Linking Services, Solutions, Communities

Introduction to the Online Data Collection (OLDC) System

COE Partner Services Training Department

ACF Office of Refugee Resettlement Grantees

June, 2013

The Grants Center of Excellence
www.grantsolutions.gov

Agenda

- Welcome
  - Introduction to the Forms ORR1, ORR2, 425
  - Introduction to OLDC
- Username and Password
- Login
- OLDC Home
- Accessing Report Forms
- Report Form
  - Initialize Report
  - Save
  - Attach Files
  - Validate
  - Certify
  - Submit
  - Revise Report
- Resources
- Questions and Answers

INTRODUCTION

Introduction

- OLDC is a convenient electronic method for submitting grant forms

- Benefits include:
  - Report forms can be submitted quickly over the Extranet (secure Internet site)
  - Form modifications made continuously
  - OLDC ensures that all data are in accordance with current policy

Introduction

- Advanced Help Resources
  - On-screen definitions and tips for every field
  - OLDC Documentation
    - Help Sheets
    - Tutorials
    - Grantee Videos

Introduction

- OLDC is a role based system
  - Users may only perform actions if they have the necessary permissions
- Grantee Job Types (group of roles) include:
  - **Data Entry** - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit
  - **Authorized Official** - Person directly involved in the processing of the grant. This might be a Financial Officer (FO) in charge of budgeting the grant, or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official
  - **Grant Director** - Manager of the grant recipient. The default roles are View-only and Certify. The Grant Director may be given other available permissions if more direct control over grants is required
  - **View-Only** - Read and print report forms, but cannot perform any action such as data entry

USER NAME AND PASSWORD

User Name and Password

- New User Names and Passwords are sent via two e-mails from On-Line_Data_Collection_System@acf.hhs.gov
  - The first contains the User Name and Security Policy
  - The second contains the OLDC Password

- If either e-mail is not received, please contact the support center at Phone: 1-866-577-0771 or via e-mail at app_support@acf.hhs.gov

- Grantees already using OLDC to submit other forms do not receive new IDs and passwords. Instead, they may use their existing account information

User Name and Password

- Please ensure spam blockers are not preventing receipt of User Names and Passwords. Make sure that all e-mails are being accepted from

  On-Line_Data_Collection_System@acf.hhs.gov and

  Secure_Sign-In_System@acf.hhs.gov

LOGIN

Log In

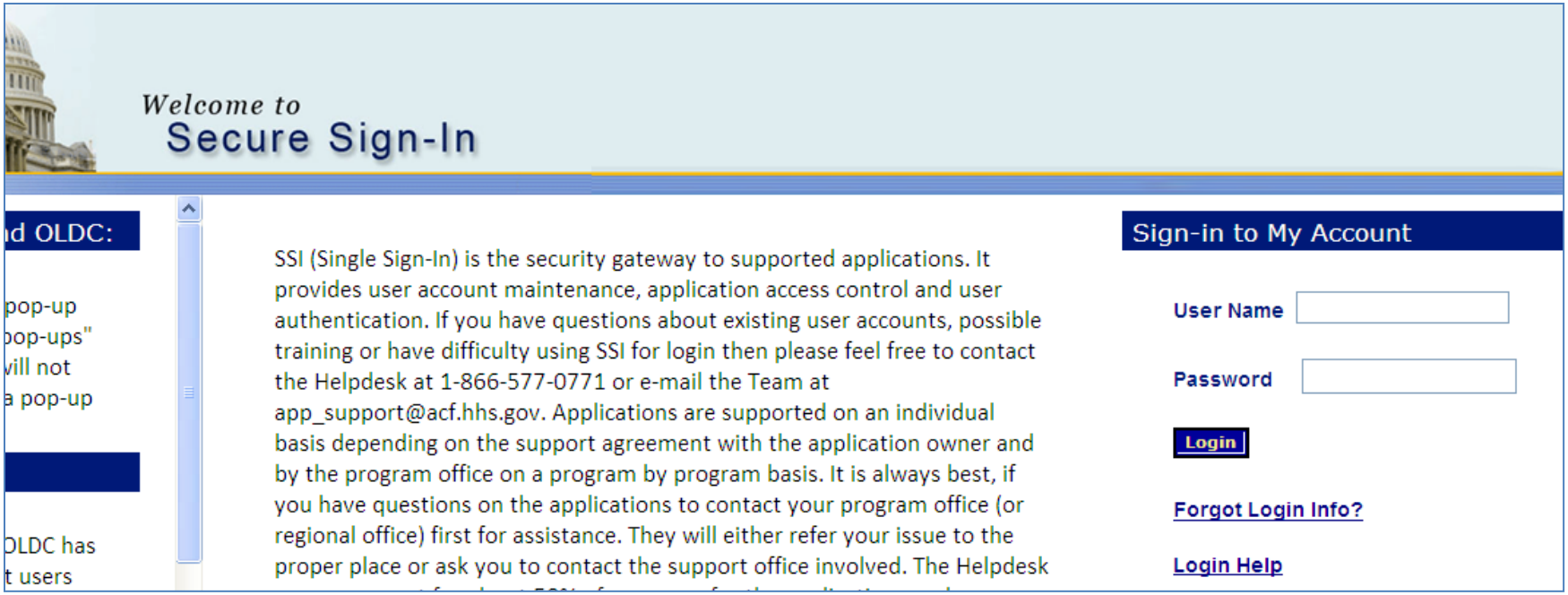
- Enter the secure web address in your browser Address line (Internet Explorer recommended)

https://extranet.acf.hhs.gov/ssi/

- Save the web address as a Favorite for quick access

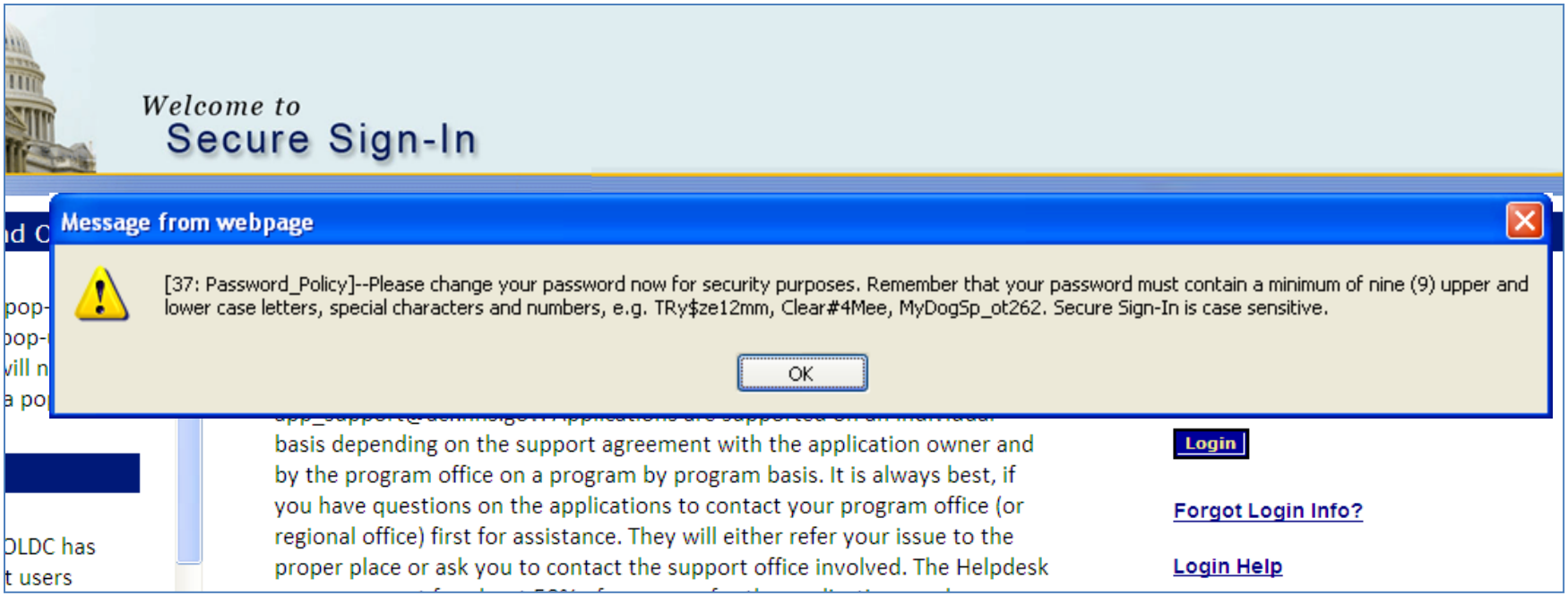
Log In

- The Secure Sign-In Login screen displays
- Enter your User Name and Password, then click **Login**



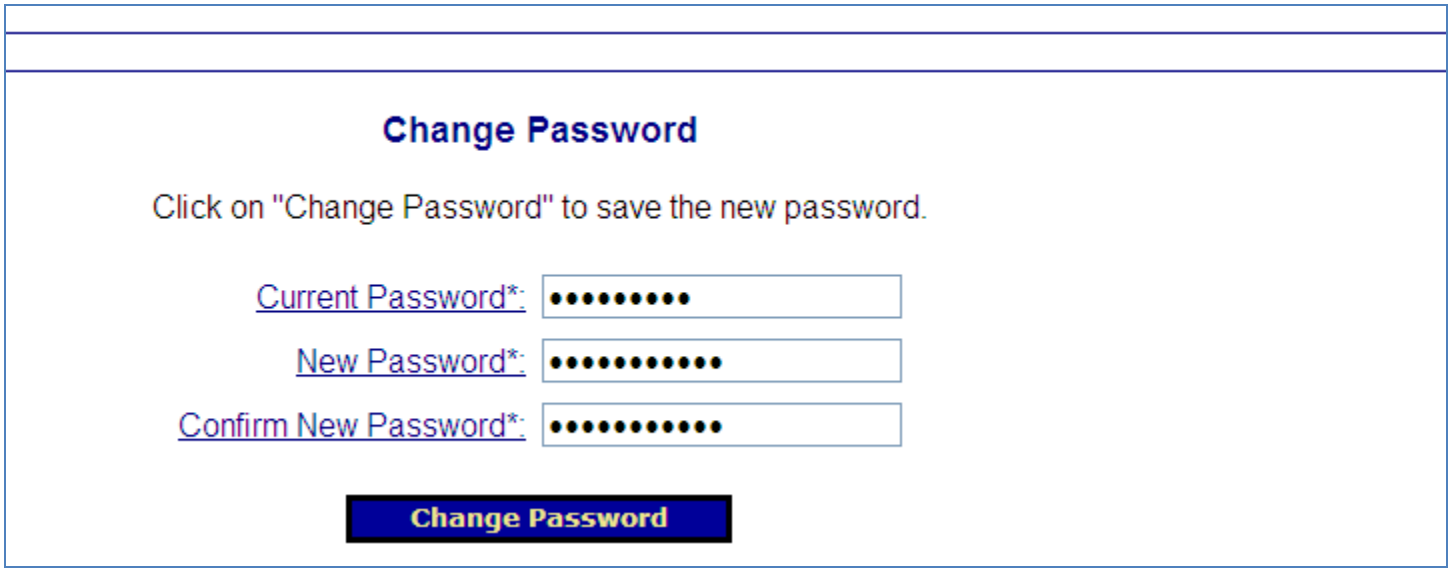
Log In

- You are asked to change your password upon first logon



Log In

- Enter current password, a new password, and confirm new password
- Click the **Change Password** button

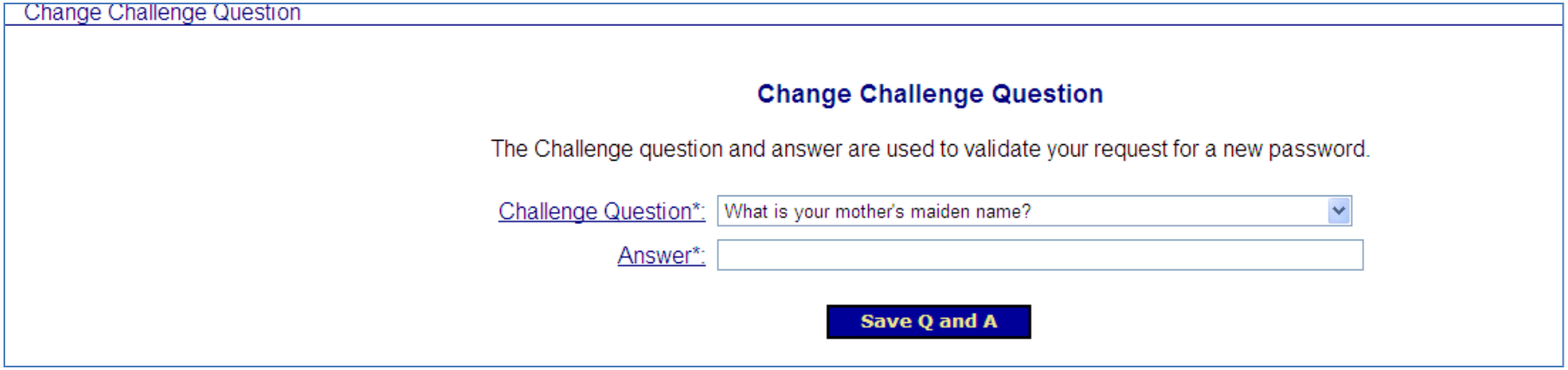


Log In

- Passwords must be changed every 60 days
- A message prompts the user to change their password upon login
- If the password is not changed with the timeframe, the account is disabled for security purposes
  - Contact the Support Center to re-enable the account

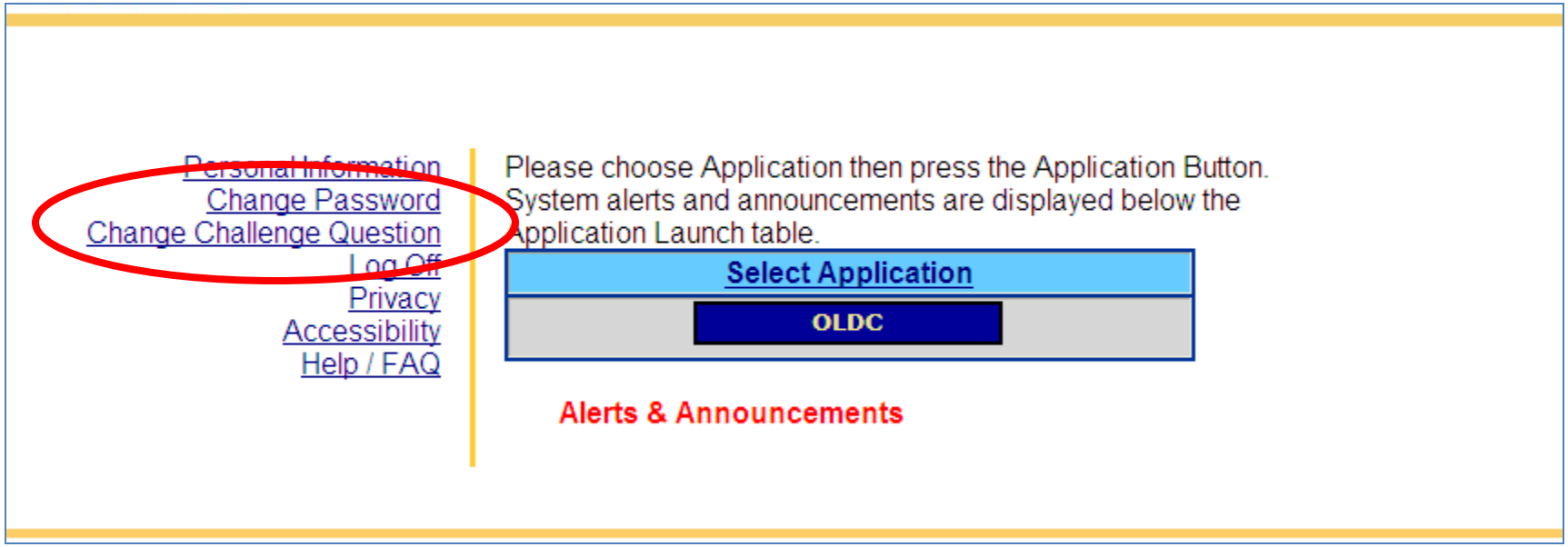
Log In

- The “Change Challenge Question” screen displays. Select a Challenge Question and enter an Answer
- Click the **Save Q and A** button



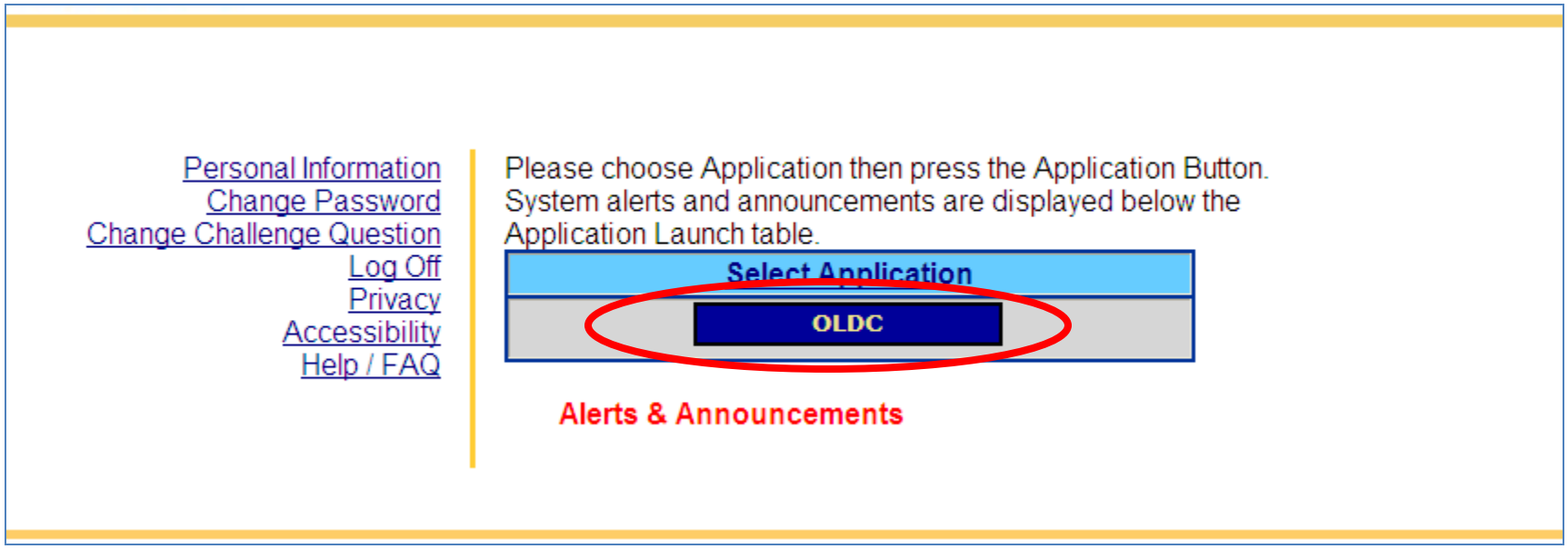
Log In

- The Secure Sign-In (SSI) Home screen displays. 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



Log In

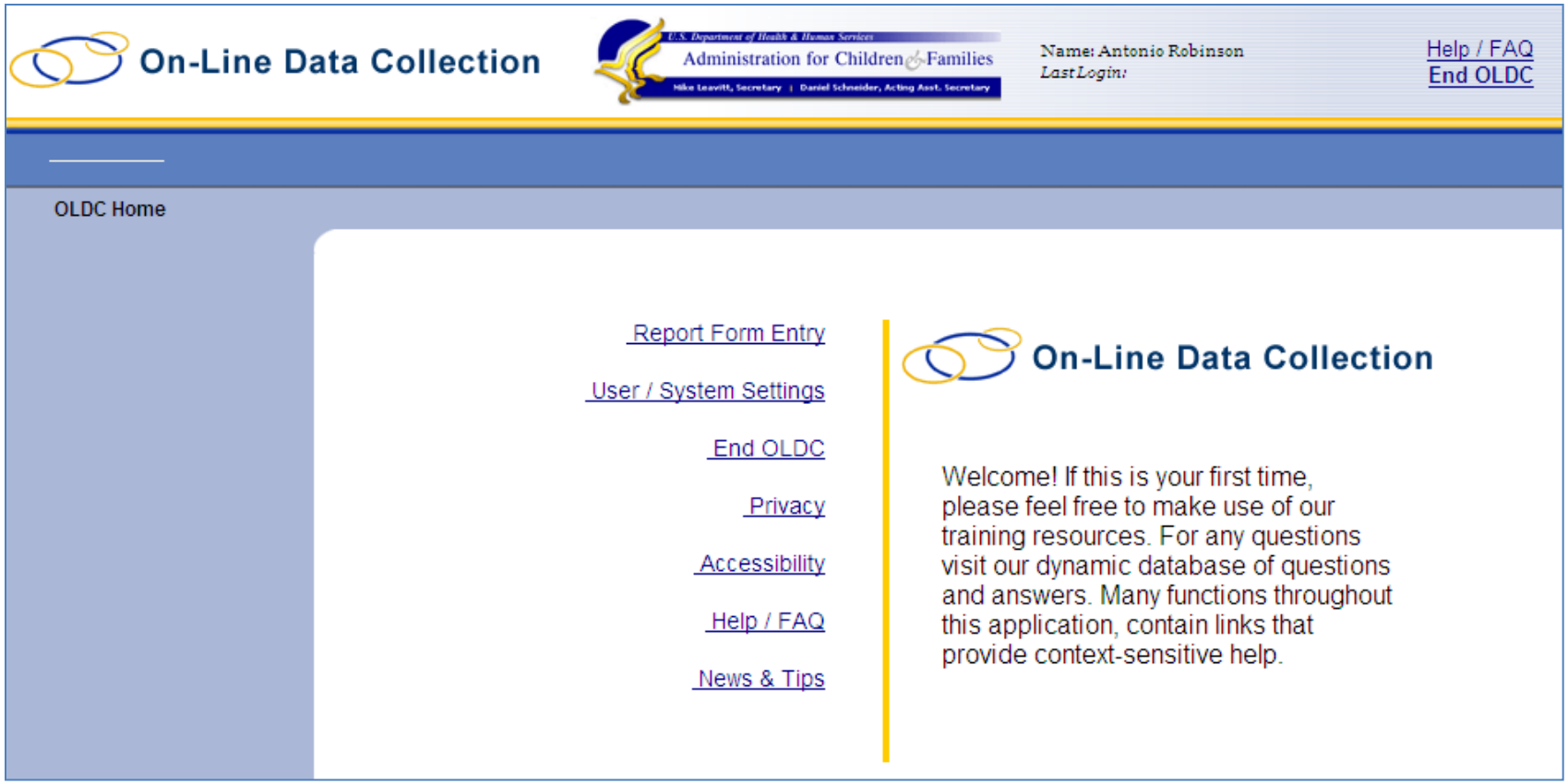
- From the SSI Home screen, click the **OLDC** button



If OLDC does not open, you may have a pop-up blocker on your computer. Disable your browser's pop-up blocker to open OLDC.

Log In

- The OLDC Home screen displays

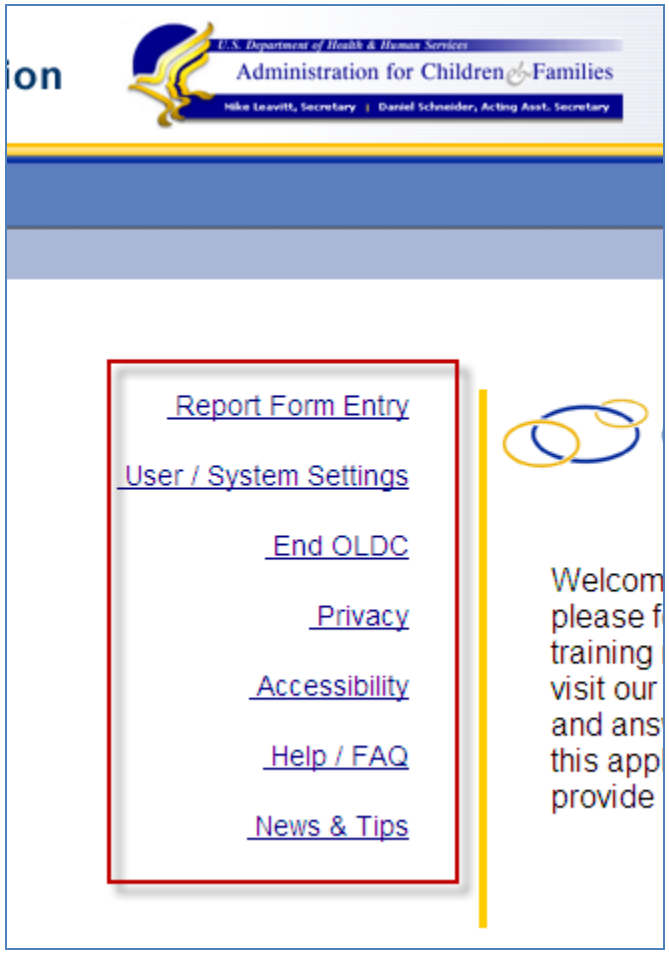


OLDC HOME

OLDC Home

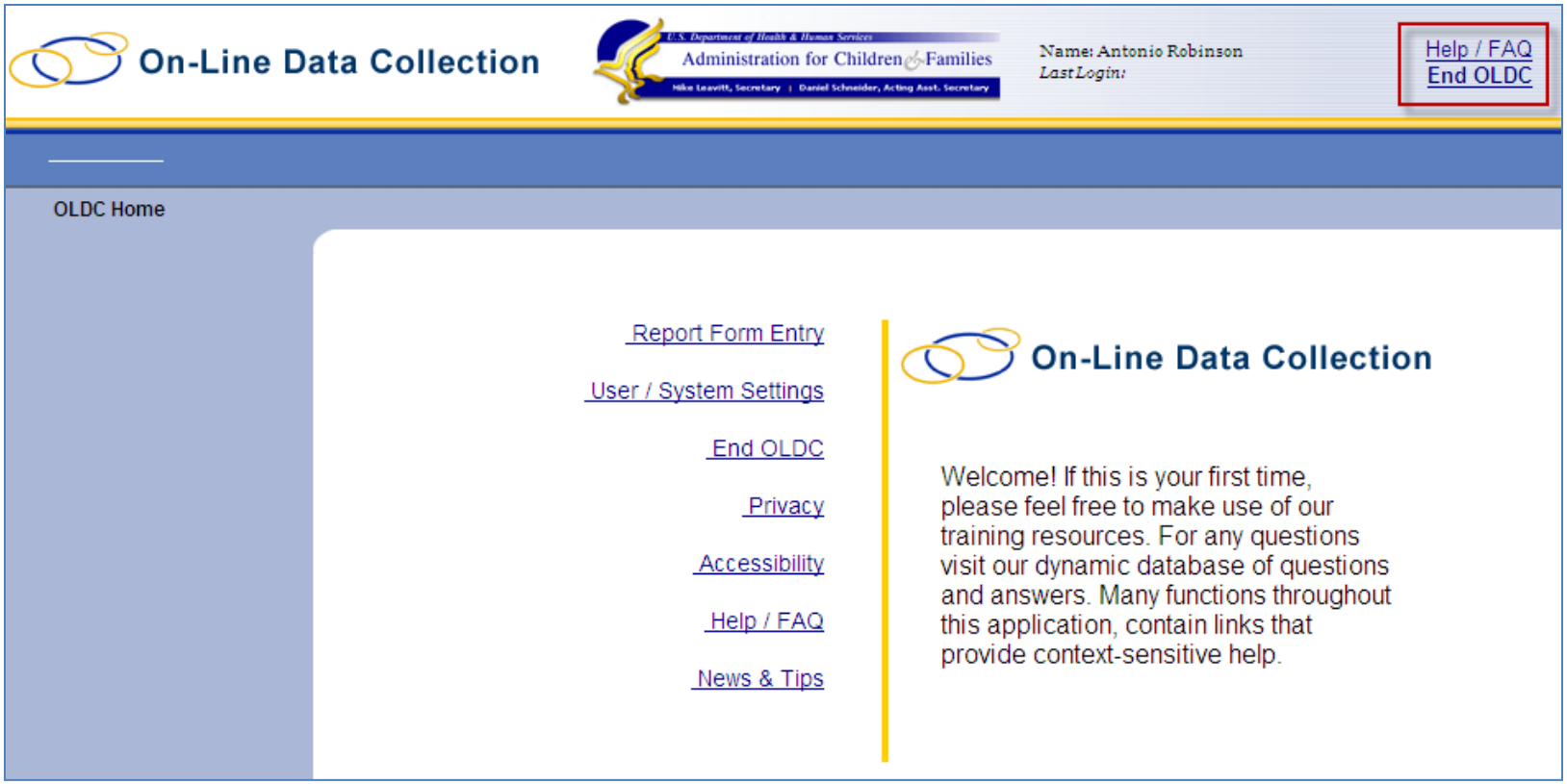
OLDC Main Menu

- Report Form Entry
  - Enter data
  - Retrieve previous or current data
- User/System Settings
  - Customize the way OLDC is used
- News & Tips
  - OLDC Documentation
- End OLDC



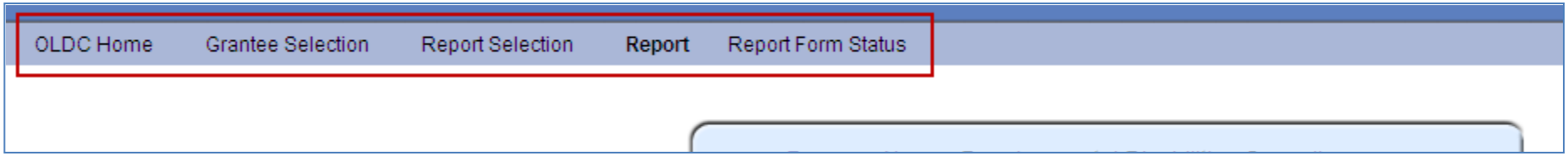
OLDC Home

- The top of each OLDC screen contains the links *End OLDC* and *Help/FAQ*



OLDC Home

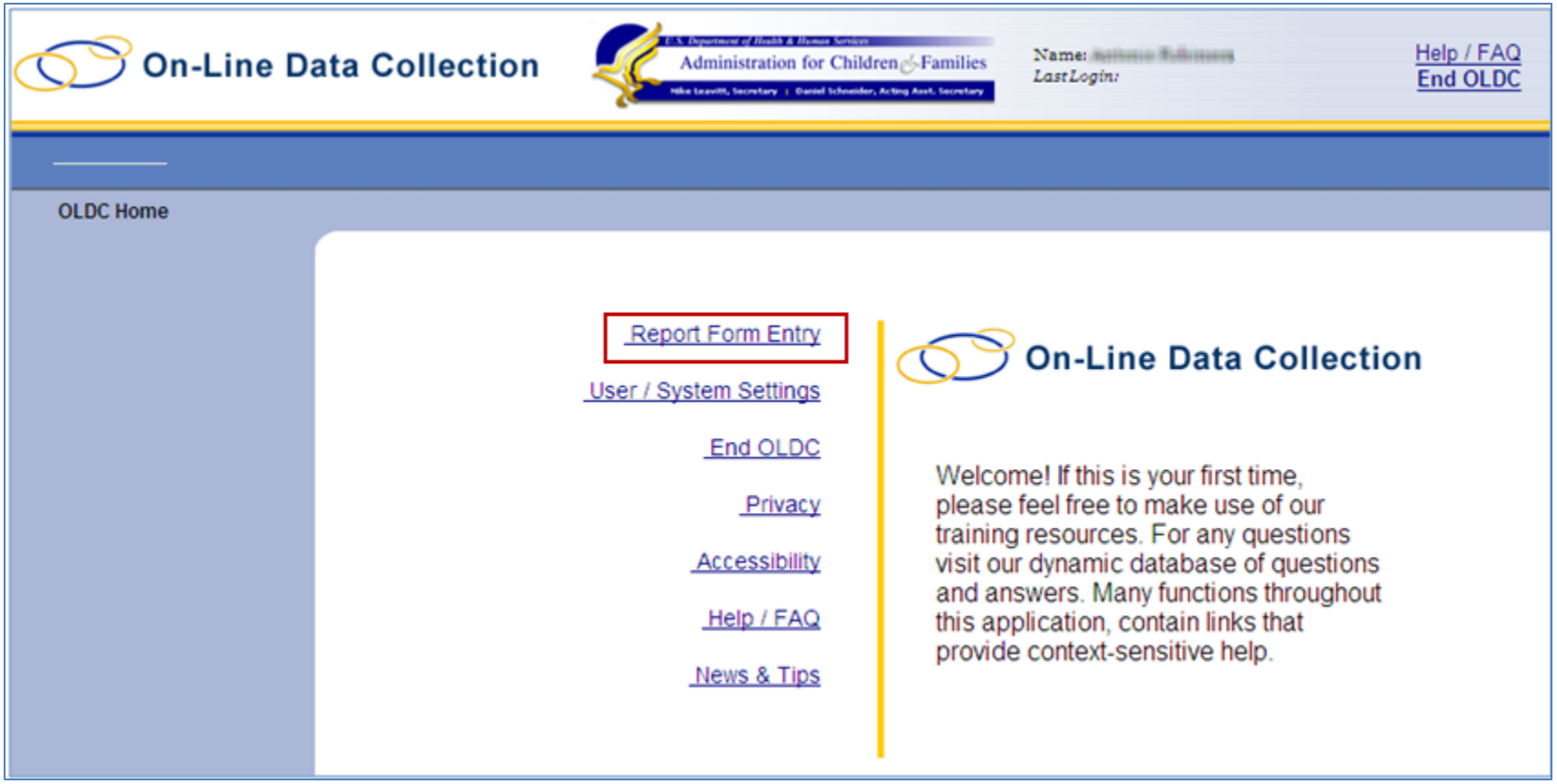
- Click any of the links in the navigation path to return to previous screens in OLDC
- The browser “back” button is disabled for security purposes
- The links appear and disappear as different screens are accessed
- Use the **Report Form Status** link to navigate to the Report Form Status page
  - Contains the report status, actions such as print or delete form, history, contacts, and a list of any attachments



ACCESSING REPORT FORMS

Accessing Report Forms

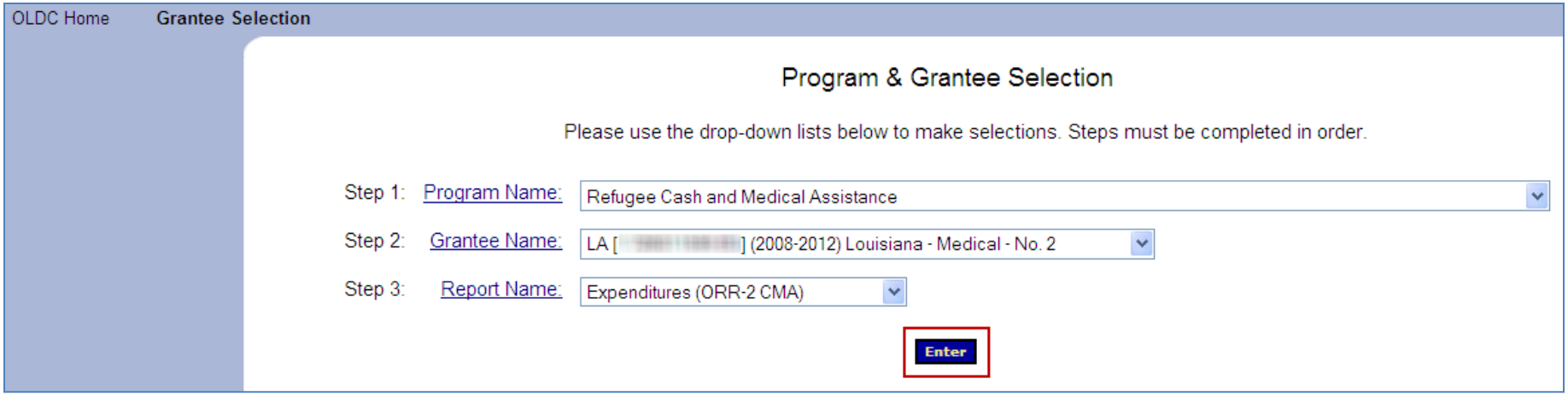
- To access a report form, click the link **Report Form Entry**



Accessing Report Forms

The “Program & Grantee Selection” screen displays

- Step 1: Select the **Program Name** from the drop-down list
- Step 2: Select the **Grantee Name**
- Step 3: Select the **Report Name** to be created, modified, or viewed
- Click the **Enter button**



Report Accessing Report Forms

The "Grant & Report Period Selection" screen displays

- The information box towards the top of the screen contains information based on the selections made from the previous screen

OLDC Home Grantee Selection **Report Selection**

Grant & Report Period Selection

Information Box

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical - No. 2
Report Name: ORR-Qrt Report on Exp. & Obligations

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

Step 1: Funding / Grant Period: Select Funding/Grant Period

Step 2: Report Period:

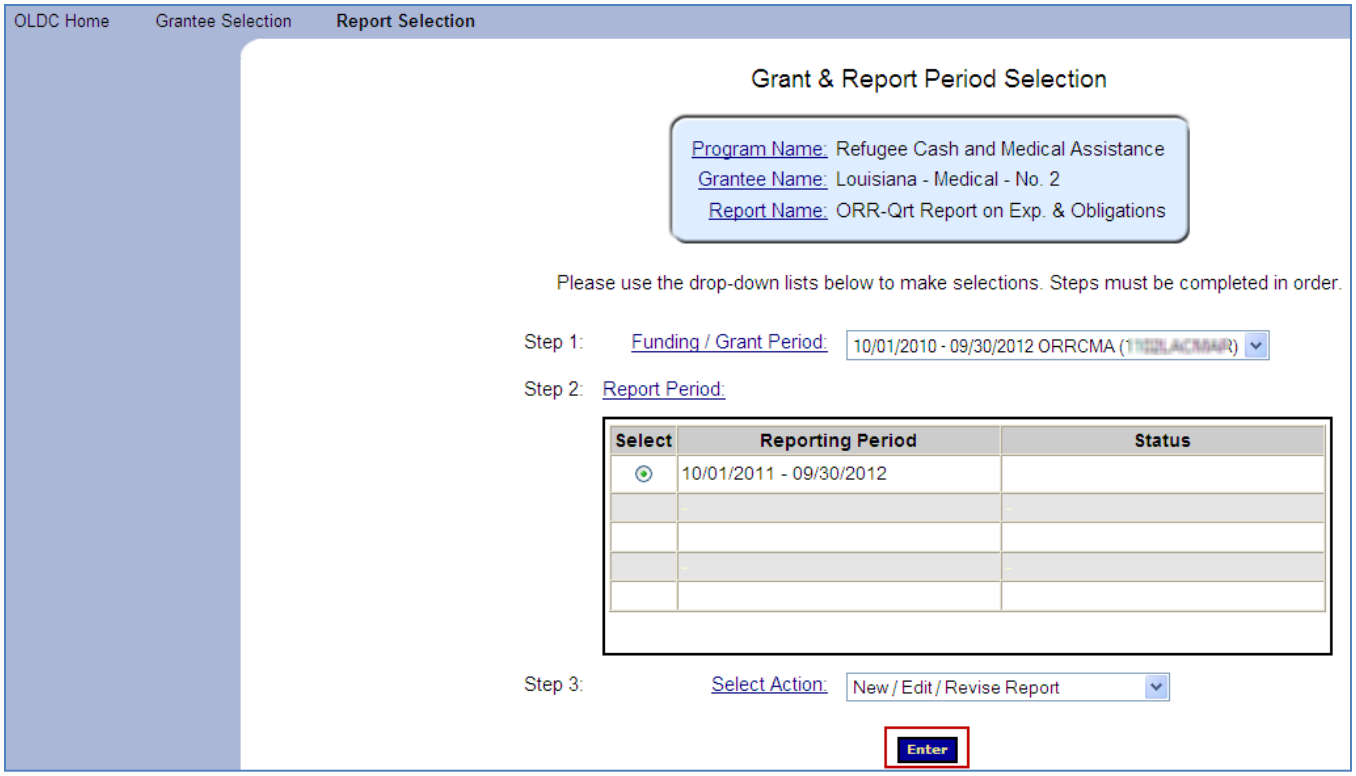
Select	Reporting Period	Status

Step 3: Select Action: Select Action

Enter

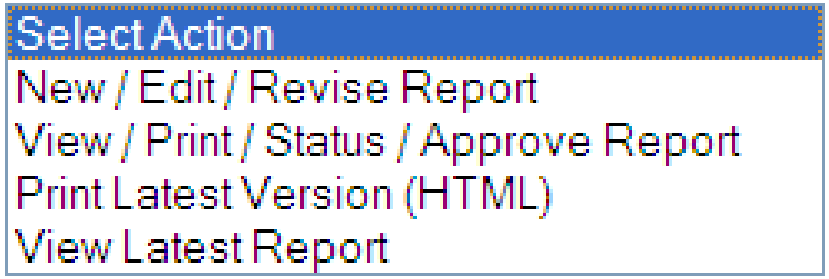
Accessing Report Forms

- Step 1: Select a **Funding/Grant Period**
- Step 2: Select a **Report Period**
  - If a report has been started, the status will display in the Status column
- Step 3: Select an **Action – New/Edit/Revise Report**
- Click the **Enter** button



Accessing Report Forms

- Actions available under Step 3 – Descriptions:
  - **New/Edit/Revise:** initialize a new report form, edit an existing Report Form, or create a revision for a form that has already been completed and accepted by ACF
    - Only staff with the Data Entry job type are able to Initialize a new form
    - Only staff with the role "Revise Submitted Grant Form" are able to create a revision. The original report is retained for historical reference and is not changed
  - **View/Print/Status/Approve Report:** view the existing report, print the report, view the report status including history and contacts



REPORT FORM

Report Form: Initialize

- The New (Initialized) "Report Form" displays
- The Report screen is divided into four parts: the Information box, Report Progress bar, Action buttons, and data entry

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

Information Box and Progress Bar

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical - No. 2
Report Name: ORR-Qrt Report on Exp. & Obligations
Funding/Grant Period: 10/01/2010 - 09/30/2012 ORRCMA (1102LACMAR)
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)
Report Status: Initialized

Report Progress

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

Action Buttons

Save | View/Add Attachments | Validate | Print

Data Entry

Grantee Information

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 1102LACMAR	3. EIN [illegible]
4. Recipient Organization Louisiana - Medical	Address Line 1 PO Box [illegible]	
Address Line 2	Address Line 3	

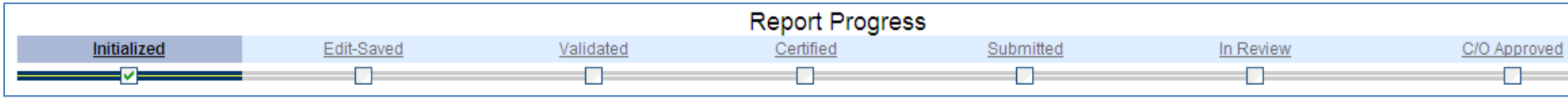
Report Form: Initialize

- The Report Form **Information** box displays all the selections used to create the Report Form. Since data has not been saved, the Report Status is Initialized

Program Name:	Refugee Cash and Medical Assistance
Grantee Name:	Louisiana - Medical - No. 2
Report Name:	ORR-Qrt Report on Exp. & Obligations
Funding/Grant Period:	10/01/2010 - 09/30/2012 ORRCMA ([illegible])
Report Period:	10/01/2011 - 09/30/2012 (Liquidation Period)
Report Status:	Initialized

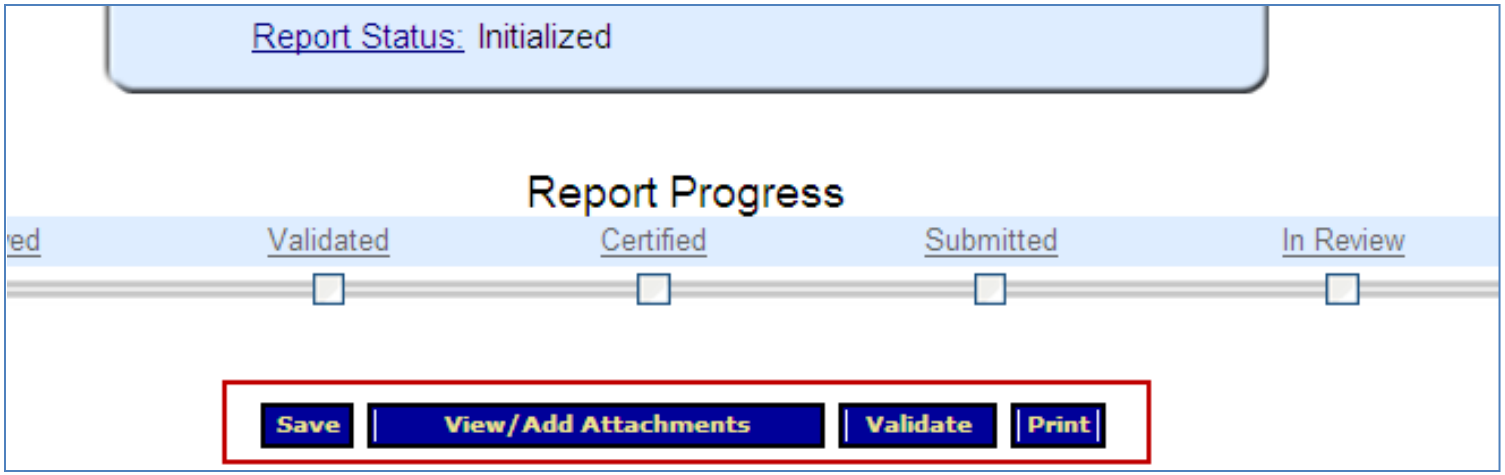
Report Form: Initialize

- The **Progress bar** is a useful tool for visually displaying the current status of the Report Form
- Indicates the steps that have already been finished as well as the steps that need to be taken in order to complete the submission process
  - **Grantee Statuses:** Initialized, Edit-Saved, Validated, Certified, and Submitted
  - **Federal Statuses:** In Review and C/O Approved



Report Form: Save

- Just below the Information box and Report Progress bar are the Action buttons
- Users with the Data Entry Job type are able to Save, View/Add Attachments, Validate, and Print the report
  - Clicking the **Save** button does not submit the report



Report Form: Save

- Directly following the Action Buttons is the Report form itself
  - Click help links to view form instructions
  - Enter data in open fields

Grantee Information

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 1102LACMAR		3. EIN [illegible]
4. Recipient Organization Louisiana - Medical	Address Line 1 PO Box 3797		
Address Line 2	Address Line 3		
City Baton Rouge	State Louisiana - Medical	Zip Code 70821	Zip Ext. 3797
5a. Project/Grant Period Start Date: 10/01/2010 / 5b. Project/Grant Period End Date: 09/30/2011	6a. Reporting Period Start Date: 10/01/2011	6b. Reporting Period End Date: 09/30/2012	7. Final Report? ○ Yes ◉ No
Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance			
Name and Title of Approving Official		Telephone Number: E-mail Address:	
Signature of Approving Official		Date Report Submitted:	

Instructions/Expenditures

Instructions:

In Rows 1 through 6, enter the cumulative amount of allowable expenditures and obligations incurred from the beginning of the award through the reporting period end date. For each program component, include the amount incurred for benefits and services, the amount incurred for program administration and the total for each component.

Additional information on each column of Rows 1 through 7 click on bolded headings.

Data Entry

Cash and Medical Assistance Program Components (Column A)	Total Cumulative Expenditures (Column B)	Total Cumulative Unliquidated Obligations (Column C)	Total Expenditures and Unliquidated Obligations (Column D)	Federal Funds Authorized (Column E)	Unobligated Balance (Column F)
1. Refugee Cash Assistance (RCA)					
a) RCA Recipient Costs	$0	$0	$0		
b) RCA Administration	$0	$0	$0		
c) Subtotal:	$0	$0	$0		
2. Refugee Medical Assistance (RMA)					
a) RMA Recipient Costs	$0	$0	$0		

Help Links

Report Form: Save

- The Report form has three types of data:
  - **Manual data entry** - open fields where you enter the figures
  - **Auto calculations** - closed fields that use formulas to automatically calculate figures based on numbers you input. Values calculate on Save and/or Validate
  - **Validation** – mathematical checks based on numbers you input and policy requirements

Instructions/Expenditures

Instructions:

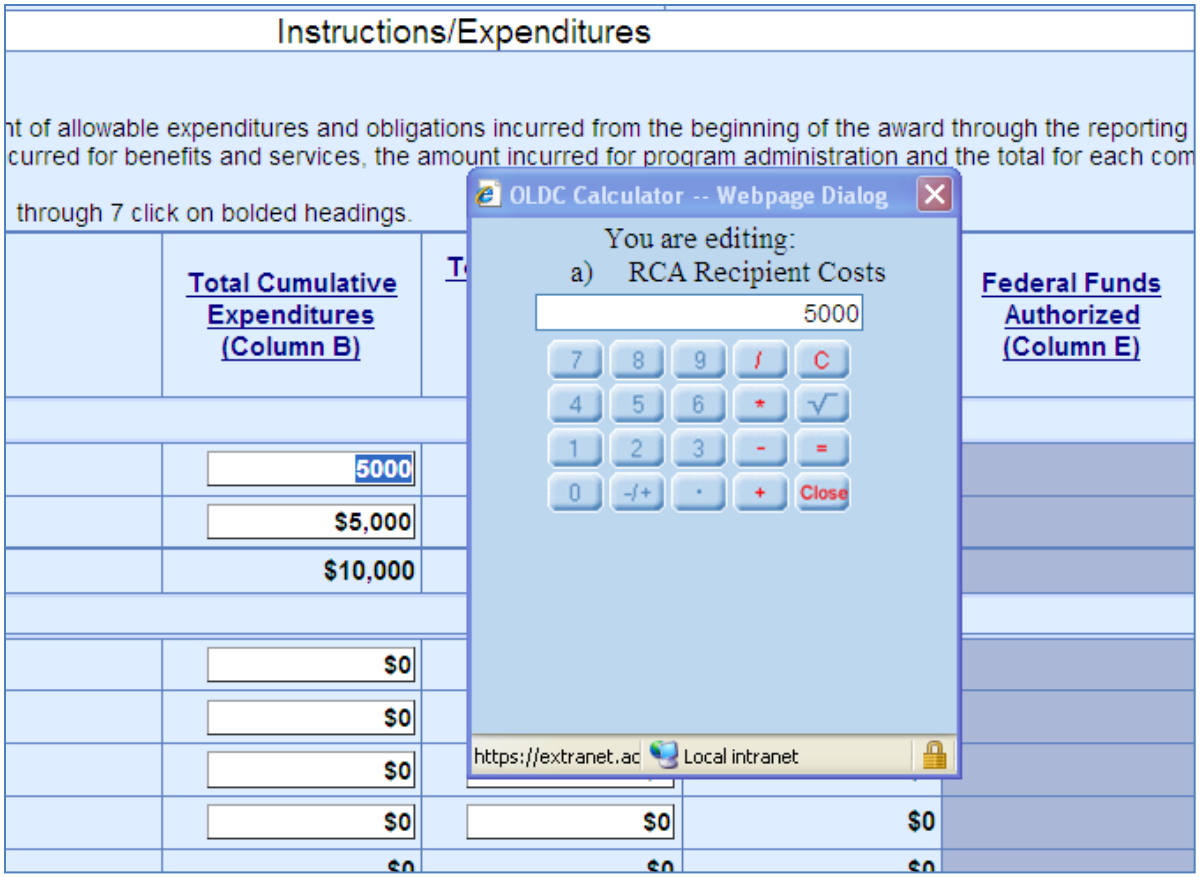
In Rows 1 through 6, enter the cumulative amount of allowable expenditures and obligations incurred from the beginning of the award through the reporting period end date. For each program component, include the amount incurred for benefits and services, the amount incurred for program administration and the total for each component.

Additional information on each column of Rows 1 through 7 click on bolded headings.

Cash and Medical Assistance Program Components (Column A)	Total Cumulative Expenditures (Column B)	Total Cumulative Unliquidated Obligations (Column C)	Total Expenditures and Unliquidated Obligations (Column D)	Federal Funds Authorized (Column E)	Unobligated Balance (Column F)
1. Refugee Cash Assistance (RCA)					
a) RCA Recipient Costs	$5,000	$0	$5,000		
b) RCA Administration	$5,000	$0	$5,000		
c) Subtotal:	$10,000	$0	$10,000		
2. Refugee Medical Assistance (RMA)					
a) RMA Recipient Costs	$0	$0	$0		
b) RMA Administration	$0	$0	$0		
c) Medical Screening	$0	$0	$0		
d) Medical Screening Administration	$0	$0	$0		
e) Subtotal	$0	$0	$0		
3. Unaccompanied Refugee Minors (URM)					
a) Services for URMs	$0	$0	$0		
b) URM Program Administration	$0	$0	$0		
c) Subtotal	$0	$0	$0		

Report Form: Save

- Double-click an open number field to use the OLDC Calculator



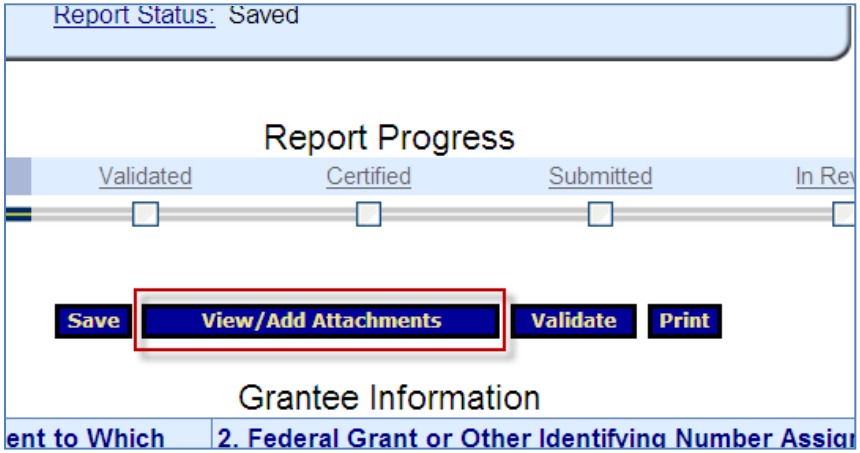
Report Form: Attach Files

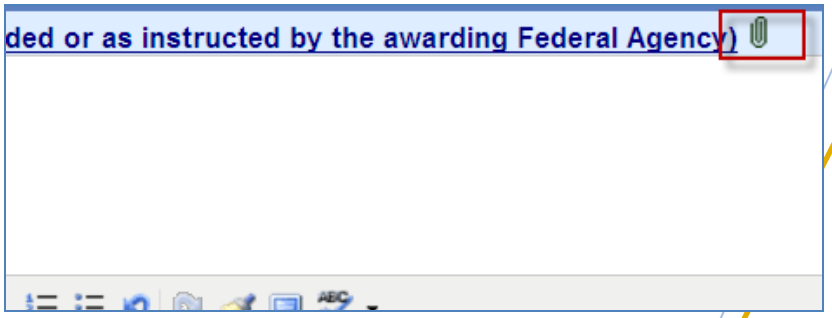
- Files may be attached to the Report Form itself or to an individual cell
  - A paper clip icon indicates cell level attachments can be made
  - Acceptable file types include Word Documents, Excel Spreadsheets, or PDFs
- A person with the Data Entry Job Type may attach files by default

Report Form: Attach Files

Use the **View/Add Attachments** button to add a file to the Report Form

Click a **paper clip icon** to attach a file to a specific cell





Report Form: Attach Files

- The “File Attachment” screen displays. Browse for the desired file and then click the **Attach File** button

File Attachment

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical
Report Name: ORR-Qrt Report on Exp. & Obligations Revision # 1
Funding/Grant Period: 10/01/2010 - 09/30/2012 ORRCMA (
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)
Report Status: Saved

This page displays the attachments of the current submission of form and date received. To add another attachment click on "Browse", select file from your local computer and then click "Attach File".

Local Attachment: C:\Documents and Sett Browse...

Attach File

Report Attachments

Attachment Type:	File Name:	Date Received:	Delete:

Cell Attachments.

Cell Location:	File Name:	Date Received:	Delete:

Delete Selected File(s)

Report Form: Attach Files

- The attachment appears as either a Report Attachment or a Cell Attachment.
- As along as the report is still Saved or Validated, Attachments may be deleted.

File Attachment

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical
Report Name: ORR-Qrt Report on Exp. & Obligations Revision # 1
Funding/Grant Period: 10/01/2010 - 09/30/2012 ORRCMA ([redacted])
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)
Report Status: Saved

This page displays the attachments of the current submission of form and date received. To add another attachment click on "Browse", select from your local computer and then click "Attach File".

Local Attachment: Browse...

Attach File

Report Attachments

Attachment Type:	File Name:	Date Received:	Delete:
Form Attachment	TEST.PDF	06/18/2013	☐

Cell Attachments.

Cell Location:	File Name:	Date Received:	Delete:

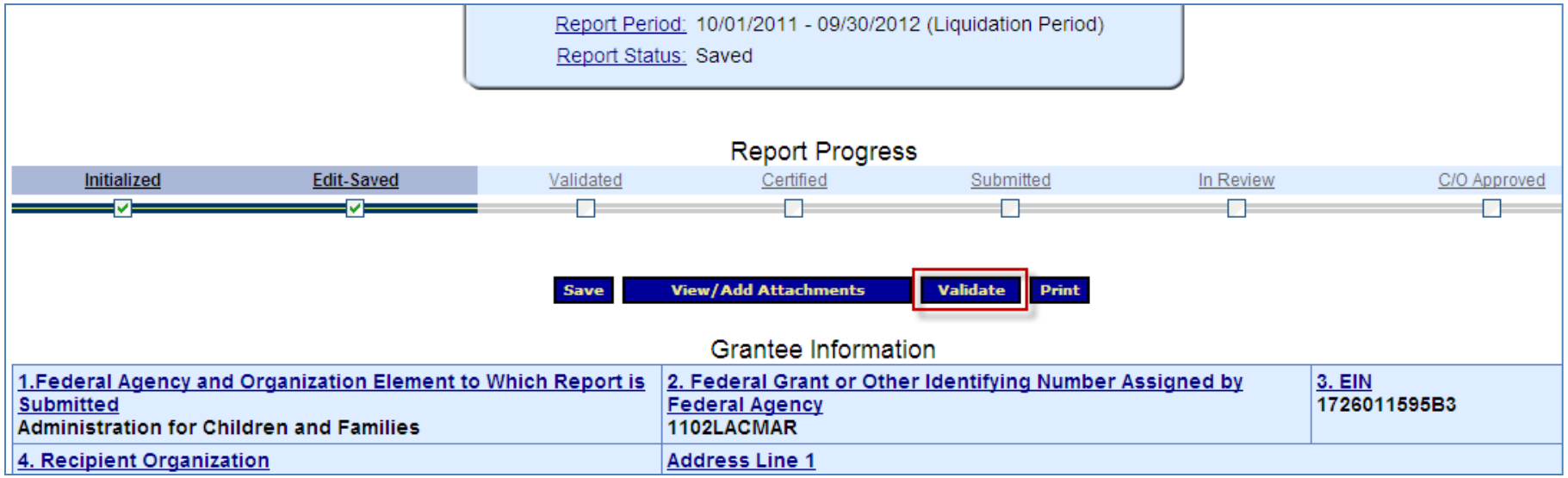
Delete Selected File(s)

Report Form: Validate

- Once data is entered and saved, the form must be validated. Validate checks the form for mathematical errors
  - **Saved -- Validated**: There are no errors and the form is ready to be certified
  - **Validated -- with Warnings**: The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted
  - **Saved with Errors**: An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected

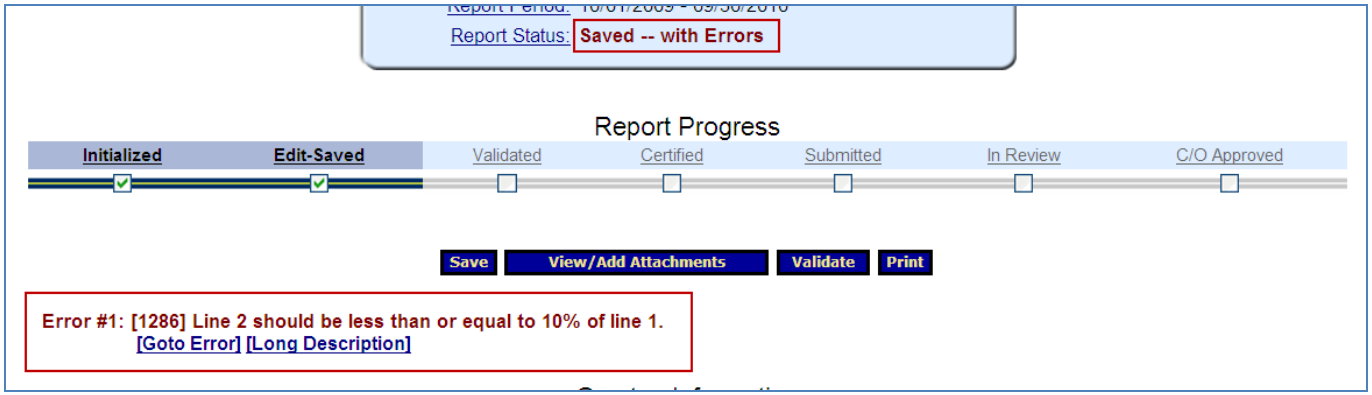
Report Form: Validate

- Click the **Validate** button



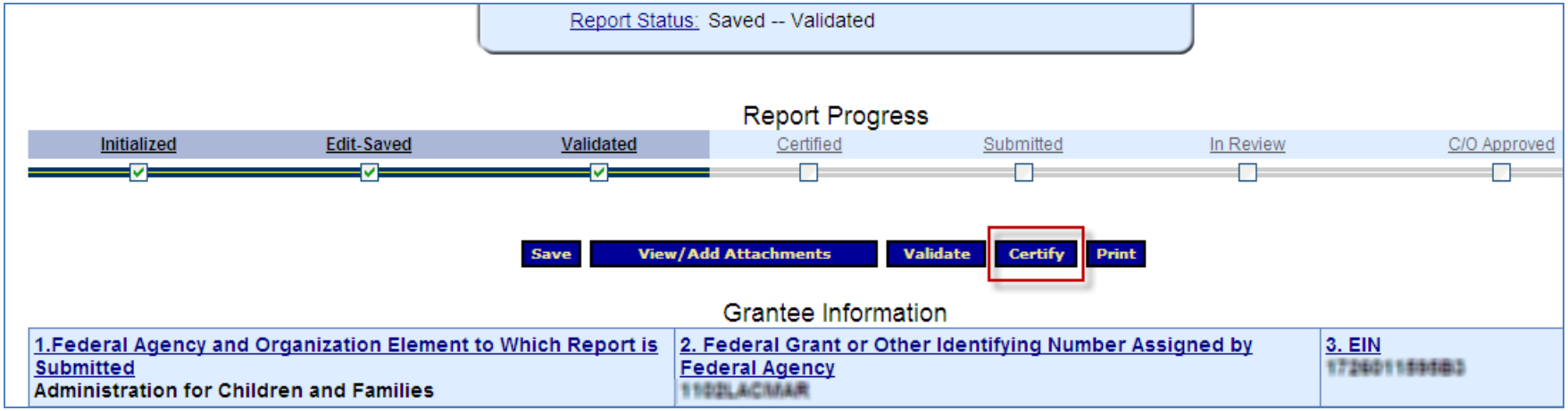
Report Form: Validate

- Reports with warnings or errors display a message with a short description of the issue just below the Action buttons
  - Click the **Go to Error** link to jump to the field on the screen in question
  - Click the **Long Description** link for more detailed information about the issue
- Resolve the error on the screen and then re-validate the Report Form



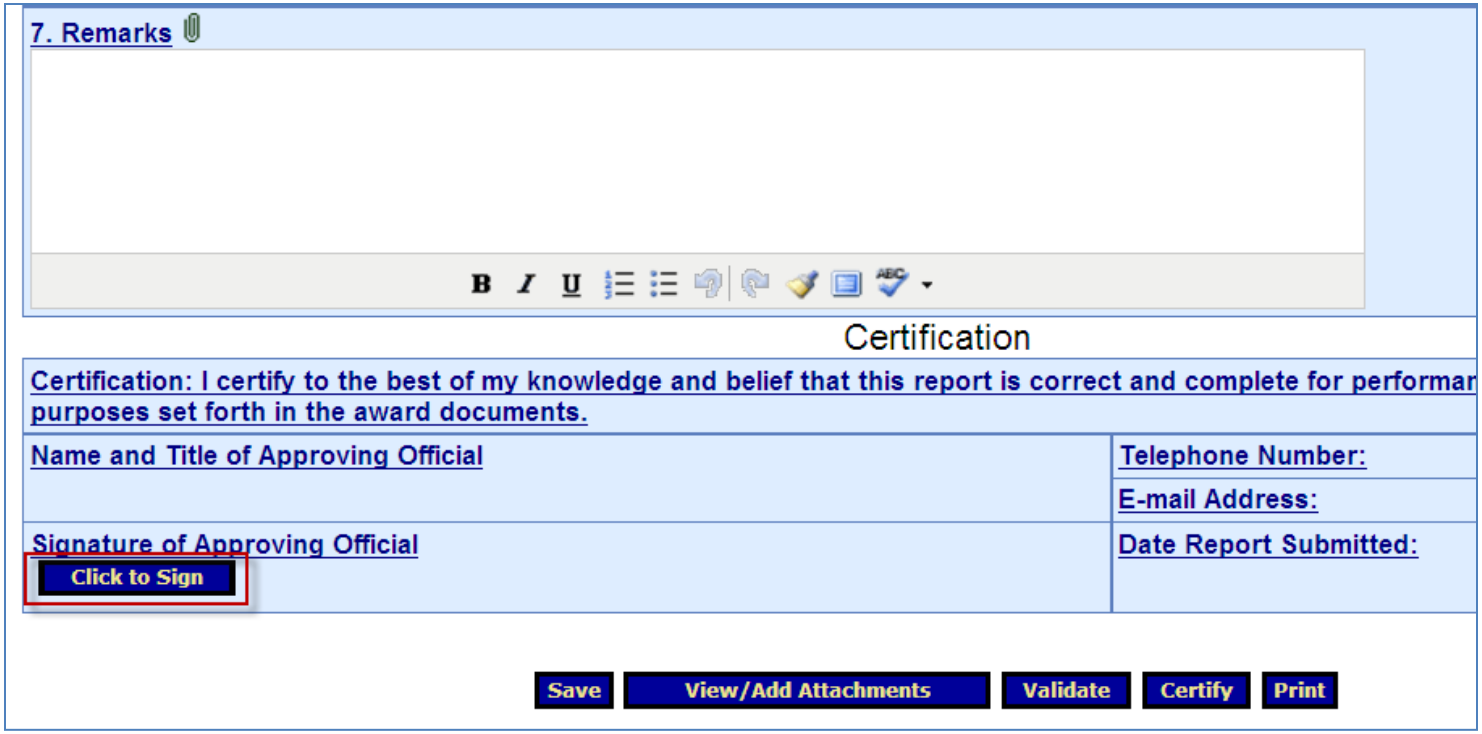
Report Form: Certify

- After a report form has been successfully saved and validated, a person with the appropriate role can Certify the report form with a digital signature.
  - When clicking the Certify button, the message "Changes made after saving this form will be lost. You have the ability to sign in the signature are by pressing the **Click to Sign** button This will complete your Certify process and officially sign this form." Click **OK**



Report Form: Certify

- The screen jumps to the Certification section. Click the **Click to Sign** button



Report Forms: Submit

- When the form is electronically signed, it displays a Certified status
- An UnCertify button is available in case there is a need to return to the report for editing
- The report form is now ready to be submitted. Only a person with the role "Submit" has the Submit button. Click **Submit** to officially send the report to ACF

6. Total	$0	$0	$0	$7,400,

7. Remarks

Certification

Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of a purposes set forth in the award documents.

Name and Title of Approving Official	Telephone Number:
Oldc Test6	E-mail Address:
Signature of Approving Official Esign	Date Report Submitted: 06/18/2013

View Attachments | UnCertify | Submit | Print

Report Forms: Submit

- The “This will officially submit your report to ACF. Do you wish to continue” message displays. Click **OK**
- After submitting a report form, the “Report Form Status” screen appears
  - The message “We have received your report. This page shows all reports we have received along with attachments” displays. Click **OK**

Report Selection Report Form Status

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical - No. 2
Report Name: ORR-Qrt Report on Exp. & Obligations
Funding/Grant Period: 10/01/2010 - 09/30/2012 ORRCMA (
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)

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

Report Form Status

Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original				as PDF

Message from webpage

We have received your report. This page shows all reports we have received along with attachments.

OK

Report Submissions:				Change (if kno
Original	Submitted	06/04/2013 12:49:42 PM	Anna-Lisa Walters	
Original	Certified	06/04/2013 12:46:31 PM	Anna-Lisa Walters	Signed as Authoriz Official

Report Form: Status Page

- The "Report Form Status" page contains four sections
  1. Report Form Status: Contains button to View Original report or any Revisions, the Report Status, Status Date, Report Action, and Print option

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	06/04/2013	Unsubmit Report	HTML Print Form Go

Report Form: Status Page

2. Report Status History: History of all the actions taken on the report form, including Report Action, Date and Time, User Name, and Change

Report Status History

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted	06/04/2013 12:49:42 PM	Anna-Lisa Walters	
Original	Certified	06/04/2013 12:46:31 PM	Anna-Lisa Walters	Signed as Authorized Official
Original	Saved -- Validated	06/04/2013 12:41:32 PM	Anna-Lisa Walters	
Original	Saved -- Validated	06/04/2013 12:41:08 PM	Anna-Lisa Walters	

Report Form: Status Page

3. Contacts: People listed as primary contacts for the program and report

Contacts

Contact Name:	Telephone #:	E-mail:
Mohammad Ronosentono2	Not Available	mohammadr@smdi.com
Jyothi Sakhamuri	Not Available	jyothis@smdi.com

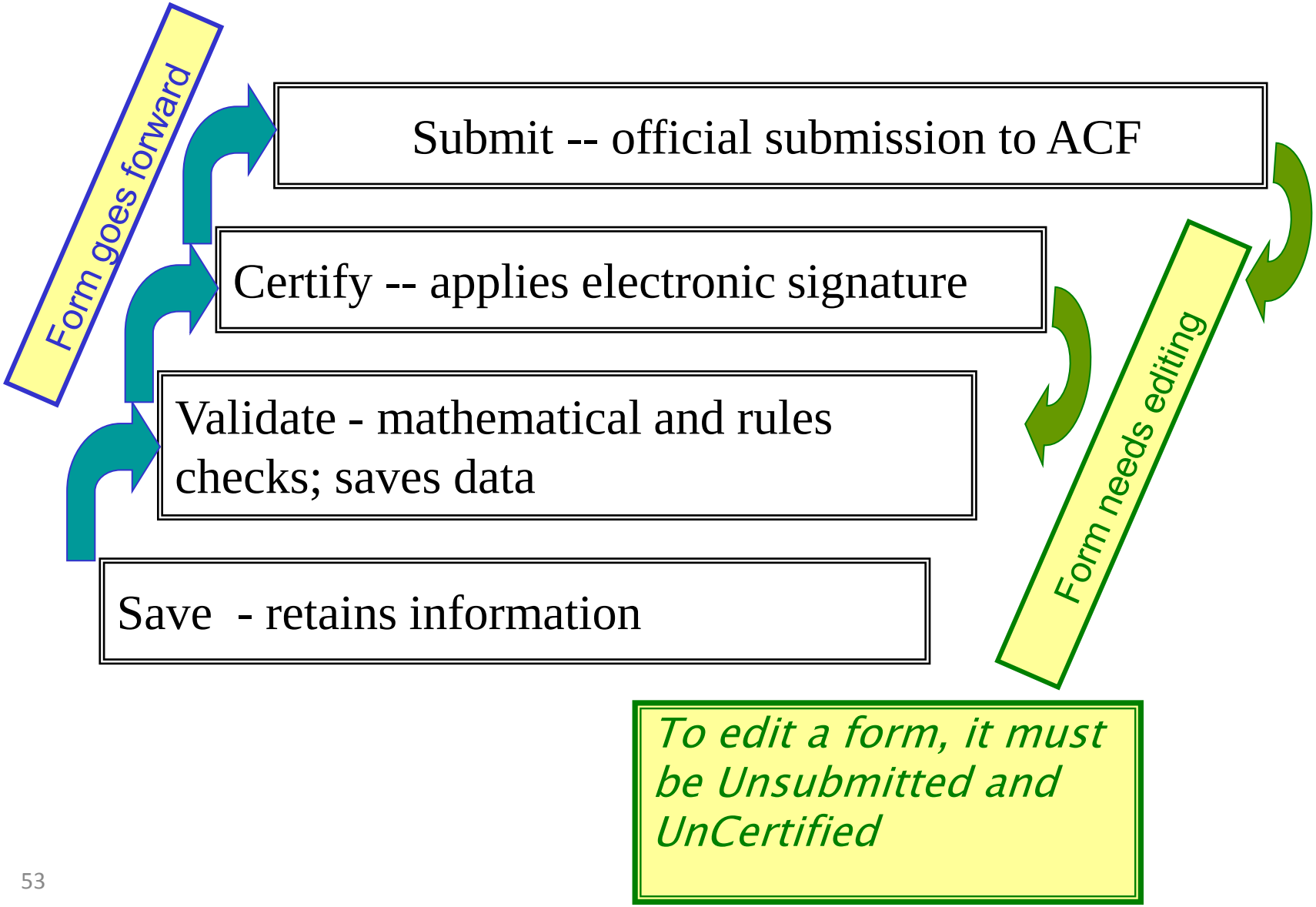
Report Form: Status Page

4. Remarks History: Contains any remarks added by Federal staff

Remarks History

Remark ID:	Date/Time:	User Name:	Remarks:

Report Form: Submitting



Revise Report

- A Revision is an exact duplicate of the submitted and Accepted Report Form, only the data fields are open and modifications can be made
- A Revision may only be initiated once the original submitted report has the status *Submission Accepted by CO*
- The original Report Form does not change and can be accessed by clicking "View Original" from the Status page
- There is no limit to the number of Revisions for a single Report Form

Revise Report

- From the "Grant & Report Period Selection" screen, select **New/Edit/Revise** from Step 3 and click **Enter**

Grant & Report Period Selection

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical - No. 2
Report Name: ORR-Qrt Report on Exp. & Obligations

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

Step 1: Funding / Grant Period: 10/01/2010 - 09/30/2012 ORRCMA (1102LACMAR)

Step 2: Report Period:

Select	Reporting Period	Status
⊙	10/01/2011 - 09/30/2012	Submission Accepted by CO

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

Enter

Revise Report

- The “Report” screen displays. The Report Form is a duplicate of the original submission but the fields are open for data entry
- The Revision number is visible from the Information box -Report Name line
- The report submission process is the same as for the original. The form must be Saved, Validated, Certified, and Submitted

Revise Report

- The original report is retained for historical purposes and may be accessed from the "Report Form Status" page

form information, click on 'Grantee Selection'.

Report Form Status

Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
Edit Revision # 1	Saved	06/04/2013	Delete Report	Print as PDF Go
View Original	Submission Accepted by CO	06/04/2013		Print as PDF Go

Report Status History

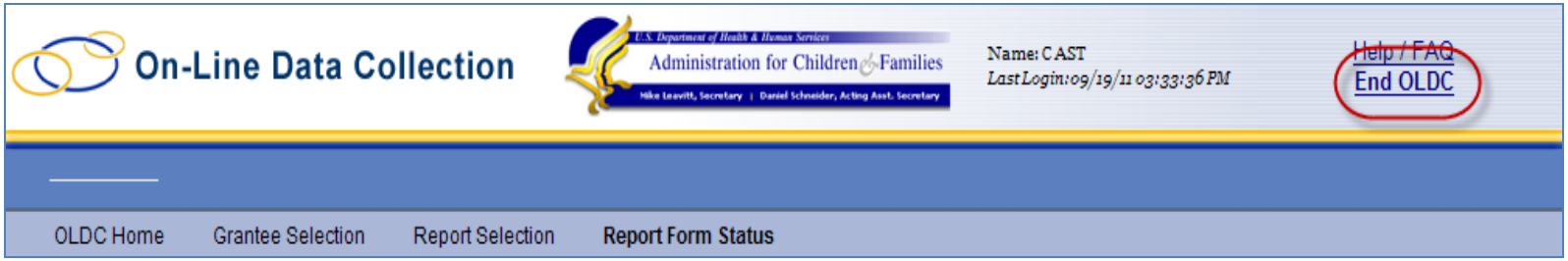
Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Revision # 1	Saved	06/04/2013 01:01:56 PM	Anna-Lisa Walters	
Revision # 1	Initialized	06/04/2013 12:59:15 PM	Anna-Lisa Walters	
Original	Submission Accepted by CO	06/04/2013 12:57:12 PM	Anna-Lisa Walters	
Original	Submission in Review by CO	06/04/2013 12:57:10 PM	Anna-Lisa Walters	Automatically locked from changes on due date by OLDC system

Report Form

- It is important to save often. After 30 minutes of inactivity from your computer to the OLDC server, you are disconnected from the system. Any information not saved is lost. Activity includes **Saving, Printing, Validating**, **Certifying, Submitting,** etc.

Report Form: 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
  - When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked



Report Form: Other Report Forms

- OLDC contains two additional report forms:
  - ORR-1 CMA Program Estimates
  - Expenditures – FFR SF -425 (Federal Financial Report)

Report Forms: ORR-1 CMA Program Estimates

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical - No. 2
Report Name: ORR-1 CMA Program Estimates
Report Period: 10/01/2011 - 09/30/2012
Report Status: Initialized

Report Progress

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

Save | View/Add Attachments | Validate | Print

Instructions:
Click on bolded headings for instructions.

Reporting Information

Grantee Name: Louisiana - Medical	Federal Fiscal Year: 2012

Estimates

Cash/Medical/Administration (Col. 1)	Estimated Average Monthly Unit Cost (Col. 2)	Estimated Average Monthly Recipients/Users (Col. 3)	Estimated Fiscal Year Expenditures (Col. 4)
Cash assistance: 1. RCA recipients	$0	0	$0
Medical Assistance: 2. RMA Recipients	$0	0	$0
3. Medical Screenings	$0	0	$0
Administration: 4. Overall Management			$0
5. Provision of RCA/RMA			$0
6. Total Administration			$0
Unaccompanied Refugee Minors: 7. Services	$0	0	$0
8. Administration			$0
9. Total Estimate			$0

Certification

Signature: Approving Official	Approver Name and Title
Date Submitted:	Agency Name:

Report Forms: FFR SF-425 (Top)

Program Name: Refugee Cash and Medical Assistance
Grantee Name: Louisiana - Medical - No. 2
Report Name: Federal Financial Report (FFR) (Archive)
Funding/Grant Period: 10/01/2010 - 09/30/2012 ORRCMA ([illegible])
Report Period: 07/01/2012 - 09/30/2012 (Liquidation Period)
Report Status: Initialized

Report Progress

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

Save | View/Add Attachments | Validate | Print

1. Federal Agency and Org. Element to Which Report is Submitted Administration for Children and Families		2. Federal Grant or Other Identifying Number Assigned By Fed. Agency (To report multiple grants, use FFR Attachment) [illegible]		
3. Recipient Organization (Name and complete address including Zip code)				
4. Grantee Name Louisiana - Medical		Grantee Name2 Louisiana Department of Health and Hospitals		
Grantee Street Address1 [illegible]		Grantee Street Address2		
Grantee Street Address3				
Grantee City Baton Rouge	Grantee State LA	Grantee Zip 5 70821	Grantee Zip +4 3797	
4a. DUNS Number	4b. EIN 1726011595B3	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ◉ QUARTERLY ○ SEMI-ANNUAL ○ ANNUAL	Final Report ◉ NO ○ YES
7. Basis of Accounting ◉ CASH ○ ACCRUAL	8. Project/Grant Period From (Month, Day, Year) 10/01/2010	To: (Month, Day, Year) 09/30/2011	9. Reporting Period End Date (Month, Day, Year) 09/30/2012	

Transaction Information

10. TRANSACTIONS	Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	$0
b. Cash Disbursements	$0
c. Cash on hand (line a minus b)	$0
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$0
e. Federal share of expenditures	$0
f. Federal share of unliquidated obligations	$0
g. Total Federal share (sum of line e plus line f)	$0
h. Unobligated balance of Federal funds (line d minus g)	$0

Report Forms: FFR SF-425 (Bottom)

Recipient Share:	
i. Total recipient share required	$0
j. Recipient share of expenditures	$0
k. Remaining recipient share to be provided (line i minus j)	$0
Program Income:	
l. Total Federal program income earned	$0
m. Program income expended in accordance with the deduction alternative	$0
n. Program income expended in accordance with the addition alternative	$0
o. Unexpended program income (line l minus line m or line n)	$0

FFP Rate Applied (%) : -100.00%

Total Expenditures: $ (Fed Share / Rate) : $0

Indirect Expense

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
No. 1	Select	0.00%			$0	$0	$0	☐
g. Totals:					$0	$0	$0	

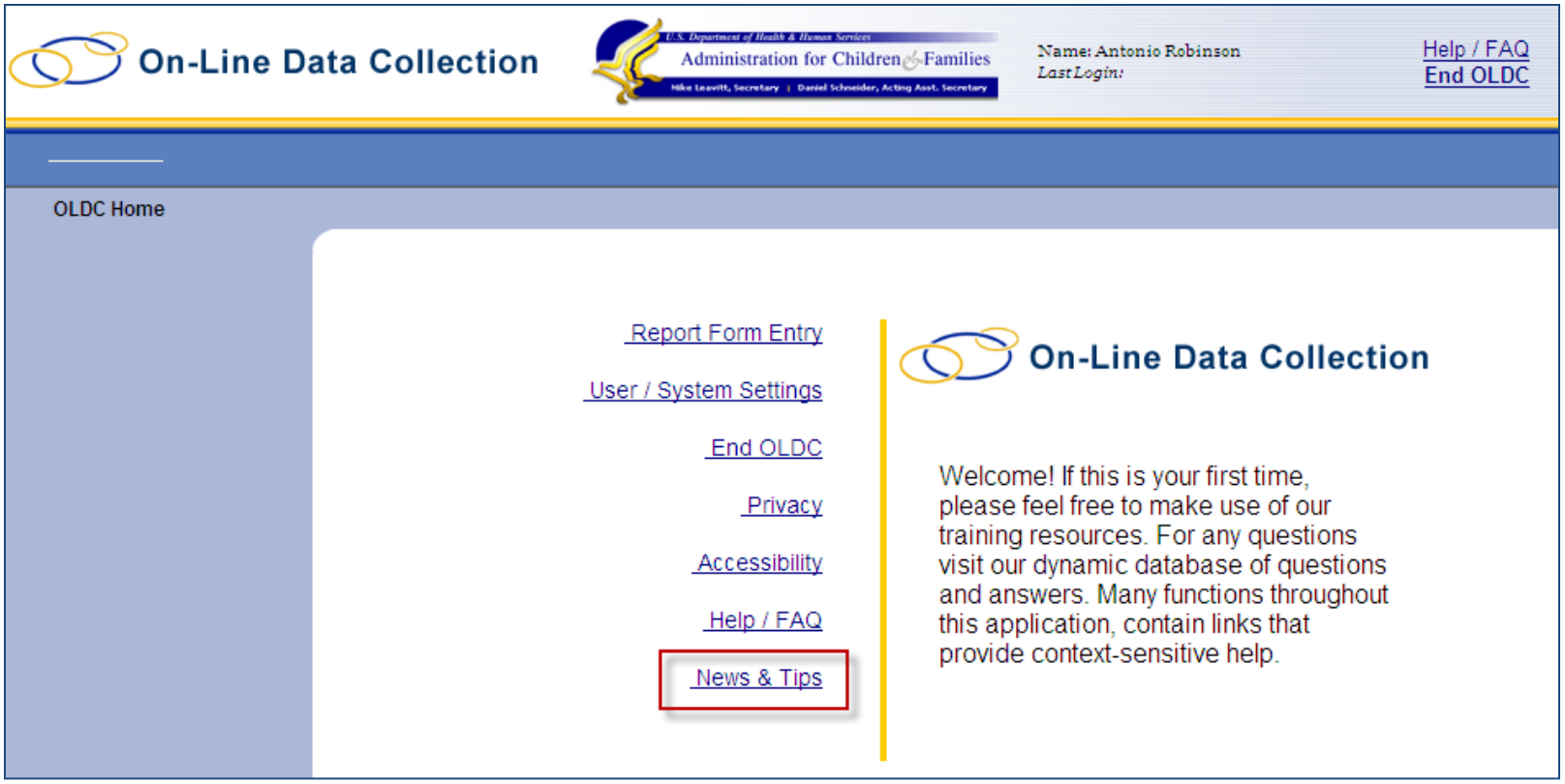
Add Indirect Expense: 1 Add Delete Marked Rows

12. Remarks

RESOURCES

Resources: OLDC Documentation Site

- Help resources are available by clicking the **News & Tips** link from the Main Menu



Resources: OLDC Documentation Site

- The “OLDC Documentation” site appears in a new window

U.S. Department of Health & Human Services

Administration for Children & Families

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

On-Line Data Collection Documentation

OLDC Access Request Form: Updated 06/17/08

OLDC Interactive "E-xperience"

Important Information

SSI PIV Guide - (.pdf - 570 kb)

Help Sheets

Welcome - (.doc - 34 kb)
Getting Around in OLDC - (.doc - 192 kb)
Grant Administrator Overview and List of Roles - (.doc - 63 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)
General Instruction - (.docx -17 kb)
Healthy Marriage Instructions - (.docx - 102 kb)
Reentry - Instructions - (.docx 81 kb)
Responsible Fatherhood - Instructions - (.docx - 83 kb)
CBAE Form Instructions - (.doc - 67 kb)
ASPR Healthcare Coalition Survey Info - (.pdf - 100 kb)
ASPR Healthcare Coalition Survey - (.pdf - 160 kb)

User Guides

Assignment Delegation User Guide - (.pdf - 1.05 mb)
Assignment Delegation User Guide for FVPS Grant Partners (.pdf - 1.36 mb)

FVPS Training Demonstrations

Introduction to OLDC (13.81 mb)

OLDC Assignment Delegation (10.47 mb)

Tutorials

Creating and Modifying Grantee Accounts - for Federal Staff (.pdf - 1.31 mb)
Introduction to OLDC for FVPS States -(.pdf - 950 kb)
Introduction to OLDC for FVPS Tribes -(.pdf - 942 kb)
OLDC Administration for FVPS -(.pdf - 875 mb)
CBAE Introduction to OLDC - (.ppt - 4.1 mb) (.rtf - 75 kb)

Close

Resources: Support

- The Support Center provides assistance for OLDC customers
- Support team personnel are available Monday through Friday 8 a.m. to 6 p.m. ET
- *app_support@acf.hhs.gov*
- 866-577-0771