



## National HIDTA Assistance Center

### WebPMP v.2 Software & PMP Process Guidelines Enforcement Initiative

<b>DATE</b>	Wednesday, September 24, 2025 8:30 am-4:30 pm
<b>LOCATION</b>	South Texas HIDTA-Training Room 4204 Woodcock Drive San Antonio, TX 78228
<b>COURSE GOAL</b>	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>Training content has been updated to meet the most recent Program Policy and PMP User Guide.</b>
<b>COURSE CONTENT</b>	<ul style="list-style-type: none"><li>• Learning Outcomes:</li><li>• Provide overview of the PMP data required for budget preparation and for actual performance of an enforcement initiative (<b>HIDTA Staff Prepares Initiative Description and Budget Proposal</b>)</li><li>• Briefly Discuss the Initiative Description and Budget Proposal (<b>HIDTA Staff Prepares Initiative Description and Budget Proposal</b>)</li><li>• Recall 3 or more criteria for classifying a DTO and MLO for PMP purposes</li><li>• Use the DTO List to filter, locate, open, add, and edit DTOs, MLOs, and COs</li><li>• Record detailed data about DTOs, MLOs, and criminal operations the initiative is investigating</li><li>• Create a Summary DTO Report of selected organizations listed on the DTO List</li><li>• Enter drug and asset Seizures and discuss importance of accuracy</li><li>• Other Outputs</li><li>• Display the core measurement tables that report the initiative's accomplishments</li><li>• Select and export DTO data to create an Excel file of selected DTOs, MLOs, and COs and selected portions of their data.</li></ul>
<b>PREREQUISITES</b>	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 planned role using the program (administrator or single-initiative user); type of initiative to which the user is assigned: enforcement, intelligence, management, or support.
<b>WHO SHOULD ATTEND</b>	All levels of staff currently or planning to gather, record, submit, or review PMP-related data.
<b>REGISTRATION</b>	<b>Registration Instructions:</b> <ol style="list-style-type: none"><li>1. Open your web browser to <a href="https://www.nhac.org/hidtrainingcalendar/events/8">https://www.nhac.org/hidtrainingcalendar/events/8</a></li><li>2. Find <b>WebPMP v.2 Software &amp; PMP Process Guidelines-Enforcement Initiative, Select 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>