*
  - > *GCC reports NC's data to federal OJJDP*
  - > *OJJDP uses data from states to report to Congress, OMB*

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## JJ Reports – Two Main Report Types

### Mid-Year and Final Reports

- > same report, different due dates and reporting periods
- > Reporting: quantitative and qualitative information

### Project Progress Reports

- > formerly, “Annual Performance Reports”
- > Reporting on federal Performance Measures: output and outcome data

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## JJ Reports - Content

### Mid-Year and Final Reports

- ⌘ Section 1: quantitative information
- ⌘ Section 1: *direct services* projects **only**
- ⌘ Section 2: qualitative information  
*(e.g., accomplishments, problems/barriers)*
- ⌘ Section 2 is for all JJ projects

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## JJ Reports – Content, continued

### Project Progress Reports

- > Reporting on performance measures specified in the Special Conditions for your grant
- > Activities and General Comments tabs are also included *(when appropriate, use the latter to explain results reported on in the Project Objective tabs)*

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## JJ Reports – Due Dates

**Mid-Year and Final Reports**

- ☞ Mid-Year Report due dates and reporting periods are the same for all projects
- ☞ Final Report due dates and reporting periods are the same for all projects

**Project Progress Reports**

- ☞ Due dates and reporting periods vary by funding source

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## Reporting Due Dates for July 1<sup>st</sup> 2013, By Funding Source

TITLE II 1 <sup>st</sup> Year Mid-Year Report due January 31, 2014 (reporting on July 1, 2013 through December 31, 2013)	TITLE II 2 <sup>nd</sup> Year Mid-Year Report due January 31, 2015 (reporting on July 1, 2014 through December 31, 2014)	JABG 1 <sup>st</sup> Year Mid-Year Report due January 31, 2014 (reporting on July 1, 2013 through December 31, 2013)	JABG 2 <sup>nd</sup> Year Mid-Year Report due January 31, 2015 (reporting on July 1, 2014 through December 31, 2014)	TITLE V 1 <sup>st</sup> Year Mid-Year Report due January 31, 2014 (reporting on July 1, 2013 through December 31, 2013)	TITLE V 2 <sup>nd</sup> Year Mid-Year Report due January 31, 2015 (reporting on July 1, 2014 through December 31, 2014)	CJA 1 <sup>st</sup> Year Mid-Year Report due January 31, 2014 (reporting on July 1, 2013 through December 31, 2013)	CJA 2 <sup>nd</sup> Year Mid-Year Report due January 31, 2015 (reporting on July 1, 2014 through December 31, 2014)
Final Report due July 31, 2014 (reporting on January 1, 2014 through June 30, 2014)	Final Report due July 31, 2015 (reporting on January 1, 2015 through June 30, 2015)	Final Report due July 31, 2014 (reporting on January 1, 2014 through June 30, 2014)	Final Report due July 31, 2015 (reporting on January 1, 2015 through June 30, 2015)	Final Report due July 31, 2014 (reporting on January 1, 2014 through June 30, 2014)	Final Report due July 31, 2015 (reporting on January 1, 2015 through June 30, 2015)	Final Report due July 31, 2014 (reporting on January 1, 2014 through June 30, 2014)	Final Report due July 31, 2015 (reporting on January 1, 2015 through June 30, 2015)
Project Progress Report due July 31, 2014 (reporting on July 1, 2013 through June 30, 2014)	2 <sup>nd</sup> Year Project Progress Report due July 31, 2015 (reporting on July 1, 2014 through June 30, 2015)	Project Progress Report due July 31, 2014 (reporting on July 1, 2013 through April 30, 2014)	2 <sup>nd</sup> Year Project Progress Report due May 31, 2015 (reporting on May 1, 2014 through April 30, 2015)	Project Progress Report due July 31, 2014 (reporting on July 1, 2013 through June 30, 2014)	2 <sup>nd</sup> Year Project Progress Report due July 31, 2015 (reporting on July 1, 2014 through June 30, 2015)	Project Progress Report due April 30, 2014 (reporting on July 1, 2013 through March 31, 2014)	2 <sup>nd</sup> Year Project Progress Report due April 30, 2015 (reporting on April 1, 2014 through March 31, 2015)

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## JJ Reports – Importance

**Your data is needed to complete GCC's federal report to funders**

- Must be submitted no later than the deadline date in order to ensure timely reimbursements.
- Reimbursements are not able to be processed while a JJ Report is pending or outstanding

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### JJ Reports - Tips

- ⋈ Review what you will be expected to report on as soon as possible
- ⋈ Establish a recordkeeping system or database
- ⋈ Keep and use the handout from today
- ⋈ Be honest about barriers, realistic about successes
- ⋈ System makes reporting easier, but direct communications are still welcome and appreciated (*we like to know how your project is doing and the direction it is taking*)

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### Alternative Funding Source

- Due to limited JJ funding, some projects will be funding with JAG funding
- Identified on grant award
- If JAG funded, a PMT report will be required
- You may contact CJI Planner for reporting information

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### Contact Information

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