State Personal Responsibility Education Program (PREP)

Transcript of Federal Reporting Webinar
October 3, 2011

MS. LeBRETIA WHITE: Good afternoon, everyone. And welcome to the State Personal Responsibility Education Federal Reporting Webinar. My name is LeBretia White. I'm one of the federal project officers working within the Teen Pregnancy Prevention Division here at the Family and Youth Services Bureau. And without further ado, we'll get started and move forward.

Okay. Again, welcome to the webinar. And it's our expectation that the webinar will answer questions and concerns that you have, based on information that will be shared about the performance progress reporting process as well as other updates that we have, information we're going to make available to you regarding federal reporting in general on today.

Questions may be typed in at any time during the webinar. And at the conclusion of the call, participants will have access to audibly ask questions. Our agenda for today's call consists of, we've already welcomed you, but also introductions, and we'll move forward with introductions now.

We have Latanya Freeman who's an instructor through our Office of Information Services. And she will be providing specific detailed instructions for you today on how to submit your performance progress report through what we call our online data collection which is a web-based system for submitting reports from grantees to the federal government, through ACF, Administration for Children and Families.

We also have with us today Sarah Axelton who is one of our project officers, Atesh Daily as well who is a project officer with the state PREP program. And there is one additional project officer, Jewellyne Tinsley who could not be with us today. And so, just to let you know, she may be listening in. But she will not be presenting. But the other three project officers will share information with you today throughout the webinar.

Other items on today's webinar include, again, we'll review the performance progress report, talk about the online data collection system and how to actually access and utilize that system for submitting reports. The financial status reports how to make those submissions as well as we will provide some updates on a new document that we have or a document that we've updated. It's a current document called the Grant Administration Guidance document. It's currently available to you on the website. But we have some updates that we'll be making to that on today. And at a later date in the very near future, we'll provide updates from the website as well. And finally, some meeting training updates will be provided to you.

First, to talk a little bit about performance progress reports, those reports are due thirty days after the end of each six month period of the budget cycle. And the budget cycle meaning the federal government fiscal year. As we know, your grant budget cycles are between two and three years, depending upon when you received your award for funds.

State PREP is a little different in that the legislation calls for funds to be available for three years. But due to the lateness of us making those awards for your FY10 and FY11 funds, you have up to two years to actually liquidate those accounts. But for each fiscal year which consists of twelve months between September 30th of the year of award through the next twelve months which will take you through September 29th.

Your performance progress reports are to be submitted to us semi-annually on a six month basis. And as you see on the screen, additional timelines are provided. So your first report will be due October 30th of this year. And then your second report will be due April 30th. When you report your performance progress for this year, it will be based on your FY10 awards. For those grantees that were just recently awarded funds within the past several months, you should submit a report as well, providing an update on the status based on your FY10 funding.

We do anticipate that by the April 30th reporting period that you will submit reports to us for your FY10 and FY11 funding. But again, the October 30th, 2011 report should only reflect FY10 awards.

Again today, we will also provide information on how to submit those performance progress reports through our online data collection system and additional information will be provided a little later today regarding that.

The performance progress report consists of two parts. One is the cover page. When you submit your cover page, please make certain to include your grant document number or grant award number. And typically, that number will consist of 1001, the state abbreviation, followed by PREP. And that's for your FY10 award, 2010.

The FY2011 award, the grant document number reads a little differently. But for today, we'll focus on FY10 since that's the only report that's due again in October. And you have an example there of what that number looks like. There's also an item number five on the cover page that asks that grantees complete information. And we just simply ask that you include the name of your state in that item data field.

Part 2 of the performance progress report consists of program indicators. And there are six indicators that we're asking you to report on. When you receive the ... let me just share this. When you receive the training from Latanya Freeman in just a few minutes, she'll actually show you a screen in the system that has multiple documents or information that you can submit beyond the cover page and the program indicators.

For now, until you hear differently from your project officers, we're only asking for this report due in October that you submit information in the cover page and the program indicator section. And for the actual first indicator of major activities and accomplishments, we're asking that you respond to each of the bold items that are before you on the screen, information about your sub-awardees, participants, fidelity, adaptation, evaluation and data, adulthood preparation subjects, collaboration and partners, training and any other major activities or accomplishments.

To continue, as I stated, there are six sections that we're requesting information on for program indicators. The others are issues or challenges, significant findings and events. We also have some attached documents that were submitted to you prior to the webinar and the grant administration guidance document that includes some attachments and charts and the like that you can submit that data onto us that will hopefully simplify the reporting.

And so just to continue, we also have organizational issues, technical assistance and training, activities planned for the next reporting period. I'd like to bring to your attention, we sent you several documents prior to the webinar to help you as we share the information to be able to take notes.

There's one additional document we're trying to get to you just prior to the start of the webinar. I'm not certain everyone may have received it. But the trainer who's about to share the OLDC process with you will reference what's called an OLDCPPR guidance document. That's Online Data Collection Performance Progress Report guidance that actually has probably about 80 pages that walks you through any errors or issues that you might encounter in entering information into the OLDC. And so just know that it may be in your email now. You can reference it later. But definitely that information will be forwarded to you that she will reference.

And so, without further ado, we will turn it over to Latanya Freeman. And she's going to walk us through how to access and upload PPRs or Performance Progress Reports, into the OLDC. Latanya.

MS. LATANYA FREEMAN: Thank you. All right. Good afternoon, everyone. As LeBretia mentioned, my name is Latanya Freeman. I'll be your presenter today for the report forms training for OLDC, Online Data Collection system. We'll jump right into the lesson plan. And we'll start off with an agenda for today's training.

Lesson one will include an introduction which will what is OLDC. We'll also talk about which data does OLDC collect? Why do we collect data? As well as how is the data collected in OLDC? Again, I will point out to you all where you can go for help. And we'll actually talk about that more in our resources lesson.

Once we have given an overview of the online data collection system, we'll then talk about the User ID and Password and how they're generated and what happens once the User ID for you has been created. I'll show you how to log into the system. And at this point, for lesson two with accessing the report form, I'm going to actually log into the system. So you can actually see me create a new report and submit it.

When doing this process, there are different screens that we must access in order to accomplish this goal. The first screen would be the program and grantee selection process as well as the grant and report period selection. Before moving and discussing any other screens, I'm going to point out to you the proper way of navigating through the report form. Also, we'll discuss report sections within your actual report form, as well as the report form on a whole. I'll show you your cover page, the PPR cover page, as well as the PPR program indicators section of your report form which LeBretia has just mentioned are the only two required report sections that you need to complete within your report form.

Once we enter the data into the cover page in the program indicator section and we save the actual report form, the next steps will include validating your report form. We'll look at certifying your report form, as well as the final submission of your report form. I'll also point out some important factors when trying to end your OLDC session, as well as then, of course, to introduce you to the resources that are available for you throughout you working in the actual system as a help tool. And additionally, we'll talk about training and support that's available to you as well.

MS. SARAH AXELTON: This is Sarah from FYSB. We're not seeing the slides advance on our screen.

MS. LATANYA FREEMAN: You're not?

MS. SARAH AXELTON: Have they advanced on your screen?

MS. LATANYA FREEMAN: Yes, they are. Let me go back. I see that I'm showing my desktop.

MS. SARAH AXELTON: There we go. We have it now. Thank you.

MS. LATANYA FREEMAN: I apologize. I'm sorry, I must have hit the button twice. Okay. All right. One thing I want to point out to you that LeBretia mentioned as well is that I did create a user guide for your convenience. The guide is going to step you through everything that we go over plus more. It's a step-by-step process of everything we will do in today's process. So don't feel as if you have to write everything down. Because the steps are documented for you. And that's that document that LeBretia sent out to you all right before the training.

Lesson One, Introduction. What is online data collection, OLDC? The OLDC system was designed by the U.S. Department of Health and Services to allow you the grantee to electronically submit your data in grant form over the Internet, using, of course, OLDC.

What data does OLDC collect? Now, this is just to piggyback off of what LeBretia mentioned earlier today, what you are actually responsible for. You are required to collect and submit the data on demographics and other key indicators of programmatic, progress and challenges. You'll see the list of program indicators that you must report.

And again, this is just simply reiterating what LeBretia just mentioned earlier. The list of program indicators includes 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 data for various reasons. One being some measures of actual progress of all grantees as well as the program on the national level. This is also we collect OLDC data to help FYSB staff determine where to allocate the training and technical assistance resources to improve outcomes. Also, to draft progress reports to Congress. And lastly, to create efficiency measures that are incorporated into the annual budget proposed to Congress each year.

How is the data collected? The grantee, you, are required to submit information semi-annually by logging onto the following link that you see here. Which you'll see this particular link as we go throughout the presentation.

Where do grantees go for help? We're going to skip this section. We're going to keep this for last or save this for last in the resources section. Where I will show you a list of different resources that will be helpful to you when you run into problems. Again, you can always contact the help desk, which I'll share that information with you as well for any system issues as well as you can contact LeBretia's office as well.

Now, because you're new to the system, most of you will need your user IDs and temporary passports created. Now, once your User ID and password has been created by adding you to the system, you will receive two emails from the online data collection system at acf.hhs.gov. The first email is going to consist of your user name and the security policy. And the second email is going to contain your temporary OLDC password.

An important note that I want to point out to you is please ensure that any spam blockers are not preventing you from receiving your User ID and password email notification from the online data collection system at acf.hhs.gov. Your documentation that was just sent out to you, your user guide, does a great job of pointing out how to do that as well. So, I just wanted to point out to you that step-by-step process is there.

If either email is not received, the first thing you need to do is either contact LeBretia's office or you can contact the number that you see listed here as well as the email for assistance with your User ID and password.

Some additional information about your User IDs and passwords. The first time you actually log in, you're going to be directed to ... right before you're directed to the secure sign-in page, which is the SSI system, you're going to be asked to change your password for security purposes.

Now, your password must consist of nine characters, has to be a combination of upper and lower case letters. And it must contain at least one number. Your password cannot start with the number. It must start with a letter. And the actual password is case sensitive. So keep that in mind.

Also, once you're indicating your new password, you're also going to be prompted to enter in a question and answer which, of course, has been created or established for security purposes.

Now, there is an option that if you forget your password once you set it up and you set up your challenge question and answer, there's a forgot password link that I'll point out to you in just a few moments that will prompt you to enter in the answer which will then allow you to reset your password. And you will receive an email notification at that point.

Now, here you'll notice the last bullet point, you'll see examples of the different types of security questions. It will be like what is your city of birth? What is your favorite movie or your mother's maiden name, for example? If you do forget your answer or the combination of keystrokes that you've decided on for your answer, don't panic. You can always put a request in the actual help desk or within LeBretia's office to have that actual password reset for you. So, please do not panic as far as that's concerned.

Now, once you log into the OLDC system or when you're entering the address on the address line, it will appear as such. Internet Explorer is highly recommended to be the browser that you choose. It seems the OLDC system works the best with that particular browser. Make sure you save the web address as your favorite for quick access as well.

Once you log into the system, which we'll do in just a few moments, the first screen that you'll be directed to is the secured sign-in screen where you'll be prompted to enter your ID and password, as well as click in the log in button.

Notice the forgot password link to the far right of the password field. Where you will be prompted to enter in your security answer to your security question. Now, once you've logged into the system, you do have the option of changing your own password and your security challenge question at that point. But once you log into SSI, you're going to be directed to the select application page where you will have the options of changing your password and changing your challenge question. So I wanted to point that out to you as well.

Once you are assigned into the SSI system, in order to start OLDC, the first thing you would do is click the OLDC application. Now, I see multiple applications because I have admin rights. You may only see OLDC if that's the only system that you're working in within the SSI system. So keep that in mind when you're logging in.

Once you log into the OLDC system through SSI and you have chosen OLDC as your program to enter, the OLDC welcome page will appear. And to start working with your report forms, you will click on the report form entry. Now, I do want to point out to you that every screen within OLDC, help is available. And that's those are the additional resources that we'll talk about a little bit later.

All right.   Lesson two, accessing the report form. At this point, I'm going to go ahead and actually log into the system and navigate through the live system. Again, we will visit the address that I shared with you all earlier. For training purposes, we're working in a different environment. But I just want to point out to you that it looks exactly the same.

At this point, I'll go ahead and type in my password, click the log in button. And notice that I have been directed to the select application screen with the OLDC as my option. Notice again your change password and change challenge question located to the left. I'll go ahead and click on OLDC to launch the application. And then, of course, we're directed to the online data collection welcome screen.

Now, remember to start our report form entry process, we will click on the report form entry link to the left which will then direct us to the program and grantee selection screen. Now, on this particular screen, there's three different steps to this process. The first step is selecting your program name which for us it will be Personal Responsibility Education Program. As soon as you choose the actual program name, a list of grantees that are associated with that program will appear. What we'll do at this point is select the drop down arrow. And we'll just choose Georgia as our grantee.

Now, at this particular point, the different report that are associated with this programming grantee will appear. For purposes of training which we are all here for is training on the PPR, Program Performance form for PREP. So I'll go ahead and click here. Once we've chosen the program, name, the grantee name and report name, the next step is to simply click the enter button. We're now directed to the grant and report period section, excuse me, selection screen.

Now, something I want to point out to you about every screen within the system is that you're going to see a program information box located at the top that is at minimum going to include the program name, the grantee name, as well as the report name. Now, as you start working in the system, you're going to see additional information appear here. And I will point this out to you as we're working through the system.

On this grant and report period selection screen, there are three steps again. The first step is to select your funding grant period. And I'm just going to select anyone. It doesn't really matter. It's just for training purposes. Once you select the funding and grant period, a list of reporting periods that are associated with that funding and grant period will appear.

I do want to point out to you that the status now is empty. There is no status. Because we haven't launched anything. Let me select the action reporting period first. Then a list of actions will appear in step three. You can create a new report which that's what we're going to do now, you can edit or revise all within one step. You can view print status, approve report. And actually, you won't see the approve. I'm sorry, this is just for administrators. But you can print the latest version or view the latest report as well.

So what I'm going to do at this point is to choose the new edit revise report, and that's what you will do, and click the enter button. Now, once you click the enter button, it's going to throw your actual report form that you're just now creating into initialized status. So I wanted to point that out to you, that it's at initialized status at this point.

Now, the report sections screen will appear. Again, you'll see the program information box with additional information that was just added which is the funding grant period, the report period and the report status. Down below, you'll see a list of sections that are associated with the PPR form. Now, as LeBretia mentioned, the only two sections that are required for you to fill out are the first two, the cover page, SSPPR and the Appendix B program indicators.

In addition to your User Guide that LeBretia just sent out, there are detailed instructions on how to fill out each of these two forms. You see the other forms because maybe in the future we will utilize those. But at this time, we are not. So that's a good thing for you guys. Less things for you to fill out.

So, the first thing you need to do is edit your cover page. The way that you would open and edit your cover page is in the perform action column, you'll select from the drop down list "edit section." Click the go button to the right to edit the cover page. The report progress screen for the cover page that you just selected to edit will appear. Now, a little bit of information about this particular screen. Again, you'll see the program information box at the top. Note that the report status is initialized. But now the section status is initialized. Because keep in mind, this is just simply one of the sections in this report.

All of the text that you see that is underlined within the report, you can actually click on and it will give you a brief description of that particular field. So, for example, if I click on this underlined text here in the report progress bar for edit save, it will give me information on what that particular field, what that is.

Also, you'll see this report progress bar that actually keeps track of where you are in your submission process. So right now, of course, we're at the initialized status. Once we edit and save this particular form, you will see this highlighted, bold as well as this check box checked.

Also, I want to point out your action buttons which are here right above the title of the actual section. You have Save, View, Add Attachments, Validate and Next Section. Now, these action buttons will change based on what you're doing in the system. I just wanted to point that out to you as well. And I'll try to point that out as we're going through the presentation.

Also, there are open fields within the actual or your section that will allow you to enter text. So, for example, the recipient identifying number or account number, I can enter in numbers. Also, keep in mind that you can enter letters as well. Now, again there are detailed instructions that are within your courseware guide that tells you how to fill out each of these fields. Just for training purposes, I will click on "yes, this is my final report." We're going report semi-annually. And then there's an attachment option as well if you want to attach a document. And I'm going to attach on the other screen just to show you on another section how to go through this process.

Now, before we move along to the next page, I want to point out to you that in OLDC, there is no back browser button. It has been disabled for security purposes. So if you want to go to a previous screen, you're going to have to use what I like to refer to as your breadcrumbs at the very top.

So you'll notice if we want to go back to the report section screen. Because for some reason, maybe you said, well, you know ... or maybe you want to go back to the report selection screen. Because maybe you realize that, oh, this is the wrong funding grant period. This isn't the one I want. I want the other one that starts in 2011, excuse me, 2012, for example.

So what we'll do is I'm going to click on the report selection screen. And it's going to take you back to the grant and report period selection screen which actually has what you initially chose. So that's a great thing. So that if you forget what you actually chose before, it's going to take you by default to what you've chosen before. So again, I'm okay with this one. Even though I said I wasn't at first. And I'm going to go ahead and keep this as it is and click the enter button.

Okay. And the report section screen will appear. And again, keep in mind we're still in initialized status. I'm going to go back into the cover page and at this point, I could kind of jump ahead if I wanted to and jump into the Appendix B program indicators. And I'll just go ahead and do that. I'm going to save my cover page for last. I'm going to access Appendix B programs, click edit. Since that's where the bulk of my work will be.

Notice that your action buttons have changed again. Notice that it has a previous section here. If I wanted to jump to my cover page which was the section that came before this Appendix B program indicator. All I would do is simply click the previous section. A warning box will actually just ask you are your basically sure? Because you haven't saved any data yet. And you just click okay. And notice your cover pages here.

Notice that my information is missing and I do this on purpose because I want you to realize how important it is that once you fill out this information how you have to click the save button to retain the information once you go out of this particular screen.

So I'll put my information back in. Click yes to final report. I'll just say that it's semi-annually and click the save button. Notice at the very top, my report status is set at Save. Well, that's a little misleading because your entire report hasn't been saved just yet. You've only really saved this section status. But I'll show you a different screen in just a moment that shows you what sections have really truly been saved and what hasn't been.

At this point, I'm going to click the next section. Click okay. And we're back in our Appendix B program indicators. Again, there's detailed instructions on what to do in this particular form. You'll see the open fields. I'm just going to type test. And you'll see you have the option of uploading the attachment. Now, before you upload an attachment, it's important to save your work. So you can see that information. Because again, there's no back browser within OLDC. So make sure you click the save button.

To attach the document, we'll click the add attachment link for Section B01, for example. Click okay. And the file attachment screen will appear. What we will need to do is first click browse button, locate the document that you want to add or upload, click okay. And simply click on the attach file button. The attach file will appear down at the bottom of the screen. If you realize you've selected the wrong attachment, you can simply delete it by clicking this check box and clicking the delete selected file. I'm not going to delete because I want to show you the actual file at the end of our submission.

At this point, in order to go back to our report section, whether that be the program indicators or the cover page we'll click on the report section screen at the top. This will then take us to where

I was going to show you what I mentioned earlier about where you can actually see which sections have really truly been saved and which has not been.

Now remember, LeBretia mentioned that the only two required is the cover page and Appendix B. We can actually move on with the process without saving all of the rest of the actual section. Now, keep in mind the first process is editing and saving the appropriate sections or the required sections of your report form.

And then the next step would be validating. There's two places you can validate your report form. And validating will be validating all of the sections or primarily the two that's required for you that you may change it and save to. You can actually validate from the report section screen. Or you can actually go into one of the reports under edit section which I'll choose the cover page. It doesn't matter. And click go. And you'll also see the validate button at the top as well.

So at this point, I'm ready to validate. I filled out all of my information. And I saved it. And I'm going to click validate. Once you validate it, notice that the screen that you are on to validate will appear again. And notice your program information box is set to say validated. At this point we're now ready to go further.

Now, the next step is to certify. Now, notice you don't see a certified button here. And also keep in mind we're looking at that report progress bar.

The next step is to certify. Now, you cannot certify within the actual section, not the first step to certify.

The first step will require you to turn back to the report section screen by clicking on your breadcrumbs at the top. And you'll notice that all of the report has been validated as well as saved.

Now, our next step is a two-fold step to certify. Click the certified button. Click okay for the dialogue box. And notice that the system is going to take you directly to your cover page and prompt you, not necessarily prompt you, but it will kind of scroll down the page. You'll see this part of the screen where it will read click to size. So this is part two of certifying your report form. So, click the size and you'll see once you return back to the cover page and electronic signature at the very bottom.

So far, we edit and saved our report. We have validated. We have certified. And now we're ready for the final submission. Now, notice there is no submission, but here on your report progress screen. You will have to return to the report section screen by clicking on the breadcrumbs at the top. Notice you have the option in your action button to uncertify which will take you back to the previous status of being certified, excuse me, validated without certification. At this point, we've reviewed what we have submitted so far, not submitted, excuse me, entered so far. And now we're ready for submission. Notice the section statuses are set at certified as well.

I'm going to go ahead and click the submit button. Notice the dialogue box will appear. This will officially submit your report to ACF. Do you wish to continue? Okay. When your report has been received, you'll receive an additional dialogue box in just a moment that will indicate that we have received your report. This page shows all reports we have received along with your attachment. Click okay. And your report form status screen will appear with, again, your program information box as well as like a status box that has report status submitted, the status date and the option of un-submitting your report and reviewing your report.

Now, a question that I got on another call was someone wanted to know are they able to view or print I should say the actual original form that they submitted. And there's two different places you can do that and I'll show you that in just a moment. The original file attachments, you'll see the file that I uploaded to the Appendix B program indicators. You'll see the report status history. The contact as well as the remark history which is none at this time. But I can simply type in, for example, test and add remarks and you'll see in my remarks history test and the user name and so forth.

Now, if you want to view or print your submission, you can actually click on the view original and it will take you to the report section. And the reason why it's taking you here is because unfortunately, you are not going to be able to see the entire report in its entirety at one time. You will have to select section-by-section and print it. But you can click print section or view section and click the go button and you'll have that option.

Now, the other way you can do this is if we go all the way back to the report selection screen by clicking on our breadcrumbs, notice that the status is submitted. And under your action, you can click view, print, status approve. Or you can print latest version or view latest report. So, those are your options as well. Even when you're launched into the view status, you can then still print from there. So I thought that was a good thing to be able to share with you guys on this call as well.

At this point, I have concluded my presentation. Now, before I hand it back over to LeBretia, I do want to point out there is a proper way to ending OLDC. The proper way is clicking on the end OLDC link at the top of the right hand corner of your screen no matter which one you're on. If you are working on a report and you do not end OLDC properly, you can be locked out of the report for approximately twenty minutes. So, keep that in mind.

Now, I mentioned earlier about the resources that are available to you all as help tools. At the top of every screen on the right hand side, you'll see the help FAQ. If you click on this link, it will take you to the ACF, excuse me, OLDC help FAQ menu.

Just to point out some very helpful options that you have here is define answers. If you click on this link, it will take you to the define answers search screen which you can actually type in, for example, certify a report in the key word section and click search. You'll see that OLDC help tool has returned seventy-one answers available. So there's a lot of information that's out there for you to view.

As we return back to the help FAQ menu, I'll click here. I want to point out to ask a question. If you click on this link, it will launch like an online form for you to fill out your email address subject, question, the select category. And you will simply click continue. This will actually go directly to the OLDC help desk. And this is only for system related issues. So if you're having issues, feel free to contact us directly when it's a systems related issue.

I'm going to return back to the help FAQ menu. One more thing I want to show you. The here's how at the very bottom. This has a list of lots of documentation, fix and tricks and different cheat sheets that will help you or aid you in your process.

Now, I do want to point out to you that some of this information is just a little outdated. We're working to update this now. And the documentation that LeBretia sent out to each of you is the latest and greatest as of a couple of days ago. So definitely, this is the updated document. And that's where you should look to first for your reference piece. So keep that in mind.

Now, I also want to point out to you before I exit it out here, remember the back button does not work. The closed button maybe located at the bottom. It may be located at the top right hand corner. It may be located at the top left hand corner. But please, if you want to return back to the system, find that close button and click the close, click yes. And it will take you right back to where you were in the system as is in OLDC. So that's a great thing as well. So, that's it for me. Thank you all for attending the OLDC training for report forms. And I'm going to turn it back over for questions and further presentations to LeBretia.

MS. SARAH AXELTON: Thank you very much, Latanya. This is Sarah. I'm actually going to move forward now with a couple of questions that we received during this portion of the webinar. So we're pulling those up right now. Okay. So I'll go ahead and answer these few questions that we've gotten so far.

The first question is if the report due date falls on a weekend, should it be completed by Friday or the following Monday? If the due date falls on a weekend, then you have until the following Monday to complete the report.

Can more than one staff person per agency create a user ID and password? So, there are a few things for this question. The first is that you all are not responsible for creating your User IDs and passwords. We actually will ... or the online system will email those directly to you. So you don't have to initiate that process. And there will only be one per agency. And then whoever the authorizing official is for that agency can delegate who they would actually like to complete their paperwork and sign on their behalf.

The next question is will you be contacting the user names to get the process started? Or will the states have to take the first action? So again, you will be receiving your User Name and Password via email from the email address that was listed in the Power Point. We hope to have those to you early next [inaud.]

Will the password and sign off be one per state or one per person? Again, that's the same question. And again, it will be one per state. Is there a maximum time limit a person can spend in OLDC while entering reporting information? Latanya, do you want to take that one?

LATANYA: Sure. Actually, to be quite honest with you, I don't know because I've never timed it. But I know personally when I'm working in the system, if I haven't touched OLDC within thirty minutes, it will give you a prompt to ask you do you want to continue to work? But I've never, I mean, I haven't worked in it longer than probably maybe four hours straight. But as far as I know, you don't get a prompt that says that you have to log out or log back in. But again, if you have it launched and it's open and you walk away, you have about thirty minutes to get to it before it logs you out on its own. And it won't lock you out of the system by the way if it logs you out on its own. I do want to point that out to you. If you close out of the application and you haven't clicked on end OLDC, it will lock you out of the report though, that particular report that you're working in. Does that answer your question?

MS. SARAH AXELTON: I think so, yes. So, the next question is what's the difference between unduplicated count of client (a) and the count of **[BREAK IN RECORDING AT 51:23]**

UNKNOWN SPEAKER: It sounds like someone is referencing some of the other components within OLDC for the performance progress report, components that we're not requiring you to complete. And I know that some of those are requirements for the abstinence program, but not for the State PREP, we're asking you to complete the cover page and the actual program indicators, that section within the OLDC. Until you hear differently from your project officers, those are the primary areas for this first reporting. We may add additional elements later. But at this point for your first report, only those two sections.

The next question has to do with if you have an abstinence user name and password can you use it for PREP? Definitely, that's a possibility. We would just have to assign you to the PREP program. You're currently assigned to the abstinence program. So we'd have to make an assignment in the system for you to be able to access the PREP.

MS. SARAH AXELTON: So, that's all the questions we have for right now. So we're going to go ahead and move very quickly through the last few sections. And then we'll take any remaining questions that have come in during that period or that you all have.

So one thing that we wanted to bring your attention to was the grant administration guidance. This was originally sent out via email and available on the website in November. But it has been since been updated. So you should have received this new updated version in the email with the webinar information today. And it will also be available on the website. So please make sure that you download and access this as there are additional pieces of information that may be helpful to you through the completion of the fiscal year process.

The next piece we want to talk about is financial status reports. And we do have two different slides with regard to this that have information for those of you who are awarded funds in 2010 and then those of you who received your first 2011 award.

So, for those of you who have 2010 awards, the FS269 has been replaced ... some of you may already be aware of that ... by the FS425. So, the 425 will be the form that you are using to complete your financial status reports. And that will be done in the OLDC system for which you just received the tutorial. There's also another tutorial available online that gives instruction for how to complete the FS425 form specifically. So that website is there for your use if you need it.

The SF425 is due December 30th, 2011, for the reporting period of September 27th, 2010 through September 30th, 2011. And again, that's for FY2010 awards. And then just sort of a note ahead that it will be due December 30th, 2012 for the entire obligation and liquidation period of August 2nd, 2010 through December 30th, 2012.

As you know, as PREP grantees, you have two years to spend your funds. So please do be aware of those due dates. And if you want more information about that, you can see page thirteen of your grant administration guidance which as all of the state PREP budget periods.

We have a similar slide with this information or 2012 awards as well. As you can see, the SF425 is due December 30th, 2011 for the reporting period of 8/15/2011 through September 30th of 2011 for those FY2011 awards. And then again a heads up that it will be due December 30th, 2012 for the period of October 1st, 2011 through September 30th, 2012. And December 30th, 2013 for the entire obligation and liquidation period. And you can see those dates there. And for those who receive 2011 awards, if you need additional information, you can see page twelve of the grant administration guidelines. I'm sorry, that's on page thirteen as well.

The next step we want to talk about briefly is budget revisions. As a reminder, if you do need to do significant rebudgeting, you do need prior ACF approval before implementation when the total amount to be reallocated among direct line item budget categories exceeds 25 percent of the award amount, when the grantee proposes to reallocate funds from direct to indirect costs or vice versa or if the grantee proposes to reallocate funds for costs that are not already in the approved budget regardless of the amount. So make sure that you follow the coming guidance if those circumstances apply to you.

For budget revisions, you would need to submit the following documents: a cover letter on agency letterhead and signed by your authorized representative that indicates the rationale for the revision, as well as the SF424A and the budget and budget narrative.

And on the next page, you'll see more specific requirements for the budget and budget narrative. I'm not going to read through all of those because you can take a look at exactly what it requires. But this is also the same information that you've received in previous webinars. So it should look familiar to you.

Please submit all of your reports requests to your project officer. And you see all four of our names and addresses and information listed there on the screen.

And then one final piece of information. We know all of you have eagerly been awaiting information about the annual grantee meeting for next year. So we do have a confirmed ate and location. We want to make sure to get that information to you now. So that you can get it on your calendars. The annual grantee meeting will be held April 30th to May 2nd of 2012 at the National Harbor here in the Washington, D.C. area. And please remember that two state grantee staff are required to attend for the information in the FOIA for PREP. And you may also bring up to three additional sub-awardee staff as well. And there will be additional registration information forthcoming. So keep an eye out for that.

And now we're going to take any last minute questions that have come in in writing while we've been chatting. And then we will also open up the phone lines for any audible questions as well.

Okay. So the first question is if the report cannot be certified due to mathematical errors and is saved with errors, are those errors highlighted? Latanya, are you still on the line? [no response] Okay. I think that's a question for Latanya. So, we will have to get some additional guidance on that. Because she is our expert on the OLDC system itself. And so we can provide that guidance. We'll make a note of that question and provide an answer to that.

MS. LeBRETIA WHITE: And let me just jump in Sarah. This is LeBretia. Technically, that will not apply at the present time for the reports that are submitted for the state PREP program. That's more of a state abstinence issue when you're actually within OLDC entering the number of youth. At some point in the near future, we will be providing you with ... we hope it to be in the near future ... performance measures. Then we'll get more into where that could potentially be a mathematical error with entering the number of participants served if that's what you're referencing here. But for now, it's not as applicable for state PREP.

MS. SARAH AXELTON: Okay. The next question is many states have staff who log in and work in a system to accomplish a report and then it is sent to the authorizing official to log in, review and submit. So one password per state may be an issue for some states. We do recognize that. And it is okay for states to share their user name and password with their staff. So long as that has been approved and okayed by the authorizing official. And we will also go ahead and look into whether or not we can get an additional account and password for those states who indicate a need for that.

The question is with only one staff per state being allowed a user name and password, we have separate individuals responsible for submitting financial and programmatic reports. So can the user name and password be shared? Again, that was just addressed in the previous question.

And the last question is will separate password log in be sent to our financial officers to complete and submit financial status reports? Agency policy does not allow programs to submit. So again, that's sort of the same issue. And for those states who may require more than one account log in and password, we will look into that and provide some additional guidance.

MS. LeBRETIA WHITE: Right. And just to add, for the financial status report that's managed primarily with our Office of Grants Management. And so, if we can obtain additional information to help you with that question as it relates to the financial status report, we will certainly look into that with Nathaniel West who is the grant specialist assigned to all of the state PREP grantees. This office is primarily focused and working on making certain that you have user ID information for the performance progress report. We have somewhat control over that system. But we do not have any control over the part of the system that manages your financial status report. So we'll try to get some additional information in that regard and follow-up with you.

MS. SARAH AXELTON: Okay. That's all of the written questions we have for right now. And I do realize that we're just a couple of minutes overtime. But we want to open up the phone lines very briefly. I'm going to ask Jae'Mie Hughes of Ole Professional Services to open those lines for us to see if there are any additional questions. And going once, twice and sold.

All right.   So, we'd like to thank you all very much for participating in our webinar. We look forward to continuing to work with you on your PREP project. And should you have any additional questions or concerns, please feel free to contact your project officer directly. We are always here to help and provide any information that we can. So we hope you all have a wonderful Monday afternoon.

JAE'MIE: Hi, this is Jae'Mie before we hang up. There is one more question that came through regarding the date. Is the date of the conference the same date for another conference conflict?

MS. SARAH AXELTON: So the last question that just came in says that date is the same data as the NIFRA conference. And we do realize that. And unfortunately, due to hotel conflicts and scheduling conflicts here in the D.C. area, that was the date that worked out best for the PREP program as well. So, it's unfortunate, but that's kind of all the guidance that we can give on that. Okay. I think that covers all the questions. So once again, thank you very much.

(END OF TRANSCRIPT)