

Personal Responsibility Education Program Innovative Strategies (PREIS)

Federal Reporting Webinar



**U. S. Department of Health and Human Services
Administration on Children, Youth and Families (ACYF)
Family And Youth Services Bureau (FYSB)
Teen Pregnancy Prevention Division**

October 3, 2011 – 1:00 pm

*Family and Youth
Services Bureau*



Asking Questions During the Webinar

It is our expectation that the webinar will answer many questions and concerns of grantees. Additionally, every attempt will be made to answer questions posed by participants at the conclusion of the webinar.

Questions may be typed in at any time during the Webinar. At the conclusion of the call, participants will have access to audibly ask questions.



Agenda for Today's Call

- Welcome/Introductions
- Performance Progress Report (PPR)
- On-Line Data Collection (OLDC) and PPR Submission Training
- Grant Administration Guidance Updates
- Financial Status Reports
- Annual Meeting Update

Presenters

- La Tonya Freeman, Instructor
 - *COE Partner Services Training Department*
- Sarah Axelson, Project Officer
 - *Teen Pregnancy Prevention Division*
- Itege Bailey, Project Officer
 - *Teen Pregnancy Prevention Division*
- LeBretia White, Project Officer
 - *Teen Pregnancy Prevention Division*

Performance

Progress Reports

Performance Progress Reports (PPRs)

- Due 30 days after the end of annual budget period
 - First Report due 10/30/2011
(covers 9/30/2010 – 9/29/2011)
 - Second Report due 10/30/2012
(covers 9/30/2011 – 9/29/2012)
- Complete the performance progress report using the PPR form (as outlined in PREIS FOA - Appendix)
 - Submit the PPR form through the Online Data Collection system (OLDC)

Performance Progress Reports

Grant Administration Guidance (p. 8)

- Cover Page
 - Include Grant #90AP----/01
 - Do not complete gray shaded areas
 - Item # 5: insert grant #90AP----

Performance Progress Reports

Grant Administration Guidance (pp. 9-12)

- **Program Indicators**

- B-01/Major activities and accomplishments during this period

- **Sub-awardees:** Provide a description of the each sub-awardees' activities and accomplishments.
 - **Participants:** Provide a description of activities related to recruitment, retention and follow-up with program participants.
 - **Fidelity and Adaptations:** Describe the process and tools used to monitor fidelity and provide a discussion of any adaptations to the curriculum/a being implemented.
 - **Evaluation and Data:** Provide a description of all evaluation activities.
 - **Collaboration/Partners:** Describe any new or established partnerships or collaborative efforts.
 - **Training:** Describe any training activities for State PREP staff and sub-awardees' staff.
 - **Other Major Activities or Accomplishments**

Performance Progress Reports

Grant Administration Guidance (pp. 9-12)

- Program Indicators Cont.

*Information in B-01 and B-02 may be documented via chart format. The chart may be uploaded through the OLDC system. See attached sample format on page13.

- B-02/Issues or challenges
- B-03/Significant findings and events
 - Use sample chart format on page 13 and 14
- B-04/Organizational issues
- B-05/Technical assistance and training
- B -06/Activities planned for next reporting period

Questions?



Welcome
to
OLDC (On-Line Data Collection):
Report Forms Training

*Personal Responsibility Education Program –
Innovative Strategies (PREIS)*

La Tonya Freeman, *Instructor*
COE Partner Services Training Department
Monday, October 3, 2011

Agenda

- **Lesson 1 - Introduction**

- What is On-Line Data Collection (OLDC)?
- What data does OLDC collect?
- Why do we collect data?
- How is the data collected?
- Where do grantees go for help?
- User IDs and Passwords
- Login to OLDC

- **Lesson 2 – Accessing the Report Form**

- Program & Grantee Selection
- Grant & Report Period Selection
- Report Form Entry – Navigation
- Report Sections
- Report Forms
- PPR Cover Page
- PPR Program Indicators Section

- Validating Report Forms
- Certifying Report Forms
- Submitting Report Forms
- End OLDC

- **Resources**

- **Training and Support**

Lesson 1 - Introduction

What is On-Line Data Collection (OLDC)?

- The On-Line Data Collection (OLDC) system was designed to allow grantees of the U.S. Department of Health and Human Services to submit grant forms and other data over the Internet.

What data does OLDC collect?

The Grantees of FYSB's Personal Responsibility Education Programs (PREP) are required to collect and submit data on demographics and other key indicators of programmatic progress and challenges. Grantees must report the following program indicators:

- Major activities and accomplishments during this period
- Description of any challenges
- Significant Observations
- Organizational Issues
- Technical assistance and Training
- Activities planned for next reporting period

Why do we collect data?

We collect OLDC data to:

- Measure the progress of all grantees as well as the program on the national level
- Help FYSB staff determine where to allocate training and technical assistance resources to improve outcomes
- Draft progress reports to Congress
- Create efficiency measures that are incorporated into the annual budget proposed to Congress each year

How is the data collected?

Grantees are required to submit information to OLDC semi-annually/annually by logging in at <https://extranet.acf.hhs.gov/ssi/>.

Where do grantees go for help?

Refer to the Resources section at the end of this PowerPoint presentation and/or supporting documentation.

User IDs and Passwords

- New User IDs and passwords are sent via two e-mails from the On-Line Data Collection System@acf.hhs.gov
 - First e-mail contains Username and Security Policy
 - Second e-mail contains only the OLDC Password
- *Please make sure that any spam blockers are not preventing you from receiving your user id and password. Make sure that all emails are being accepted from On-Line Data Collection System@acf.hhs.gov
- If either e-mail is not received, please contact the Custom Application Support and Training (CAST) help desk
 - Phone: 1-866-577-0771
 - E-mail: app_support@acf.hhs.gov

User IDs and Passwords (cont.)

- The first time you log into Secure Sign-In, you are asked to change your password for security purposes. Your password must contain 9 characters with a combination of upper and lower case letters and at least one number. The password can not start with a number; it must start with a letter. Secure Sign-In is the web portal where you will login to access OLDC and it is case sensitive.
- You must also enter a Challenge Question and Answer
 - Established for security purposes for the life of the OLDC account
 - If you forget your password, access the ***Forgot Password?*** link which allows you to answer your own question and have a new password automatically sent to your e-mail
 - Choose from a list of questions such as “What is your city of birth?” or “What is your favorite movie?”

Login to OLDC

- Enter the secure web address in your browser Address line (Internet Explorer recommended)



A screenshot of a browser's address bar. The address bar is a horizontal rectangle with a light beige background. On the left side, there is a small icon of three vertical dots and the word "Address" in a light blue font. To the right of this, the URL "https://extranet.acf.hhs.gov/ssi" is entered in a black monospaced font. The address bar has a thin blue border.

- Save the web address as a Favorite for quick access

Login to OLDC (cont.)

- The first window is the Secure Sign-In Login screen
- Enter your ID and Password, then click the “Login” button
 - You are asked to change your password upon first logon

United States Department of Health & Human Services

Secure Sign-In

ID*

Password* [Forgot Password?](#)

Login

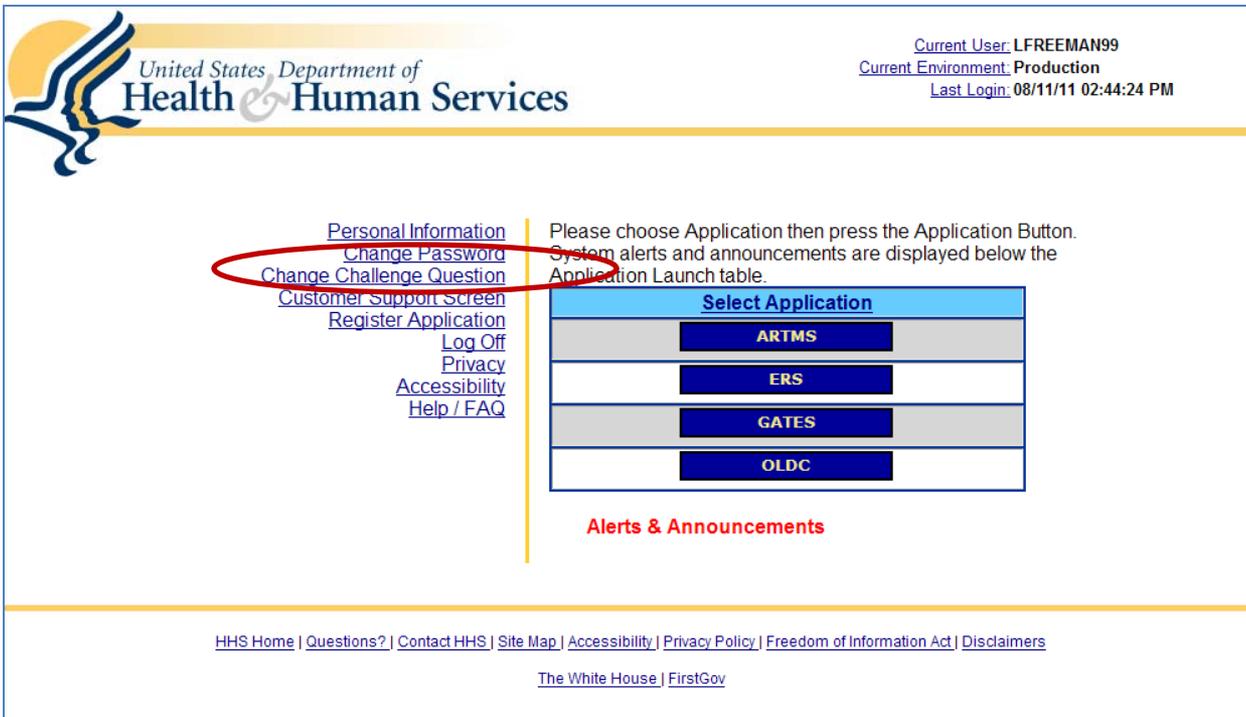
GATES :: OLDC :: ERS

Warning: This is a U.S. Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel.

Don't remember your password? Click the "Forgot Password?" link and Secure Sign-In sends a new password to you via e-mail (only after your first logon and have established a challenge question and answer)

Login to OLDC(cont.)

- At any time, you may do one of the following:
 - Select Change Password to change your password
 - Select Change Challenge Question to change your challenge question or answer



The screenshot displays the OLDC user interface. At the top left is the United States Department of Health & Human Services logo. At the top right, user information is shown: Current User: LFREEMAN99, Current Environment: Production, and Last Login: 08/11/11 02:44:24 PM. A navigation menu on the left includes links for Personal Information, Change Password, Change Challenge Question, Customer Support Screen, Register Application, Log Off, Privacy, Accessibility, and Help / FAQ. The Change Password and Change Challenge Question links are circled in red. A central instruction reads: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this is a "Select Application" table with four rows: ARTMS, ERS, GATES, and OLDC. Below the table is a section for "Alerts & Announcements". At the bottom, there are links for HHS Home, Questions?, Contact HHS, Site Map, Accessibility, Privacy Policy, Freedom of Information Act, and Disclaimers. The footer includes "The White House | FirstGov".

United States Department of Health & Human Services

Current User: LFREEMAN99
Current Environment: Production
Last Login: 08/11/11 02:44:24 PM

[Personal Information](#)
[Change Password](#)
[Change Challenge Question](#)
[Customer Support Screen](#)
[Register Application](#)
[Log Off](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)

Please choose Application then press the Application Button.
System alerts and announcements are displayed below the Application Launch table.

| Select Application |
|--------------------|
| ARTMS |
| ERS |
| GATES |
| OLDC |

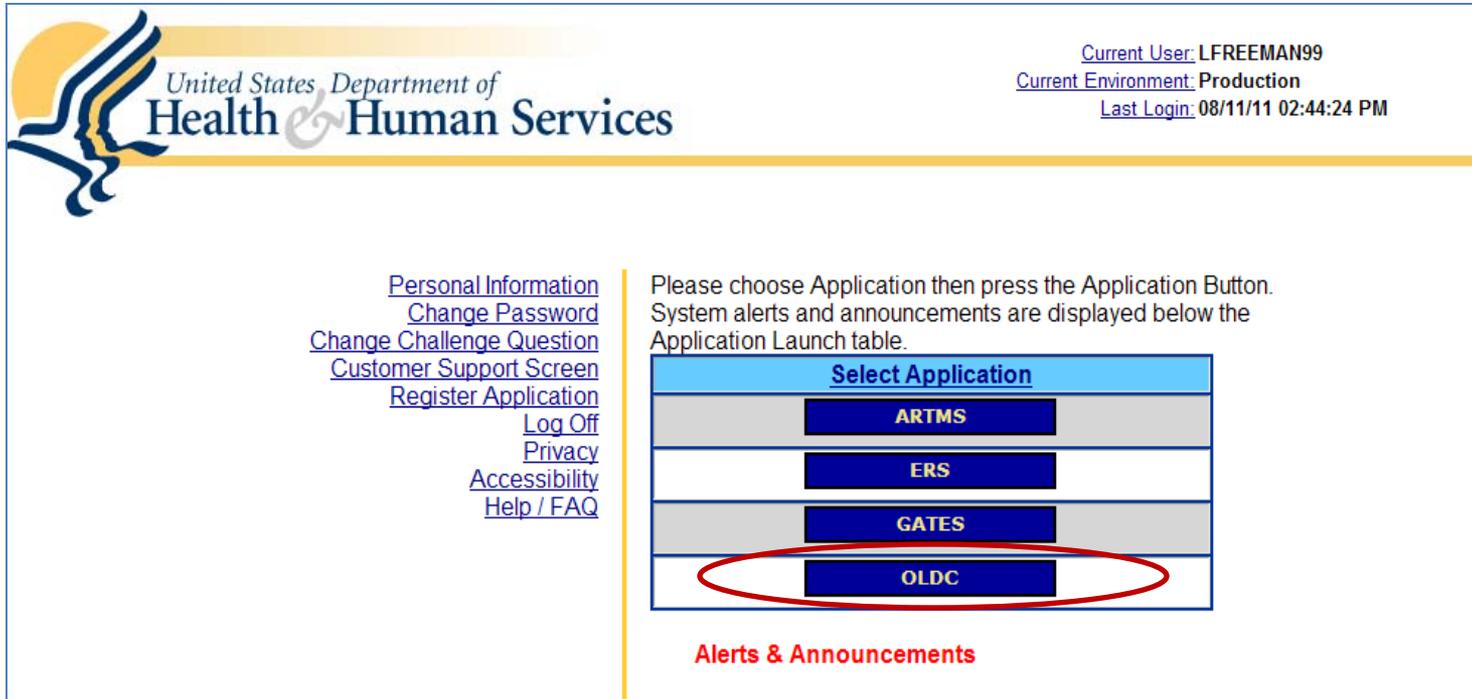
Alerts & Announcements

[HHS Home](#) | [Questions?](#) | [Contact HHS](#) | [Site Map](#) | [Accessibility](#) | [Privacy Policy](#) | [Freedom of Information Act](#) | [Disclaimers](#)

[The White House](#) | [FirstGov](#)

Login to OLDC(cont.)

- From the Secure Sign-In main screen, click the *OLDC* button.



The screenshot shows the OLDC login interface. At the top left is the United States Department of Health & Human Services logo. At the top right, it displays user information: Current User: LFREEMAN99, Current Environment: Production, and Last Login: 08/11/11 02:44:24 PM. On the left side, there is a list of links: Personal Information, Change Password, Change Challenge Question, Customer Support Screen, Register Application, Log Off, Privacy, Accessibility, and Help / FAQ. In the center, there is a message: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this message is a table titled "Select Application" with four rows: ARTMS, ERS, GATES, and OLDC. The OLDC button is circled in red. Below the table is a red heading "Alerts & Announcements".

United States Department of Health & Human Services

Current User: LFREEMAN99
Current Environment: Production
Last Login: 08/11/11 02:44:24 PM

[Personal Information](#)
[Change Password](#)
[Change Challenge Question](#)
[Customer Support Screen](#)
[Register Application](#)
[Log Off](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)

Please choose Application then press the Application Button.
System alerts and announcements are displayed below the
Application Launch table.

| Select Application |
|--------------------|
| ARTMS |
| ERS |
| GATES |
| OLDC |

Alerts & Announcements

* If OLDC does not open, you may have a pop-up blocker on your computer. Hold down the *Control* button from your keyboard and then click the *OLDC* button. Continue holding *Control* until OLDC opens

Login to OLDC(cont.)

- Begin working with report forms by selecting **Report Form Entry**
- Help is available on every OLDC screen

On-Line Data Collection

Name: Latonya Freeman99
Last Login: 09/15/11 05:21:16 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

[Report Form Entry](#)

[Announcement Form Entry](#)

[Grant Application Form](#)

[Data File Import](#)

[Report Form Data Export](#)

[Analytical Reports](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

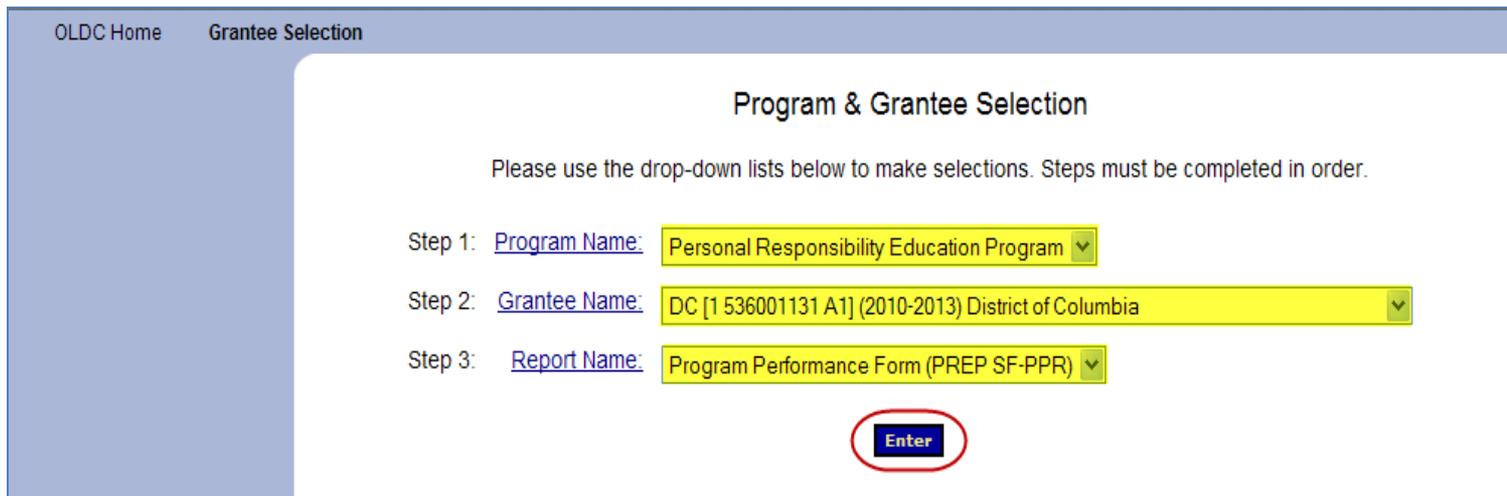
 On-Line Data Collection

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

Lesson 2 - Accessing the Report Form

Program & Grantee Selection

- Select the name of the program from the drop-down list
- Select the organization that is the Grantee
- Select the type of report form to be created, modified, or viewed



OLDC Home Grantee Selection

Program & Grantee Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Program Name: Personal Responsibility Education Program ▼

Step 2: Grantee Name: DC [1 536001131 A1] (2010-2013) District of Columbia ▼

Step 3: Report Name: Program Performance Form (PREP SF-PPR) ▼

Enter

Grant & Report Period Selection

- Select the name of the program from the drop-down list
- Select the organization that is the Grantee
- Select the type of report form to be created, modified, or viewed

Grant & Report Period Selection

Program Name: Personal Responsibility Education Program
Grantee Name: District of Columbia
Report Name: PREP SF-PPR

Please use the drop-down lists below to make selections. Steps must be completed in order.

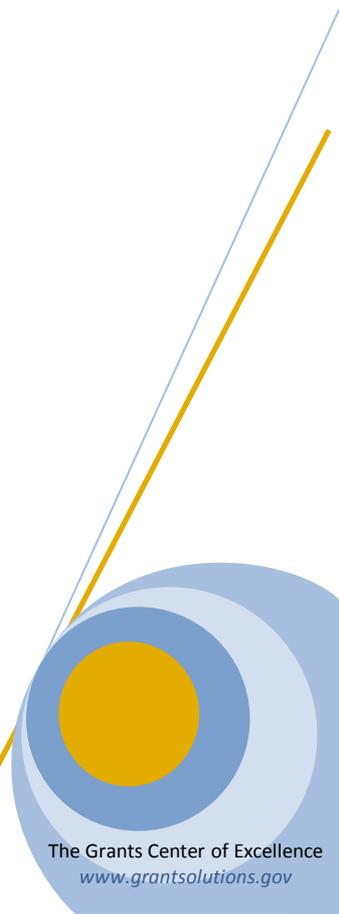
Step 1: Funding / Grant Period: 08/02/2010 - 12/31/2012 PREP (1001DCPREP) ▼

Step 2: Report Period:

| Select | Reporting Period | Status |
|--------|-------------------------|--------|
| ⊕ | 10/01/2010 - 09/30/2011 | |
| | | |
| | | |
| | | |

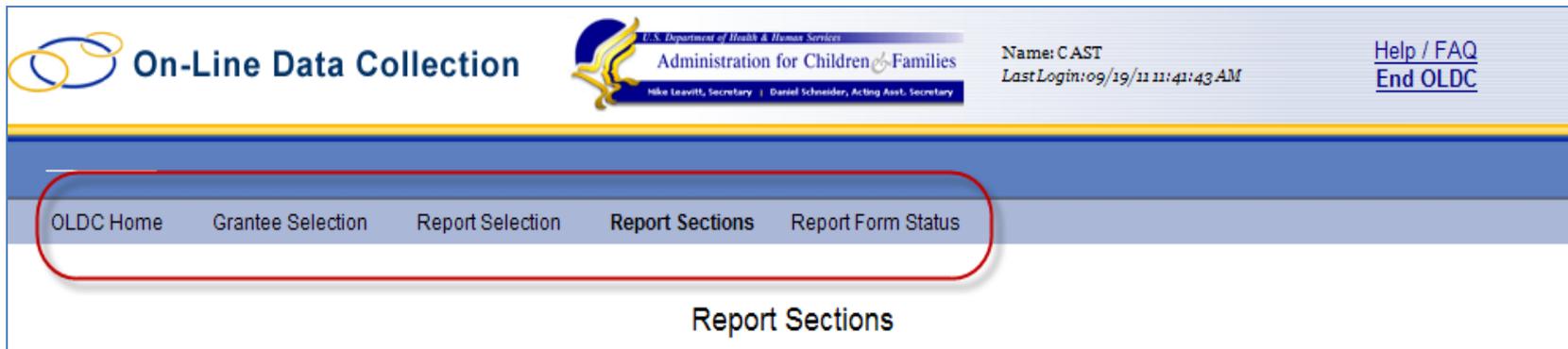
Step 3: Select Action: New / Edit / Revise Report ▼

Enter



Report Form Entry - Navigation

- Click any of the links in the navigation path to return to previous screens in OLDC.
- The browser “back” button is disabled for security purposes
- The links appear and disappear as different screens are accessed.



The screenshot shows the top navigation bar of the OLDC system. On the left is the logo for 'On-Line Data Collection'. In the center is the logo for the 'U.S. Department of Health & Human Services Administration for Children & Families', with the names 'Mike Leavitt, Secretary' and 'David Schneider, Acting Asst. Secretary' listed below. On the right, the user's name 'Name: CAST' and 'Last Login: 09/19/11 11:41:43 AM' are displayed, along with links for 'Help / FAQ' and 'End OLDC'. Below this bar is a horizontal navigation menu with five items: 'OLDC Home', 'Grantee Selection', 'Report Selection', 'Report Sections', and 'Report Form Status'. The 'Report Sections' link is highlighted with a red rounded rectangle. Below the navigation menu, the text 'Report Sections' is centered.

Report Sections

- Enter a New report
- Edit reports that have been saved to correct errors
- Revise a report that has been submitted to reflect new data*

*The original report is retained for historical reference and is not changed

Report Sections (cont.)

- The Personal Responsibility Education Program PPR contains 10 sections (including the Cover Page).
- Each section's data is entered separately and sections may be saved individually
- To edit a form, click the drop-down arrow next to a section, select **Edit Section**, and then click **Go**

Report Sections

[Program Name:](#) Personal Responsibility Education Program
[Grantee Name:](#) District of Columbia
[Report Name:](#) PREP SF-PPR
[Funding/Grant Period:](#) 08/02/2010 - 12/31/2012 PREP (1001DCPREP)
[Report Period:](#) 10/01/2010 - 09/30/2011
[Report Status:](#) Initialized

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#)

[Validate](#)

| Section Name: | Perform Action: | Section Status: |
|--|---|---------------------------------|
| Cover Page SF-PPR | Edit Section <input checked="" type="checkbox"/> Go | Initialized |
| Appendix B Program Indicators | Select Action: <input type="button" value="v"/> Go | Initialized |
| Supplemental Continuation of SF-PPR Cover Page | Select Action: <input type="button" value="v"/> Go | Initialized |

Report Forms

Cover Page SF-PPR Example.

OLDC Home Grantee Selection Report Selection Report Sections Report Report Form Status

1

Program Name: Personal Responsibility Education Program
Grantee Name: District of Columbia
Report Name: PREP SF-PPR
Funding/Grant Period: 08/02/2010 - 12/31/2012 PREP (1001DCPREP)
Report Period: 10/01/2010 - 09/30/2011
Report Status: Initialized
Section Status: Initialized

2

Report Progress

| | | | | | | | |
|---|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|
| Initialized <input checked="" type="checkbox"/> | Edit-Saved <input type="checkbox"/> | Validated <input type="checkbox"/> | Certified <input type="checkbox"/> | Submitted <input type="checkbox"/> | In Review <input type="checkbox"/> | R/O Approved <input type="checkbox"/> | C/O Approved <input type="checkbox"/> |
|---|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|

3 **4** →

Cover Page SF-PPR

| | | | | | |
|--|--|---|---|---|--|
| 1. Federal Agency and Organization Element to Which Report is Submitted Administration for Children and Families | | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency 1001DCPREP | | 3a. DUNS Number 603893657 | |
| 4. Recipient Organization District of Columbia | | 5. Recipient Identifying Number or Account Number <input style="width: 100%;" type="text"/> | | 3b. EIN 1536001131A1 | |
| Address Line 1 810 First St, NE | | | | 6 → | |
| Address Line 2 4th Floor | | City Washington | | State DC | |
| Address Line 3 | | Zip Code 20002 | | Zip Ext. | |
| 6. Project/Grant Period Start Date: 08/02/2010 | | 6. Project/Grant Period End Date: 09/30/2012 | | 7. Reporting Period End Date: 09/30/2011 | |
| | | | | 8. Final Report? <input type="radio"/> Yes <input type="radio"/> No | |
| | | | | 9. Report Frequency <input type="radio"/> Annual <input type="radio"/> Semi-annual <input type="radio"/> Quarterly <input type="radio"/> Other | |
| 10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency) <input type="button" value=""/> | | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) <input type="button" value=""/> | | | | | |
| 12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. | | | | | |
| 12a. Typed or Printed Name and Title of Authorized Certifying Official | | | 12c. Telephone (area code, number and extension) | | |
| | | | 12d. Email Address | | |
| 12b. Signature of Authorized Certifying Official | | | 12e. Date Report Submitted (Month, Day, Year) | | |
| | | | | | |

5 ← **6** →



Report Forms (cont.)

OLDC Home Grantee Selection Report Selection Report Sections **Report** Report Form Status

Program Name: Personal Responsibility Education Program
Grantee Name: Wisconsin
Report Name: PREP SF-PPR
Funding/Grant Period: 10/01/2010 - 12/31/2013 PREP (1101WIPREP)
Report Period: 10/01/2010 - 09/30/2011
Report Status: Initialized
Section Status: Initialized

Report Progress

Initialized
 Edit-Saved
 Validated
 Certified
 Submitted
 In Review
 R/O Approved
 C/O Approved

Appendix B Program Indicators

| | | | |
|--|--|--|---|
| 1. Federal Agency and Organization Element to Which Report is Submitted Administration for Children and Families | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency 1101WIPREP | 3a. DUNS 036448835 3b. EIN 1396006469A1 | 4. Reporting Period End Date 09/30/2011 |
|--|--|--|---|

| (1) Item | (2) Activity Description | (3) Indicator | (4) Explanation |
|----------|---|---------------|--|
| B-01 | Major activities and accomplishments during this period | | B-01 - Explanation B-01 Additional Attachment |
| B-02 | Describe any challenges related to the areas addressed in item B-01 | | B-02 - Explanation B-02 Additional Attachment |
| B-03 | Significant Observations | | B-03 - Explanation B-03 Additional Attachment |
| B-04 | Organizational Issues | | B-04 - Explanation B-04 Additional Attachment |
| B-05 | Technical assistance and Training | | B-05 - Explanation B-05 Additional Attachment |
| B-06 | Activities planned for next reporting period | | B-06 - Explanation B-06 Additional Attachment |

- Appendix B Program Indicators Example.



Validating Report Forms

- Once data is entered and saved for each section, the entire form must be validated from the “Report Sections” screen
 - **Validate** checks the form for mathematical errors
 - If there are no errors, the form is validated and ready to be certified
 - If there are any problems, an error message appears at the top of the form. Reports with errors can not be certified and have the status “Saved with Errors”. Errors must be corrected

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#)

| Section Name: | Perform Action: | Section Status: |
|--|--|-----------------|
| Cover Page SF-PPR | Select Action: <input type="button" value="Go"/> | Saved |
| Appendix B Program Indicators | Select Action: <input type="button" value="Go"/> | Saved |
| Supplemental Continuation of SF-PPR Cover Page | Select Action: <input type="button" value="Go"/> | Initialized |
| Curriculum List | Select Action: <input type="button" value="Go"/> | Initialized |
| Section A - Unduplicated Count Of Clients Served | Select Action: <input type="button" value="Go"/> | Initialized |
| Section A1 - Count Of Curriculum Based Clients Served | Select Action: <input type="button" value="Go"/> | Initialized |
| Section B - Hours Of Service Received By Clients | Select Action: <input type="button" value="Go"/> | Initialized |
| Section B1 - Hours Of Curriculum Based Service Received By Clients | Select Action: <input type="button" value="Go"/> | Initialized |
| Section C - Program Completion Data | Select Action: <input type="button" value="Go"/> | Initialized |
| Section D - Communities Served | Select Action: <input type="button" value="Go"/> | Initialized |

[View/Add Attachments](#) [Validate](#)

Certifying Report Forms

- After a report form has been successfully saved and validated, a person with the appropriate roles can **Certify** the report form with a digital signature.



| <u>Section Name:</u> | <u>Perform Action:</u> | <u>Section Status:</u> |
|--|--|------------------------|
| Cover Page SF-PPR | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Appendix B Program Indicators | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Supplemental Continuation of SF-PPR Cover Page | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Curriculum List | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Section A - Unduplicated Count Of Clients Served | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Section A1 - Count Of Curriculum Based Clients Served | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Section B - Hours Of Service Received By Clients | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Section B1 - Hours Of Curriculum Based Service Received By Clients | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Section C - Program Completion Data | Select Action: <input type="button" value="Go"/> | Saved -- Validated |
| Section D - Communities Served | Select Action: <input type="button" value="Go"/> | Saved -- Validated |



Certifying Report Forms (cont.)

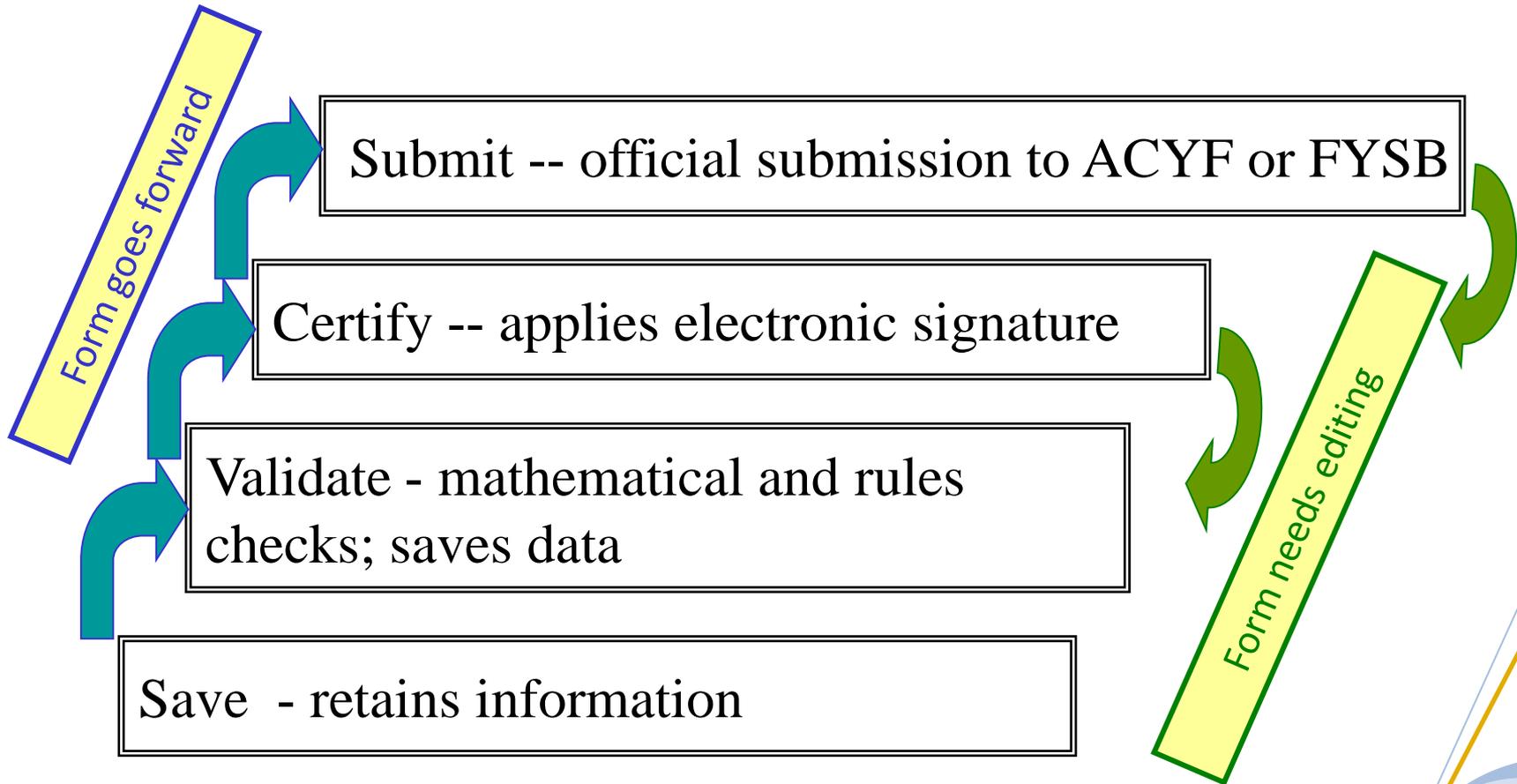
- When the Certify button is clicked, the section “Cover Page” displays. Scroll to the bottom of the screen and click the button **Click to Sign**.

Cover Page SF-PPR

| | | | | |
|--|--|--|--|-------------------------------------|
| 1. Federal Agency and Organization Element to Which Report is Submitted Administration for Children and Families | | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency 1002WYPREP | | 3a. DUNS Number 809915796 |
| | | | | 3b. EIN 1830208667A4 |
| 4. Recipient Organization Wyoming | | | 5. Recipient Identifying Number or Account Number 1234569815 | |
| Address Line 1 2300 Capitol Ave., Hathaway Bldg., 4th Fl. | | | | |
| Address Line 2 | | | | |
| Address Line 3 | | | | |
| City Cheyenne | State WY | Zip Code 82001 | Zip Ext. | |
| 6. Project/Grant Period Start Date: 07/06/2010 | 6. Project/Grant Period End Date: 09/30/2012 | 7. Reporting Period End Date: 09/30/2011 | 8. Final Report? <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| | | | 9. Report Frequency <input checked="" type="radio"/> Annual <input type="radio"/> Semi-annual <input type="radio"/> Quarterly <input type="radio"/> Other | |
| 10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency) | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) | | | | |
| 12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. | | | | |
| 12a. Typed or Printed Name and Title of Authorized Certifying Official | | | 12c. Telephone (area code, number and extension) | |
| | | | 12d. Email Address | |
| 12b. Signature of Authorized Certifying Official | | | 12e. Date Report Submitted (Month, Day, Year) | |
| | | | | |



Submitting Report Forms



To edit a form, it must be Unsubmitted and UnCertified

Submitting Report Forms (cont.)

- When the form has been certified, it displays a Certified status
- The report form is now ready to be **submitted**. Return to the “Report Sections” screen to Submit the report
 - Only a person with the role “Submit” will see the Submit button
- An **UnCertify** button is available in case there is a need to return to the report for editing

| <u>Section Name:</u> | <u>Perform Action:</u> | <u>Section Status:</u> |
|--|--|------------------------|
| Cover Page SF-PPR | Select Action: <input type="button" value="Go"/> | Certified |
| Appendix B Program Indicators | Select Action: <input type="button" value="Go"/> | Certified |
| Supplemental Continuation of SF-PPR Cover Page | Select Action: <input type="button" value="Go"/> | Certified |
| Curriculum List | Select Action: <input type="button" value="Go"/> | Certified |
| Section A - Unduplicated Count Of Clients Served | Select Action: <input type="button" value="Go"/> | Certified |
| Section A1 - Count Of Curriculum Based Clients Served | Select Action: <input type="button" value="Go"/> | Certified |
| Section B - Hours Of Service Received By Clients | Select Action: <input type="button" value="Go"/> | Certified |
| Section B1 - Hours Of Curriculum Based Service Received By Clients | Select Action: <input type="button" value="Go"/> | Certified |
| Section C - Program Completion Data | Select Action: <input type="button" value="Go"/> | Certified |
| Section D - Communities Served | Select Action: <input type="button" value="Go"/> | Certified |

View Attachments UnCertify Submit

View Attachments UnCertify Submit

Submitting Report Forms (cont.)

- After submitting a report form, the “Report Form Status” screen appears.

OLDC Home Grantee Selection Report Selection **Report Form Status**

Program Name: Personal Responsibility Education Program
Grantee Name: Wyoming
Report Name: PREP SF-PPR
Funding/Grant Period: 08/02/2010 - 12/31/2012 PREP (1002WYPREP)
Report Period: 10/01/2010 - 09/30/2011

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

| Report Submissions: | Report Status: | Status Date: | Action: | Print: |
|-------------------------------|----------------|--------------|---|--------|
| View Original | Submitted | 09/19/2011 | Unsubmit Report Review | |

Report Status History

| Report Submissions: | Report Action: | Date/Time: | User Name: | Change (if known): |
|---------------------|--------------------|------------------------|------------|-------------------------------|
| Original | Submitted | 09/19/2011 05:59:17 PM | C AST | |
| Original | Certified | 09/19/2011 05:45:59 PM | C AST | Signed as Authorized Official |
| Original | Saved -- Validated | 09/19/2011 05:34:05 PM | C AST | |
| Original | Saved | 09/19/2011 05:23:45 PM | C AST | |
| Original | Saved | 09/19/2011 05:20:59 PM | C AST | |

Contacts

| Contact Name: | Telephone #: | E-mail: |
|------------------|----------------|--|
| C AST | Not Available | Gary.Frederick@acf.hhs.gov |
| Viji Palaniappan | (703) 516-8869 | vijip@smdi.com |

Remarks History

| Remark ID: | Date/Time: | User Name: | Remarks: |
|---|------------|------------|----------|
| Add remarks to history: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> | | | |

Private [Add Remarks](#)



End OLDC

- After each use, End OLDC. A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking **End OLDC**.

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Hilda Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: CAST
Last Login: 09/19/11 03:33:36 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home Grantee Selection Report Selection Report Form Status

• However, if the person who locked the form logs back into OLDC and re-opens the form, then it is unlocked.

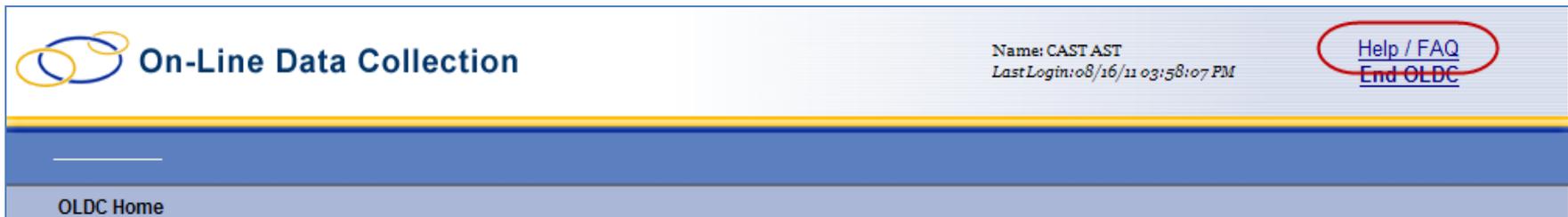
• A timeout warning message appears after 30 minutes of inactivity to the OLDC server. Activity includes clicking any of the actions buttons (e.g. Save, Validate, Certify, and Submit). You have another 20 minutes before the actual timeout.

• Please log out between uses to prevent forms from locking.

Resources

OLDC Support Site

- Help resources are available from the top of every OLDC web page



The screenshot shows the top navigation bar of the OLDC website. On the left is the logo for 'On-Line Data Collection' with a blue and yellow circular graphic. In the center, it displays the user's name 'Name: CAST AST' and their last login time 'Last Login: 08/16/11 03:58:07 PM'. On the right, there are two links: 'Help / FAQ' and 'End OLDC', both in blue text. The 'Help / FAQ' link is circled in red. Below the navigation bar is a dark blue horizontal bar with the text 'OLDC Home' on the left.

Help/FAQ Home

- You can find answers, ask questions, or read “Here’s How” help sheets.

U.S. Department of Health & Human Services
Administration for Children & Families

Home | Services | Working with ACF | Policy/Planning | About ACF | ACF News | Search

Questions? | Privacy | Site Index | Contact Us

ACF On-Line Data Collection Help/FAQ

[Close](#)

Help/FAQ Menu | **Answers** | Ask a Question | My Profile | Help

Search by Category: All | Search by Keyword: | Search

Search By: Phrases | Powered by RIGHT NOW

157 Answers Available | Page: 1 of 8 | Go

| Summary | Date Updated |
|--|---------------------|
| 1 How do I Certify/UnCertify a report form? | 11/16/2009 10:51 AM |
| 2 How do I fill out a report form? | 11/16/2009 12:44 PM |
| 3 Revising Submitted and Approved reports | 11/16/2009 11:56 AM |
| 4 My report form status is Saved - why can't I certify? | 04/08/2009 02:21 AM |
| 5 Revised reports | 11/16/2009 11:40 AM |
| 6 MCP PPF - Number of mentors trained and screened (ready to match) but not yet matched | 04/08/2009 02:21 AM |
| 7 On the 396A, what type of Adjustment do I use to increase the State share? | 04/08/2009 02:21 AM |
| 8 What does "Report Status" mean? What are the different Report Status levels within the system? | 04/08/2009 02:21 AM |
| 9 Viewing Past submissions | 04/08/2009 02:21 AM |
| 10 Deleting a report | 11/16/2009 11:45 AM |
| 11 What is the purpose of the Report Selection screen? | 04/08/2009 02:21 AM |
| 12 When should I call the OLDC helpdesk? | 10/09/2009 01:47 PM |
| 13 Unable to Access Report Form Entry | 11/16/2009 12:46 PM |
| 14 What is the difference between the buttons "Save" and "Validate"? | 11/16/2009 11:44 AM |
| 15 When is the report due in the OLDC system? | 10/09/2009 01:49 PM |
| 16 What do I need to be able to use OLDC? | 11/16/2009 10:39 AM |
| 17 I don't see my Report Type listed? | 11/16/2009 11:38 AM |
| 18 What is the Job Type definition of "Grant Director"? | 11/16/2009 12:24 PM |
| 19 Will OLDC accept late submissions? | 10/09/2009 01:56 PM |
| 20 Change in the contact person | 10/09/2009 01:45 PM |

Page: 1 of 8 | Go

Find Answers

- You can search OLDC's "Find Answers" by keyword or topic.

U.S. Department of Health & Human Services
Administration for Children & Families

Home | Services | Working with ACF | Policy/Planning | About ACF | ACF News Search

Questions? Privacy Site Index Contact Us

ACF On-Line Data Collection Help/FAQ

Close

Help/FAQ Menu **Answers** Ask a Question My Profile Help

Search by Category: All Search by Keyword: Search

Search By: Phrases Powered by RIGHT NOW

157 Answers Available Page: 1 of 8 Go

| | Summary | Date Updated |
|----|--|---------------------|
| 1 | How do I Certify/UnCertify a report form? | 11/16/2009 10:51 AM |
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| 18 | What is the Job Type definition of: "Grant Director"? | 11/16/2009 12:24 PM |
| 19 | Will OLDC accept late submissions? | 10/09/2009 01:56 PM |
| 20 | Change in the contact person | 10/09/2009 01:45 PM |

Page: 1 of 8 Go

Here's How

- Use Help Sheets to walk you through common OLDC tasks, and tutorial slide shows like this one.



The screenshot shows the website for the Administration for Children & Families, U.S. Department of Health & Human Services. The page is titled "On-Line Data Collection News & Tips". It features a navigation bar with links for Home, Services, Working with ACF, Policy/Planning, About ACF, and ACF News. There is also a search bar and links for Questions?, Privacy, Site Index, and Contact Us.

OLDC Access Request Form:
Updated 06/17/08

News:

- [OLDC Quarterly 05/14/10](#)
- [OLDC Quarterly 11/17/08](#)
- [OLDC Quarterly 04/22/08](#)
- [OLDC Quarterly 10/17/07](#)
- [OLDC Quarterly 04/25/07](#)
- [OLDC Quarterly 1/12/2007](#)
- [OLDC Quarterly 9/8/2006](#)
- [OLDC Quarterly 4/29/2005](#)
- [OLDC Quarterly 1/10/2005](#)
- [OLDC Quarterly 10/29/2004](#)
- [OLDC Quarterly 7/28/2004](#)
- [OLDC Quarterly 4/26/2004](#)
- [OLDC Quarterly 1/21/2004](#)

Secure Sign-In Interactive "E-xperience"
[OLDC Interactive "E-xperience"](#)

Help Sheets and User Guides:

- Welcome - ([.doc - 34 kb](#))
- OLDC Import Capabilities - ([.doc - 34 kb](#))
- Getting Around in OLDC - ([.doc - 192 kb](#))
- Grant Administrator Overview and List of Roles - ([.doc - 63 kb](#))
- Regional and Central Office Overview and List of Roles - ([.doc - 60 kb](#))
- Help Resources Overview - ([.doc - 45 kb](#))
- Working with Forms - ([.doc - 28 kb](#))
- Using the Report Form Status Page - ([.doc - 251 kb](#))
- Certify/UnCertify a Report Form - ([.doc - 41 kb](#))
- Submit/Unsubmit a Report Form - ([.doc - 40 kb](#))
- Review and Approve or Reject a Report Form - ([.doc - 34 kb](#))
- New Assignment Delegation User Guide - ([.doc - 3.18 mb](#))
- CBAE Form Instructions - ([.doc - 67 kb](#))

OLDC PowerPoint Tutorials :

- OLDC Version 3.0 - What's New - ([.ppt - 2 mb](#)) ([.rtf - 52 kb](#))
- Introducing a New Way to Enter Grant Forms - ([.ppt - 3.5 mb](#)) ([.rtf - 75 kb](#))
- Working with ADD Forms - ([.ppt - 2.1 mb](#)) ([.rtf - 74 kb](#))
- CBAE Introduction to OLDC - ([.ppt - 4.1 mb](#)) ([.rtf - 75 kb](#))

[Close](#)

Ask A Question

- We appreciate your using Online Data Collection (OLDC). We want to know how OLDC is working for you. Use “Ask A Question” to let us know your ideas or concerns or to ask the Custom Application Support and Training team a technical question.

The screenshot shows the 'Ask a Question' form on the ACF website. The header includes the U.S. Department of Health & Human Services logo and the Administration for Children & Families name. A navigation bar contains links for Home, Services, Working with ACF, Policy/Planning, About ACF, and ACF News, along with a Search button. In the top right corner, there are links for Questions?, Privacy, Site Index, and Contact Us. The main heading is 'ACF On-Line Data Collection Help/FAQ', with a 'Close' link below it. The form is divided into several sections: 'Identification' with a required 'Email Address' field; 'Question Data' with required 'Subject' and 'Question' fields; 'Additional Information' with dropdown menus for 'Select a Category', 'User Type', and 'Partner Agency'; and a 'When You are Done...' section with a 'Continue...' button. A legend indicates that an asterisk denotes a required field.

U.S. Department of Health & Human Services
Administration for Children & Families

Home | Services | Working with ACF | Policy/Planning | About ACF | ACF News Search

Questions?
Privacy
Site Index
Contact Us

ACF On-Line Data Collection Help/FAQ

[Close](#)

Help/FAQ Menu | Answers | **Ask a Question** | My Profile Help

* Denotes a required field.

Identification

* Email Address: (Enter email address)

Question Data

* Subject:

* Question:

Additional Information

* Select a Category:

User Type:

Partner Agency:

When You are Done...

Training and Support

The Custom Applications Support & Training Support Center known as CAST provides Training and Assistance with ongoing Help Desk Support for OLDC. Support team personnel are available at (www.App_support@acf.hhs.gov) Monday through Friday 8 a.m. to 6 p.m. EST to assist in support issues.

Questions and Answers



Grant Administration Guidance

The screenshot displays the Microsoft Word interface with the document titled "Grant Administration Guidance PREIS 9-2011 [Compatibility Mode]". The ribbon shows the "Home" tab with options for Font, Paragraph, Styles, and Editing. The document content is centered on a white page and includes the following text and logos:

 **ADMINISTRATION FOR CHILDREN AND FAMILIES**
FAMILY AND YOUTH SERVICES BUREAU

 *Family and Youth Services Bureau*

TEEN PREGNANCY PREVENTION DIVISION

Personal Responsibility Education Program
Innovative Strategies (PREIS)

GRANT ADMINISTRATION GUIDANCE

September 2011
(Replacement of May 2011 Guidance Document)

The status bar at the bottom indicates "Page: 1 of 20" and "Words: 4,327". The Windows taskbar shows the Start button and several open applications, including Microsoft Office, Grantee Meeting, Federal Reporting, and Grant Administration. The system clock shows 4:39 PM.

Grant Administration Guidance

- Areas with key updates:
 - Performance Progress Reports
 - Fidelity Monitoring Requirements Chart
 - Grantee Reporting Timeline

Financial

Status Reports

Financial Status Reports

- SF-269 replaced by SF-425 – To be completed in OLDC
- SF-425 Form Completion Tutorial
http://ncfy.acf.hhs.gov/multimedia/forms-tutorial/sf_425_tutorial.htm
- SF-425 DUE: **December 30, 2011** for reporting period 9/30/2010 through 9/29/2011
- Per Terms and Conditions – 2010 awarded funds should have been obligated by 9/30/2011 and must be liquidated no later than 12/30/2011

Note: See pages 6-7 of Grant Administration Guidance document for instructions on submission of financial reports.

Carryover Requests



Carryover Funds

- Unobligated and unliquidated federal funds remaining at the end of a budget period that may be carried over to any budget period within the project period to cover previously approved incomplete grant activities
- Must be used to complete unmet objectives from the funded budget period (no new activities or tasks)
- Requests should be submitted with the final SF-425 due 30 days after the end of the previous budget period
 - No limitations exist on when requests can be submitted
 - Reasonableness of request should be considered

Carryover Requests

- **Cover Letter**
 - Provide the amount of the requested carryover. Include unexpended federal funds as well as any non-federal matching funds that were not committed during the budget year. Only include the amount you are requesting, do not include your third year budget amount. Also, clearly indicate that the funds will be used to complete activities which were approved, but not completed by midnight on September 29 as allocated in the final budget of record for the budget period.
- **SF-424**– Complete the form in its entirety, giving special attention to the following:
 - Include the Federal Identifier, which is your grant number.
 - The name of the person to be contacted on matters involving this application should be the person responsible for the day-to-day operation of the project.
 - Select Revision as the Type of Application (#2).
 - Complete the Federal, Applicant, and Total Funding figures (#18).
 - Provide the original signature of the Authorized Representative (#21).
- **SF-424a** – Complete the form in its entirety, giving special attention to the following:
 - Including only the carryover request only
 - Section A columns a, b, e, f, g
 - Section B columns 1 (federal), 2 (non-federal), and 5 (total)

Carryover Requests

- **Budget and Budget Narrative:**
 - The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When making your budget, reflect the budget categories outlined in the 424a (i.e. Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
 - The Budget Narrative is a justification supporting the need to allocate funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall success of the project.
- **SF-425 Financial Status Report**

Budget Revisions

Re-budgeting Requirements

- Significant re-budgeting requires prior ACF approval before implementation when:
 - the total amount to be reallocated among direct line item budget categories exceeds 25% of the award amount;
 - the grantee proposes to reallocate funds from direct to indirect costs or vice versa; and/or
 - the grantee proposes to reallocate funds for costs (activities) that are not already in the approved budget, regardless of the amount.

Budget Revisions

- Cover Letter
 - Indicate the rationale for the revision and how it impacts the scope of activities
 - Signed by Authorized Representative
- SF-424A Form Budget Information – Non-Construction Programs
- Budget and Budget Narrative

Budget Revisions

- Budget
 - Spreadsheet or table format
 - Clearly indicate Federal and non-Federal budget items
 - Reflect budget cost categories outlined in SF-424A (i.e. personnel, benefits, travel, equipment, supplies, contractual, other, and indirect costs)
 - Identify all line items within each category
 - Provide a specific itemization of the budget
- Budget Narrative
 - Provide a justification supporting the need to allocate funds for items in the itemized budget
 - Include a clear description of how the revised budget items directly relate to the completion of project activities
 - Specifically address only line items impacted by the shift in funds

Submit Reports and Requests to:

Sarah Axelson, Project Officer

U.S. Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
1250 Maryland Ave, SW, Rm. 8317
Washington, D.C. 20024

Sarah.axelson@acf.hhs.gov

202-401-6968

Itege Bailey, Project Officer

U.S. Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
1250 Maryland Ave, SW, Rm. 8320
Washington, D.C. 20024

Itege.bailey@acf.hhs.gov

202-205-1723

LeBretia White, Project Officer

U.S. Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
1250 Maryland Ave, SW, Rm. 8312
Washington, D.C. 20024

Lebretia.white@acf.hhs.gov

202-205-9605

Upcoming Trainings and Annual Conference

- West Regional Training: November 7-8, 2011 (Austin, TX)
- East Regional Training: November 16-17, 2011 (Baltimore, MD)
- Annual Conference: March 12-14, 2012 (Baltimore, MD)
- Registration information is forthcoming.

Questions and Answers



Thank you!