



## National HIDTA Assistance Center

# WebPMP v.2 Software & PMP Process Guidelines

DATE	<b>Tuesday-Wednesday, May 7-8, 2024</b> <b>8:30 am-4:30 pm</b>
LOCATION	National HIDTA Assistance Center 11200 NW 20 <sup>th</sup> . St. Miami, Fl. 33172 Suite 100
COURSE GOAL	Prepare HIDTA participants using WebPMP v.2 to record, review, report, and extract data via reports and tables; explain and discuss the guidelines of the performance management process (PMP). <b><i>Training content has been updated to meet the most recent Program Policy and PMP User Guide.</i></b>
COURSE CONTENT	<p>The WebPMP v.2 program collects and reports HIDTA performance data at the initiative level. Knowing the data rules and process guidelines is critical to accurately recording the data required by the HIDTA program. This course teaches the program's features and tools, including the latest software updates, and includes the data rules and process guidelines required by HIDTA policy.</p> <p>Hands-on instruction includes the following objectives:</p> <ul style="list-style-type: none"> <li>– Create an initiative description and budget proposal by describing the initiative's planned activities, participating agencies and positions, budget details, and the expected outcomes for the program year.</li> <li>– Record the initiative's actual outcomes such as the number of DTOs disrupted/dismantled, quantity of seizures, number of cases provided analytical support, hours of training provided, and more.</li> <li>– Print reports and export data stored in the database.</li> <li>– Apply key and definitions used in PMP so data is recorded accurately and consistently across HIDTAs.</li> </ul>
PREREQUISITS	Working knowledge of the HIDTA program and drug law enforcement operations and support services. Basic computer skills; participant's individual account for secured access to the WBSSL or HIDTA.net and WebPMP v.2. General knowledge of the performance management process (PMP); identify role using the program (administrator or initiative user); type of initiative to which the user is assigned: enforcement, intelligence, management, or support.
WHO SHOULD ATTEND	All levels of staff that are currently or planning to gather, record, submit, or review PMP-related data.
REGISTRATION	<p><b>Registration Instructions:</b></p> <ol style="list-style-type: none"> <li>1. Open your web browser to <a href="https://www.nhac.org/hidtatraincalendar/events/8">https://www.nhac.org/hidtatraincalendar/events/8</a></li> <li>2. Find <b>WebPMP v.2 Software &amp; PMP Process Guidelines</b>, Select <b>Register</b>.</li> <li>3. Fill in the <b>HIDTA Training Registration</b> and select <b>Complete Registration</b></li> </ol> <p><b>Once your application has been reviewed and approved you will receive an email with other pertinent info.</b></p> <p>Questions? Contact Gladys at 305-715-7757 or via email <a href="mailto:gmsosa@nhac.org">gmsosa@nhac.org</a></p>