Welcome to PSN Trax, the automated data tracking tool for Project Safe Neighborhood (PSN) grantees. With PSN Trax, you can easily track your required PMT data daily or weekly, depending on your needs. This document will help you get started.

COMPATABILITY NOTICE

PSN Trax is designed to run with Microsoft Excel version 2007 or newer. Its functionality cannot be guaranteed on computers running older versions of Microsoft Office or other spreadsheet software such as OpenOffice.

The PSN Trax workbook uses macros to help automate the data aggregation and analysis. To use this workbook, you will need to enable macros on your system. When you open the file, simply click **Enable Content** to allow the macros to run. Contact you system administrator if you have any questions about allowing macros.

DATA NOTICE

The PSN Trax workbook only includes certain measures that are typically tracked daily or weekly. Grantees should always refer to the full measures to ensure they track other relevant data.

The following sections provide step-by-step instructions for how to use the PSN Trax workbook.

Using PSN Trax

1. Open the PSN Trax workbook by double clicking on the icon.

2. If prompted, enable macros by clicking **Enable Content** on the yellow **Security Warning** bar.
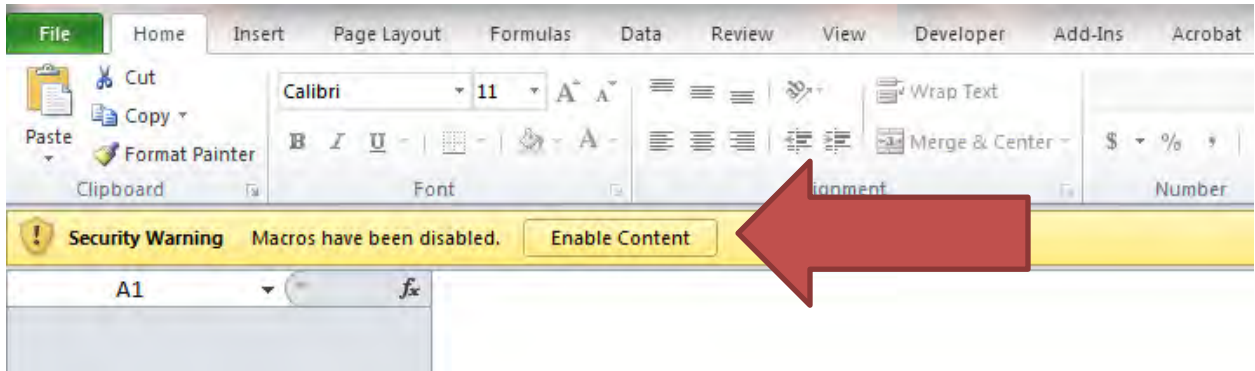
3. Read through the introduction on the home page, and click **Accept and Continue** at the bottom of the page.

4. You can easily navigate through the PSN Trax workbook using the navigation bar at the top of each page. Select the **Tips On/Off** option to the right of the navigation bar to suit your needs, and return to the home page using the **Home** button on the upper left of each sheet.


5. Use the sheets in the PSN Trax workbook to track individual events as they occur, so aggregation is quick and easy when it comes time for your quarterly reporting in the BJA PMT. You can track project products produced by your research partner, training events, and TTA contacts.

6. To add a new project product to the tracking sheet, click the **Add New Product** button on the *Products* sheet. This will bring up the *Add New Project Product* box.


7. Fill in the boxes with the required information and click **Add New Product**.

8. The new product will be added to the list on the *Products* sheet.

9. To clear data you've entered on any sheet, you can always click on the orange **Clear List** button. This will allow you to clear the whole list or just items that fall within a specific date range.
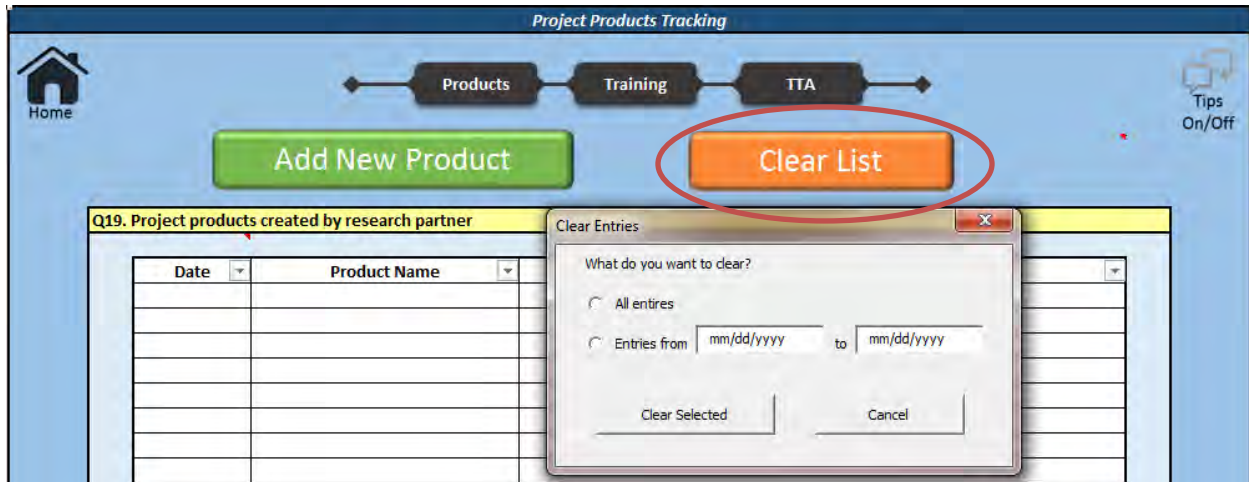

10. The *Training* sheet works the same as the *Products* sheet. On the *Training* sheet, click **Add New Training** to activate the *Add New Training* data entry box.
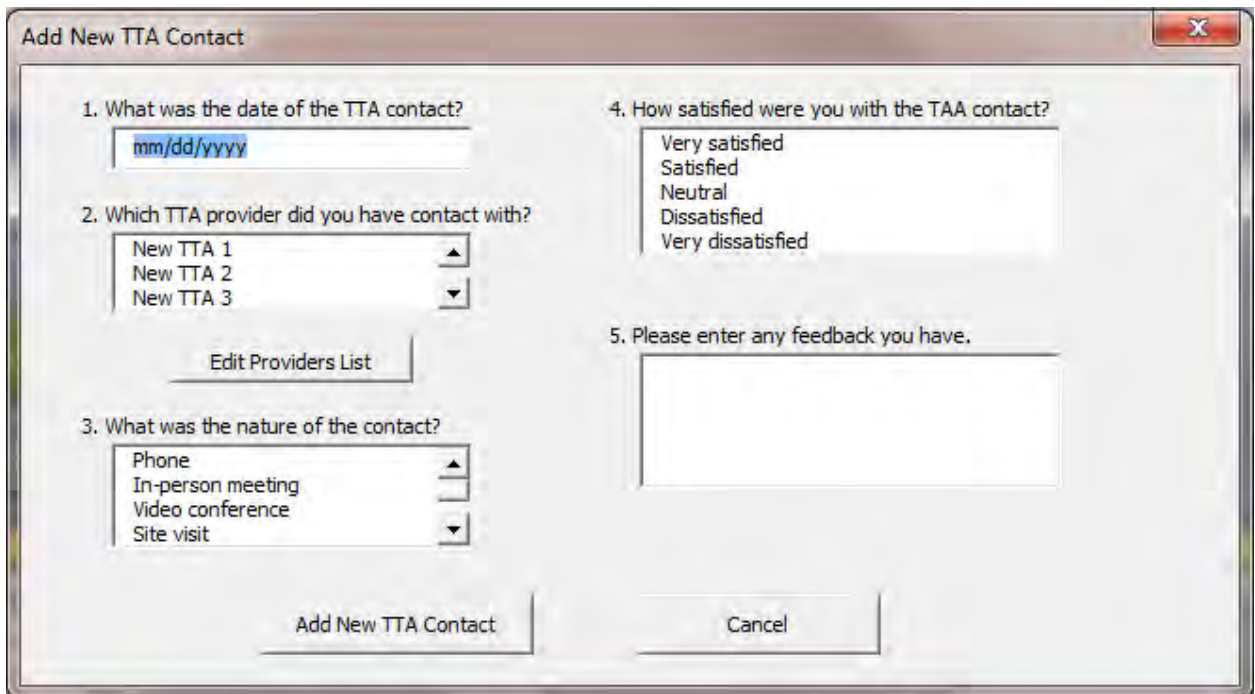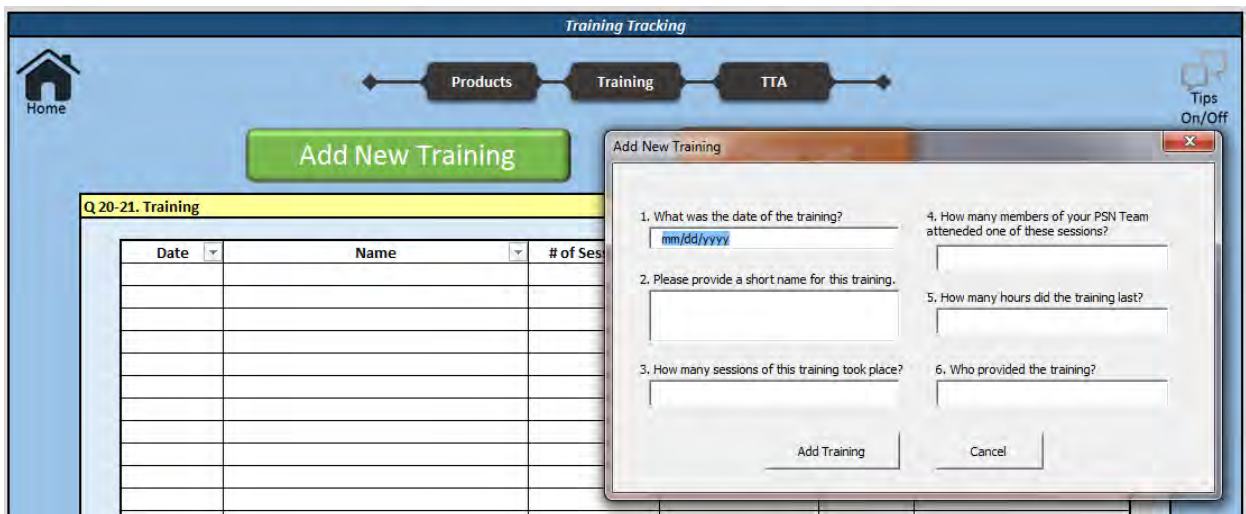

11. The *TTA Tracking* sheet has some additional features besides the ability to add a new TTA contact and clear the list. These include the ability to edit the TTA providers list and to automatically aggregate your TTA contacts for quicker entry into the PMT.

12. To enter a new TTA contact, you must first set up a list of TTA providers to choose from. Do so by clicking the **Edit Providers** button on either the *TTA Tracking* sheet or in the *Add New TTA Contact* pop-up box.

13. You can add up to five TTA providers to the list. Remove old providers from the list if they are no longer needed.
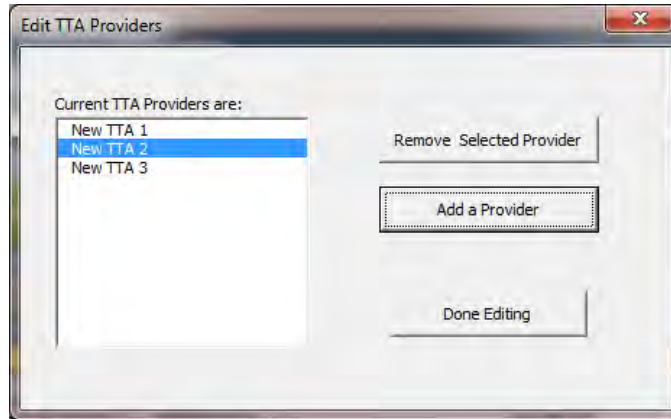
14. Each TTA contact can be entered by clicking the **Add New TTA Contact** button. Fill out the form, and click **Add New TTA Contact** to add the contact to the list.

15. After you have entered all TTA contacts for a quarter, click **Aggregate for PMT** to create the aggregation report. You'll need to provide the reporting period and year for the quarter in which you are reporting.
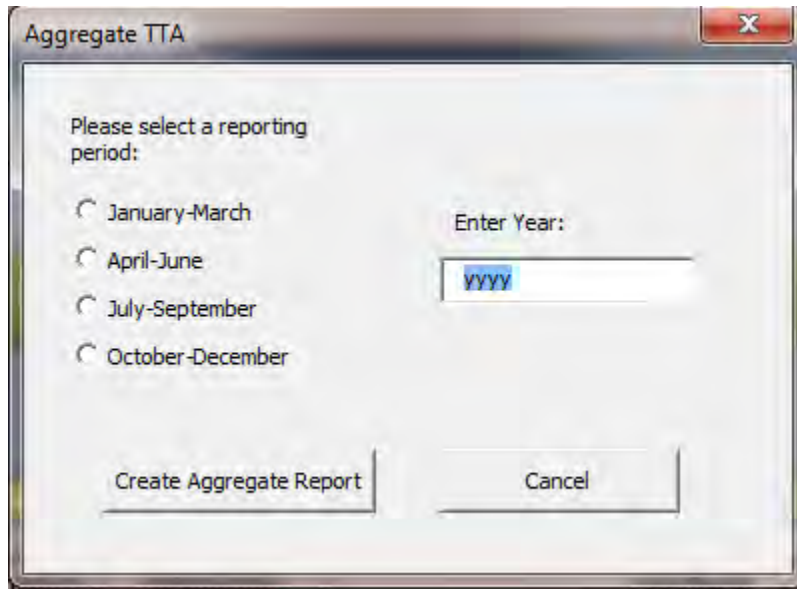
16. You can use the aggregation report to help you enter data into the BJA PMT. The "Overall satisfaction" field is an average of the satisfaction rating from all contacts with that provider. The "Feedback" field includes all feedback from each contact. Use this to develop your response for the BJA PMT.

Aggregated TTA Data for   1/1/2016   through   3/31/2016

Question 22, part C: You worked with   3   TTA provider(s) during the reporting period

Question 23:

Name of technical assistance provider	Nature of contact	Number of engagements	Overall satisfaction	Feedback
New TTA 2	Phone; In-person meeting;	3	Neutral	|*|They didn't help at all. Very upset.|*|Talked about program. Went well.|*|Received help on training officers.
New TTA 1	Phone; Site visit;	2	Satisfied	|*|The site vist was very comprehensive and well done.|*|It was okay.
New TTA 3	Phone;	1	Dissatisfied	|*|Not happy. They ignored us!

Appendix: Glossary

BJA PMT: The Bureau of Justice Assistance's Performance Measurement Tool, available online at https://www.bjaperformancetools.org.

PSN Trax: The tracking tool provided to grantees to assist them in tracking data for quarterly BJA PMT entry.

Macro: A set of instructions that Microsoft Excel runs to complete a desired command.

Sheet: A page contained in the PSN Trax workbook where users enter data; for example, the "Training" page.

Workbook: The collective set of sheets in PSN Trax.