Abstinence Education Grant Program

Transcript of Webinar
September 28, 2011

GRIFFIN: ... some general information. Everyone will be on mute. But you can type in questions and I will answer all of them, most likely closer to the end, as hopefully we will get through most of the information or questions you have during the webinar. And if you have any questions outside kind of the scope of the reporting and data collection, for you to go ahead and just email me those questions, and I will try to get back to you on that as soon as I can.

I'll be the only one here today. Itish and Sarah are both in a training this week, out of the office. Just a heads up for the webinar program, on your screen the orange arrow at the top right there can be made to minimize or maximize the side bar. And in order to type questions, you have to keep that open.

If you have any technical problems or the webinar stops working, the best move is to just go ahead and log off and try logging back on. And the same for the phone. If you have any problems, just hang up and try calling back in, the best way around webinar issues.

Hopefully, this will be well under an hour. I hope to get through the slides and be able to spend time trying to answer the questions you may have.

All right. I think it looks like we have about everyone we're expecting. So we'll go ahead and get started.

As long anticipated, we are going to be having our progress reports submitted online. I have distributed the templates for those reports to everyone. If you have not received those or need me to resend that information, go ahead and send me an email about that and I will follow up with you. The online data collection will follow essentially the same template as the paper or the Word version I provided.

So, with that in mind we'll go ahead and get started and talk about what the OLDC program actually is. So first we're going to go over OLDC in general, how it's used. Some of you may be familiar if you've used other programs in the past. Especially with the Gates program, which I believe some it's access for submitting of the SF425s.

So hopefully, some people will be familiar. We'll kind of go over what you'll expect in the submitting progress and how you get your reports into us, and then go over the resources and training that the OLDC program offers. They have great contractors and help support. So, hopefully this process will go smoothly, unlike the first time around. But as we get going, I think this will be a great resource to have versus everyone submitting paper individually.

So the OLDC system allows all grantees to submit their information online, which is a huge help on the paper trail, and gives us opportunity to be able to sort and access the data in a single format. So all of our abstinence grantees will be required to submit the process online, which hopefully will help streamline the process, and opens up a resource with some valuable technical assistance for the reporting through the OLDC and the contractors.

As I mentioned in the email yesterday, a lot of the content of the document that I gave you to help guide you through the process references PREP exclusively, not abstinence and PREP. That's due to the fact that the TA contract funding for the Teen Pregnancy Prevention programs exclusively was legislated to fund PREP. So we're kind of piggybacking on the resources they're developing. But functionally, all the information and how you go about accessing all you see is the same. The drop-down windows for you will just include AEGP versus PREP.

So the OLDC not only allows use of all of the data from your states, but allows us to process and file that information in an easy-to-access way that allows us to be able to give reports to Congress and try to show that the programs, the abstinence programs is serving the purpose we want, which is reducing teen pregnancies and STIs in the communities.

So here's the URL for the site, which should also be in the guidance document provided. And I will email the link out to everyone following this as well. At this time ... well, we'll get to the login information in a little bit here. So as I said, use the guidance that was provided in this PowerPoint as a resource. The guidance goes really great step-by-step process for how to utilize the website.

So, here is the information about ID and password. It was my understanding from the contractor that through Gates, many of the state health departments already have a password and user ID from submitting the SF425s. I've already gotten feedback from some grantees that that is not the case. So that's no problem. We will be able to distribute new IDs and passwords next week.

I just ask that all states, if you're unsure, maybe check with your grant office or someone in the health department who may have done the filing for the SF425 and see if your state already has a login and a password. And if not, email me and we will set you up with a new username and password next week.

This further describes the kind of system that will initially give you a username and then a password. As with most systems, you'll logon and they'll ask you to change the password. Pretty standard.

Again, they're just describing how when you first get the password, they'll ask you to change it. So, that will kind of be things we'll deal with on an individual basis when we're working on the passwords next week. But just like any software package they have a "forgot the password" link. And it should take you back to the TA providers for the online data collection website who can walk you through the process.

Again, here's what the initial login screenshot will look like. So some of you may be familiar with this from using Gates, others may not. And then once you've obviously logged in the first time, you would go to change the password and change your question, personalize it to you.

Now, your screen will look a little different than the one here shown in use. Most likely, you only have Gates and OLDC as your two selections within the select application menu. But we'll get to that shortly.

So as I said, generally we're just using this program to log in to access the OLDC program. Certainly, if the OLDC option is not listed when you log in, please contact us immediately and we'll try to get that access up. But it should be ready to go for all the abstinence grantees.

And then once you're within OLDC, you want to click on the report form entry, which is really the main resource you'll be using almost exclusively through OLDC unless you have any complications. So that first tab will be where you head most of the time.

All right. Now we're going to go over how you access and submit the reporting forms. So here's an example of one of the drop downs that just says PREP. But for us it'll be essentially the same on the program name. Your drop-down options will include AEGP. Grantee name, you'll select your state and grantee number. And then it's obviously the PPR, which is what we're here talking about, for submit. And then select enter.

And then for the reporting period, obviously we are all dealing with the first reporting cycle. In future reporting periods, there will be, obviously, several options to continue to show the paths. But just make sure you click the right timeline for what we're reporting for. And then you go down to the "select action" tab, and you want to always click "new," "edit," or "revise report," which is how you get in to change, revise, or modify any of your reports.

Any of the links at the top of the OLDC screen can help you navigate paths to and from the previous screens. OLDC is one of those type of online software packages that the back function doesn't really work on. So you need to navigate through those top options when you're going back and forth through the reporting sections.

The reporting section is called "enter a new report" or you can enter a report that's been saved to correct errors or revise before submitting if you have any new information. And we'll kind of go into how you go back and forth between editing, revising as we move along here. So the AEGP PPR, hopefully as many of you have viewed, has four large sections titled A through D, some subsections.

Each section will be submitted separately. And as the screen shot shows here ... I'll move onto the next one. Well, first you click to edit a section, say like the cover page where you put your information in. And then you click "go." And then here's the screen shot. Which if you looked at the template, the screen shot looks almost the same as the template we submitted. So you're basically just plugging in the information that hopefully you already have on file for each section.

And again, this is just another screen shot of what the other reports information has asked for. It's similar to what the template provided for you. And the guidance document we provided has the same steps that will help you walk through what you're looking at on the screen to make sure you're on the same page for how you're submitting the information. Most of the information you could fit in the allowed space on the website. But if not, you can attach additional files.

Once data is entered and saved for each section, the entire form must be validated from the report section screen. "Validate" checks for form and mathematical errors. If there are no errors, then the form will be indicated as saved. And from that point, you could then certify the information. If there are any problems, it will say, "save with errors." And then you have to go in yourself and correct those errors.

After a report has been successfully saved and validated, a person with appropriate roles can then certify. So, instead of having one login that will only be one person, whoever is logging onto that user name will be able to certify.

Certifying involves kind of giving a digital signature on account of that person, saying that this information is all valid from the grantees. Here's where you see the ... on the cover page there's the signature of an authorized certifying official at the bottom. And all you do there is click and that's your electronic signature.

This is kind of an overview of the way the process goes here. First you're going to submit, or first you save -- kind of a bottom up on this screen. So you save the information initially. And then you go to validate it to make sure everything is mathematically correct.

Then after that's cleared, you certify by the certifying officers providing an electronic signature. And at that point, the information is submitted to our office and you no longer have editing access to the material. So you want to make sure that you do not certify until everything is clarified as your final information. If in the event that you do certify then submit to us and you realize there were errors and you want to change them before we review the information, simply let us knew via email and we can return it to you. And then you can change the information and recertify.

So here's kind of going back over the certification process. You need to certify each of the sections of the reporting. And once you submit, submit button, like I said, that information is with us and you can no longer edit it without us sending it back to you. But you do have the option to uncertify before submitting if you need to reenter any of the certified information.

Again, this is just kind of an overview of what the process will look like after submitting. It will just say submitted, and then it's in our hands to review. And then we will give you an email notification. And if we have no problems and we kept the report, or if we have any issues, we'll return it to you with suggestions on what we need modified.

So this is fairly important, even though it seems kind of trivial. At the end of each use you need to actually, physically hit "end OLDC" versus just exiting out of the website. For some reason the system will lock you out for 30 minutes if you do not actually hit "end OLDC" -- and you cannot log in.

So if you by chance close your tabs on your web browser or something, you will not be able to reaccess the information once they lock you out. OLDC, if you leave it open for a long period of time, will also ask you to ... or give you a warning if you don't use the system for more than 30 minutes while open, it will log you out as well. So just make sure when you're closing the browser, hit "end OLDC," first if you plan on going back in the near future to work on it.

As far as resources go, as I said, the contracting TA providers for this Web platform are really good. They provide a lot of information for the users, as far as questions, and people have been using us for years. So there's a large database of frequently asked questions or help. You can search "key words." And that should be able to answer quite a few of your issues that may come up.

And if not, if you have a new question or you don't think the answers are there, there's also the ability to search by the answers themselves, or go through and actually look at various help sheets for submitting different information, including the information similar to PPR.

So, on this screen, you can see that the old abstinence program, the community-based abstinence education is one of the grantees they use to submit. And they're reporting templates

are very similar to ours. So say, for example, their form instructions could be a helpful -- or CBAE introduction -- would both be helpful resources if you're having any questions because their PPR template is very similar to the one we use. And again, if neither in the frequently asked questions or the answer search you find what you need, the contractors will get back to you with a solution.

And then here's the direct email access if you don't go through OLDC. You can use this email to ask any questions about the system to the support center. That was helpful. Again, if you did not have a login or password, please email me and I'll get one to your state next week.

Hopefully, this presentation and the subsequent guidance that I provided will provide a really good step-by-step way for you to utilize OLDC. I'm happy to take any questions now. If you guys have questions, please send them my way. All right. Looks like we have some questions coming in. All right. Like I said, if anyone has any questions please send them in and I'll go through one at a time and try to answer all of them if I can.

I'll go ahead and start with the first question from Laurence Piper asking, "Will grantees be able to print or retain copies of reports from the online system?" I'm not sure. I do not think you can print and retain copies. But I will check with OLDC on that issue and send that out in kind of a ... if we have common sources of questions, I'll go ahead and try to send out one response to everyone with the answers. I'll check on it. I do not think you can print and retain documents. I think they are retained by us and only can be in the system. But I will verify that for you.

Next question from Mary Jo Chippendale is, "Will this be archived for future reference or for staff who aren't able to attend?" Yes, the webinar is being recorded and it will be put on the FYSB website next week.

Does anyone have any other questions at this time? I'll wait for a minute or two to see if anyone wants to type in questions. I know it's kind of a lot of info, but it's pretty streamlined and easy to use once you get going in OLDC. All right. We have a few more questions coming in.

All right, Cindy Powell is asking, "What are the requirements for the narrative reporting?" The funding opportunity announcement directions are still the guiding source of information for how to submit the narrative reporting. In this first reporting cycle, we realize there will probably be kind of not that much information necessarily to provide, because a lot of programs didn't even start until this fall. But I'd utilize the instructions in the funding opportunity announcement that pertains to the narrative reporting.

Dorothy Hasting asked, "Does each state have only one Gate password or will each user have one? Also, is the person who submits the state's authorized representative?" I believe that's what Dorothy's asking. Each state will only have one user name and password. That is correct. That's the decision to try to keep all the information being streamlined through the state MC, rather than having subgrantees and various people submitting potentially conflicting data. The person who certifies can be the contact person. It does not have to be authorized representative that certifies that information. Do we have any other questions from grantees at this time about the data collection?

JAE'MIE: Hi, Griffin. This is Jae'Mie. There was one question that came through on the chat box.

GRIFFIN: Okay.

JAE'MIE: And it actually asked, "How many persons can be in the system and submit?"

GRIFFIN: Okay. That is a question that we are still asking OLDC as well. We are curious about if there is a singular login, can multiple users utilize it? And we think that's possible, but we haven't gotten a confirmation on that. So, I will check that and provide that feedback to everyone as well.

All right. Well, I guess one last call. Any other questions? If not, I assume I'll be fielding some from emails. And as I said, we'll get on the login and password distribution as soon as we can next week. And as you begin to start reporting, I welcome anyone to go ahead and give me a call or give me an email if you're having any trouble. And if it's trouble more speaking to the PPR and what content you're looking for, go ahead and contact me. If it's trouble about your system submission, go ahead and contact the people through OLDC.

Okay. The next question is from Penny Magreer and she's asking if AEGP and PREP recipients will have the same user name and password? And the answer to that is yes. If you are an entity that is overseeing both programs, you will have one user name and password for those. And you will just then have the drop down. When you select "choose a program," both options will be available. And then once you're within that, it'll take you to the separate reporting documents.

All right, no other questions. Hopefully, this will streamline the process and make it easier for everyone. And like I said, feel free to call me and contact me in the coming weeks as you work on your reporting. I'm sure we'll have complications as we, you know, I, myself as the project officer, this might be my first time going through PPR submissions through OLDC as well. So we'll all be learning. And hopefully, this will be a positive way to utilize our data and make it available for Congress and the public to see that our programs are making a difference. So thank you for participating and I look forward to talking to most of you soon.

(END OF TRANSCRIPT)