



Linking Services, Solutions, Communities

Introduction to the Online Data Collection (OLDC) System

COE Partner Services Training Department

Support Navigators Grantees

December, 2013

Agenda

- Introduction to OLDC
- Username and Password
- Login
- OLDC Home
- Accessing Report Forms
- Report Form
 - Initialize Report
 - Save
 - Validate
 - Certify
 - Submit
- 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

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

- Ensure spam blockers are not preventing receipt of User Names and Passwords
- Make sure e-mails are being accepted from the following addresses:

On-Line_Data_Collection_System@acf.hhs.gov

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**

Welcome to
Secure Sign-In

Sign-in to My Account

User Name

Password

Login

[Forgot Login Info?](#)

[Login Help](#)

SSI (Single Sign-In) is the security gateway to supported applications. It provides user account maintenance, application access control and user authentication. If you have questions about existing user accounts, possible training or have difficulty using SSI for login then please feel free to contact the Helpdesk at 1-866-577-0771 or e-mail the Team at app_support@acf.hhs.gov. Applications are supported on an individual basis depending on the support agreement with the application owner and by the program office on a program by program basis. It is always best, if you have questions on the applications to contact your program office (or regional office) first for assistance. They will either refer your issue to the proper place or ask you to contact the support office involved. The Helpdesk

Log In

- Change your password upon first logon

The screenshot shows a web application interface for a secure sign-in. At the top, there is a header with the text "Welcome to Secure Sign-In" and a small image of a building. Below the header, a blue dialog box titled "Message from webpage" is displayed. The dialog box contains a yellow warning icon and the following text: "[37: Password_Policy]--Please change your password now for security purposes. Remember that your password must contain a minimum of nine (9) upper and lower case letters, special characters and numbers, e.g. TRy\$ze12mm, Clear#4Mee, MyDogSp_ot262. Secure Sign-In is case sensitive." Below the text is an "OK" button. In the background, the login page is partially visible, showing a "Login" button, a link for "Forgot Login Info?", and a link for "Login Help".

Welcome to
Secure Sign-In

Message from webpage

[37: Password_Policy]--Please change your password now for security purposes. Remember that your password must contain a minimum of nine (9) upper and lower case letters, special characters and numbers, e.g. TRy\$ze12mm, Clear#4Mee, MyDogSp_ot262. Secure Sign-In is case sensitive.

OK

Login

[Forgot Login Info?](#)

[Login Help](#)

Log In

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

Change Password

Click on "Change Password" to save the new password.

Current Password*:

New Password*:

Confirm New Password*:

Change Password

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

Change Challenge Question

Change Challenge Question

The Challenge question and answer are used to validate your request for a new password.

Challenge Question*:

Answer*:

Save Q and A

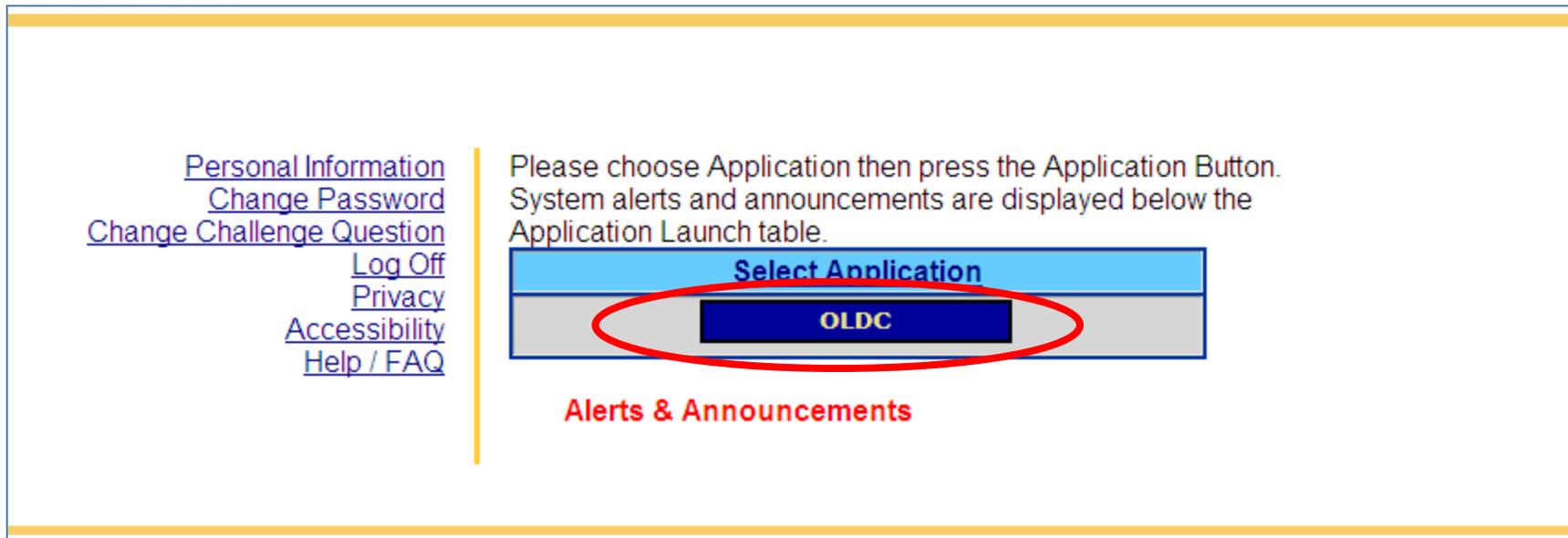
Log In

- 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

The screenshot displays the SSI Home screen interface. On the left, a vertical list of navigation links is shown: [Personal Information](#), [Change Password](#), [Change Challenge Question](#), [Log Off](#), [Privacy](#), [Accessibility](#), and [Help / FAQ](#). The links [Change Password](#) and [Change Challenge Question](#) are circled in red. To the right of the links, a vertical yellow line separates them from the main content area. The main content area contains the text: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this text is a rectangular box with a blue header labeled "Select Application" and a dark blue button labeled "OLDC". Below the box, the text "Alerts & Announcements" is displayed in red.

Log In

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



The screenshot displays the SSI Home screen interface. On the left side, there is a vertical list of links: [Personal Information](#), [Change Password](#), [Change Challenge Question](#), [Log Off](#), [Privacy](#), [Accessibility](#), and [Help / FAQ](#). To the right of these links, there is a text instruction: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this text is a "Select Application" button with a light blue header and a dark blue body containing the text "OLDC". This "OLDC" button is circled in red. Below the "Select Application" button, there is a section labeled "Alerts & Announcements" in red text.

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



 **On-Line Data Collection**

 **Administration for Children & Families**
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Antonio Robinson
Last Login:

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

OLDC Home

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

 **On-Line Data Collection**

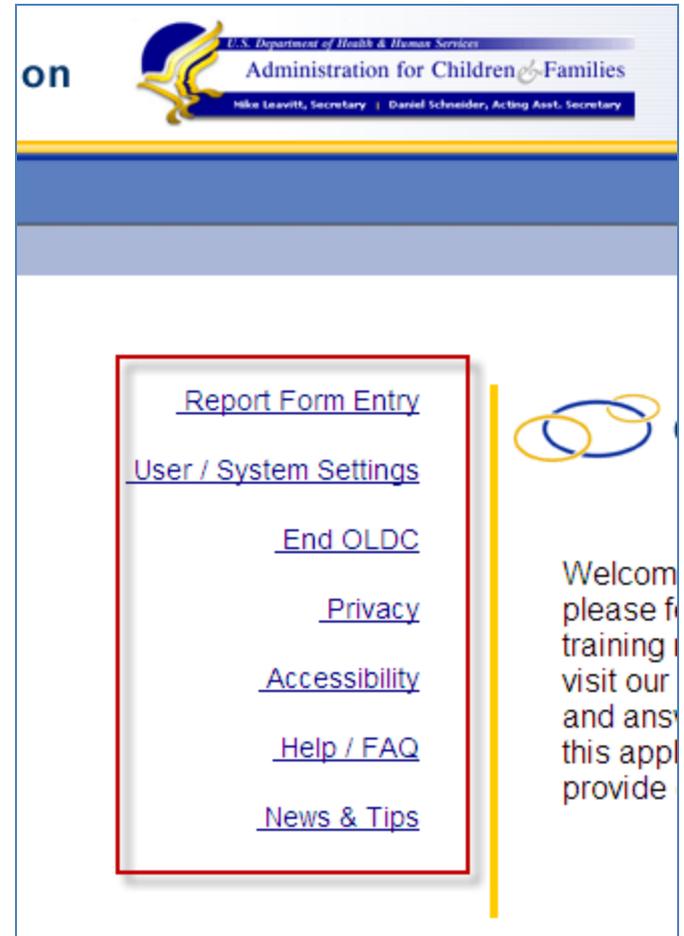
Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

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



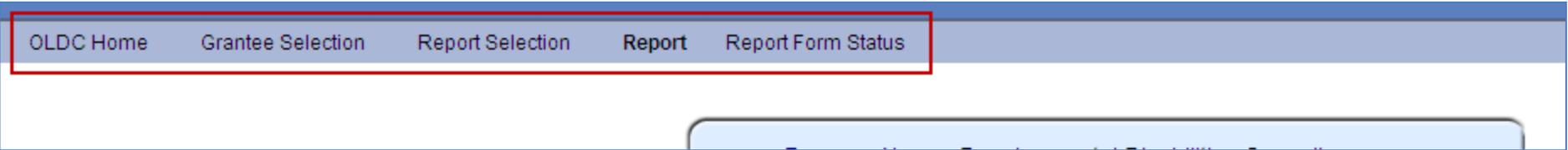
OLDC Home

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

The screenshot displays the OLDC Home page. At the top 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 of the Secretary and Acting Assistant Secretary listed below. On the top right, the user's name (Antonio Robinson) and last login time are shown. A red-bordered box highlights the [Help / FAQ](#) and [End OLDC](#) links. The main content area features a list of navigation links: [Report Form Entry](#), [User / System Settings](#), [End OLDC](#), [Privacy](#), [Accessibility](#), [Help / FAQ](#), and [News & Tips](#). To the right of these links is a vertical yellow line, followed by the On-Line Data Collection logo and a welcome message: "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."

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

A screenshot of a web application's navigation path. The path is displayed as a horizontal sequence of links: "OLDC Home", "Grantee Selection", "Report Selection", "Report", and "Report Form Status". The "Report Form Status" link is highlighted with a red rectangular border. Below the navigation path, a portion of a light blue rounded rectangular button is visible.

OLDC Home Grantee Selection Report Selection Report Report Form Status

ACCESSING REPORT FORMS

Accessing Report Forms

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

The screenshot displays the OLDC website interface. At the top left is the OLDC logo and the text "On-Line Data Collection". To its right is the logo of the U.S. Department of Health & Human Services, Administration for Children & Families, with the names of the Secretary and Acting Assistant Secretary. Further right, the user's name "Name: Melissa Robinson" and "Last Login:" are displayed. On the far right, there are links for "Help / FAQ" and "End OLDC". Below the header, the main content area is titled "OLDC Home". A central menu lists several links: "Report Form Entry" (highlighted with a red box), "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of this menu is a vertical yellow line, followed by the OLDC logo and a welcome message: "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."

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

The screenshot shows the 'On-Line Data Collection' interface. At the top left is the logo and text 'On-Line Data Collection'. At the top right, it displays 'Name: CMS Navigators' and 'Last Login: 12/09/13 10:52:29 PM'. Below this is a navigation bar with 'OLDC Home' and 'Grantee Selection'. The main content area is titled 'Program & Grantee Selection' and contains the instruction: 'Please use the drop-down lists below to make selections. Steps must be completed in order.' The steps are: Step 1: Program Name: Select Program: [dropdown menu]; Step 2: Grantee Name: Select Grantee: [dropdown menu]; Step 3: Report Name: Select Report Type: [dropdown menu]. At the bottom center is a blue 'Enter' button.

Accessing Report Forms

The “Grant & Report Period Selection” screen displays

- The Information Box towards the top of the screen displays the selections made from the previous screen

OLDC Home Grantee Selection Report Selection

Grant & Report Period Selection

Information Box →

Program Name: Health Information Exchange Plus Challenge (HIECH)
Grantee Name: North Carolina Health Information Exchange - No. 06
Report Name: CMS-NAVIGATOR

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

Step 1: Funding / Grant Period:

Step 2: Report Period:

Select	Reporting Period	Status

Accessing Report Forms

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

Grant & Report Period Selection

Program Name: Health Information Exchange Plus Challenge (HIECH)
Grantee Name: North Carolina Health Information Exchange - No. 06
Report Name: CMS-NAVIGATOR

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

Step 1: Funding / Grant Period: 01/01/2010 - 12/31/2014 HIECH (004170057) ▼

Step 2: Report Period:

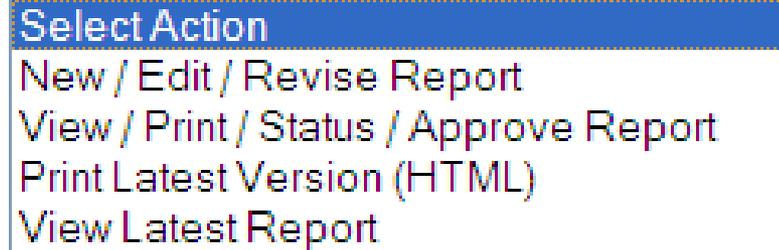
Select	Reporting Period	Status
<input type="radio"/>	10/01/2013 - 12/31/2013	Initialized
<input checked="" type="radio"/>	07/01/2013 - 09/30/2013	
<input type="radio"/>	04/01/2013 - 06/30/2013	
<input type="radio"/>	01/01/2013 - 03/31/2013	
<input type="radio"/>	10/01/2012 - 12/31/2012	
<input type="radio"/>	07/01/2012 - 09/30/2012	

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

Enter

Accessing Report Forms

- Actions available under Step 3 – Descriptions:
 - **New/Edit/Revise Report:** Initialize a new Report Form or edit an existing Report Form
 - **View/Print/Status/Approve Report:** View the existing report, print the report, view the report status including history and contacts



REPORT FORM

Report Form: Report Sections

The “Report Sections” screen displays

- The Health Information Exchange Plus Challenge (HIECH) report contains 6 sections (including the Cover Page)
- Each section’s data is entered separately and sections may be saved individually

Report Sections

Program Name: Health Information Exchange Plus Challenge (HIECH)
Grantee Name: North Carolina Health Information Exchange - No. 06
Report Name: CMS-NAVIGATOR
Funding/Grant Period: 01/01/2010 - 12/31/2014 HIECH (60HT0057)
Report Period: 07/01/2013 - 09/30/2013
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
Print Full Report

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Cover Page	Select Action: <input type="button" value="Go"/>	Initialized
Section I. Eligibility and Enrollment process	Select Action: <input type="button" value="Go"/>	Initialized
Section II. Post-enrollment and out of scope assistance	Select Action: <input type="button" value="Go"/>	Initialized
Section III. Training, certification and other standards	Select Action: <input type="button" value="Go"/>	Initialized
Section IV. Illustrative Examples	Select Action: <input type="button" value="Go"/>	Initialized
Section V. Privacy and Security	Select Action: <input type="button" value="Go"/>	Initialized

Report Form: Report Sections

To begin entering the form:

1. From the *Perform Action* column, click the drop-down arrow next to a section and select **Edit Section**
2. Click the **Go** button

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](#)

[Print Full Report](#)

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Cover Page	Select Action: <input type="button" value="Go"/>	Initialized
Section I. Eligibility and Enrollment process	Edit Section <input type="button" value="Go"/>	Initialized
Section II. Post-enrollment and out of scope assistance	Select Action: <input type="button" value="Go"/>	Initialized
Section III. Training, certification and other standards	Select Action: <input type="button" value="Go"/>	Initialized
Section IV. Illustrative Examples	Select Action: <input type="button" value="Go"/>	Initialized
Section V. Privacy and Security	Select Action: <input type="button" value="Go"/>	Initialized

Report Form

- The New (Initialized) "Report Form" displays
- The Report screen is divided into four parts: the Information Box, Progress Bar, Action Buttons, and Data Entry

Information Box

Grantee Name: North Carolina Health Information Exchange - NO. 06
 Report Name: CMS-NAVIGATOR
 Funding/Grant Period: 01/01/2010 - 12/31/2014 HIECH (90HT0057)
 Report Period: 07/01/2013 - 09/30/2013
 Report Status: Initialized
 Section Status: Initialized

Progress Bar

Report Progress

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

Action Buttons

Previous Section Save View/Add Attachments Validate Next Section

Section I. Eligibility and Enrollment process

Grantee Organization name North Carolina Health Information Exchange		Grant number 90HT0057	Grantee Organization DUNS# 944114126 -
Project period start date 01/01/2010	Project period end date 02/07/2014	Reporting period start date 07/01/2013	Reporting period end date 09/30/2013

Estimated total number of consumers assisted through the eligibility and enrollment process

Guidance:
 Estimates should also include individuals who are represented by another member of their family during the Navigator session (ex: adult receives assistance from Navigator for all 5 members of their family, even though all 5 members are not present).

Data Entry

1a. Total number of consumers assisted to set up a profile in the portal

Row No:	Number	State	Delete
1a - 1	<input type="text"/>	NORTH CAROLINA	<input type="checkbox"/>

Add Record 1a: 1 Add Delete Marked Rows

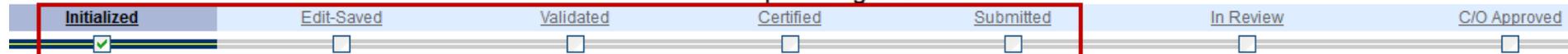
Report Form: Information Box and Progress Bar

- The Information Box displays all the selections use to create the Report Form. Because no data is saved, the Report Status is Initialized

Program Name: Health Information Exchange Plus Challenge (HIECH)
Grantee Name: North Carolina Health Information Exchange - No. 06
Report Name: CMS-NAVIGATOR
Funding/Grant Period: 01/01/2010 - 12/31/2014 HIECH (90HT0057)
Report Period: 07/01/2013 - 09/30/2013
Report Status: Initialized

- The Report Progress bar visually displays the current status of the Report Form. In addition, it tracks the steps that have already been finished as well as the steps that need to be taken in order to complete the reporting process. Grant Partners follow the Progress Bar to the Submitted status

Report Progress



Report Form

- Just below the Information box and Report Progress bar are the Action buttons. The Action buttons are as follows:
 - **Previous Section** and **Next section**: Navigate between sections
 - **Save**: Save data but without submitting the report. It is important to Save often because after 30 minutes of inactivity from your computer to the OLDC server, you are disconnected from the system. Activity includes clicking one of the Action buttons
 - **View/Add Attachments**: Add attachments to the report
 - **Validate**: Verify policy requirements are met

Previous Section

Save

View/Add Attachments

Validate

Next Section

Report Form: Data Entry

- Directly following the Action Buttons is the Report Form. Enter data into open fields

1a. Total number of consumers assisted to set up a profile in the portal			
Row No:	Number	State	Delete
1a - 1	<input type="text"/>	NORTH CAROLINA	<input type="checkbox"/>
Add Record 1a: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>			
1b. Total number of consumers helped file affordability assistance information, such as the Advance Premium Tax Credit (APTC) and Cost Sharing Reduction (CSR).			
Row No:	Number	State	Delete
1b - 1	<input type="text"/>	NORTH CAROLINA	<input type="checkbox"/>
Add Record 1b: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>			
1c. Total number of consumers helped receive an eligibility determination. Include consumers who already had a portal profile as well as those who did not go further in the enrollment and eligibility process.			
Row No:	Number	State	Delete
1c - 1	<input type="text"/>	NORTH CAROLINA	<input type="checkbox"/>
Add Record 1c: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>			
1d. Total number of consumers who selected a QHP during session with Navigator.			
Row No:	Number	State	Delete
1d - 1	<input type="text"/>	NORTH CAROLINA	<input type="checkbox"/>
Add Record 1d: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>			
1e. Indicate the 5 plans most frequently selected by consumers			
Row No:	Indicate the 5 plans	State	Delete
1e - 1	<input type="text"/>	NORTH CAROLINA	<input type="checkbox"/>

Report Form: Data Entry

- To add additional rows:
 1. Select the number of rows to add from the **Add Record** drop-down list
 2. Click the **Add button**

1a. Total number of consumers assisted to set up a profile in the portal			
Row No:	Number	State	Delete
1a - 1	<input type="text" value="5"/>	NORTH CAROLINA	<input type="checkbox"/>

Add Record 1a:

- To delete a row:
 1. Located the row to remove and click the checkbox from the *Delete* column
 2. Click the **Delete Marked Rows** button

1a. Total number of consumers assisted to set up a profile in the portal			
Row No:	Number	State	Delete
1a - 1	<input type="text" value="5"/>	NORTH CAROLINA	<input type="checkbox"/>

Add Record 1a:

Report Form: Validating

- Once data is entered and saved for each section, the entire form must be validated from the “Report Sections” screen
 - Sections may be validated individually but all sections must be validated before the form can be certified
- Validate checks the form for mathematical errors and/or policy requirements. The three validation statuses are:
 - **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 certified and 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: Certifying

- After all report sections are successfully validated, certify the form with a digital signature
 1. Navigate to the “Report Sections” screen
 2. Click 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”
 3. Click **OK**

[Report Status:](#) Saved -- Validated

ctions of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

n lists may include:

ndicated by an asterisk (*), copies that section and creates a new blank section.

a - Deletes all data saved for that section.

Permanently deletes that section and data.

ens the form section in a data-entry version.

ens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#) [Certify](#) [Print Full Report](#)

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
	Select Action: <input type="button" value="Go"/>	Saved -- Validated
d Enrollment process	Select Action: <input type="button" value="Go"/>	Saved -- Validated
ment and out of scope assistance	Select Action: <input type="button" value="Go"/>	Saved -- Validated

Report Form: Certifying

- The bottom of the Cover Page – Certification appears. Click the **Click to Sign** button

<u>Address Line 2</u> Suite .390		
<u>Address Line 3</u>		
<u>City</u> Raleigh	<u>State</u> NC	<u>Zip Code</u> 27607
<u>6. Project/Grant Period Start Date:</u> 01/01/2010	<u>6. Project/Grant Period End Date:</u> 02/07/2014	<u>7. Reporting Period End Date:</u> 09/30/2013
<u>10. Certification: I certify to the best of my knowledge and belief that this report is correct and complete in the award documents.</u>		
<u>10a. Typed or Printed Name and Title of Authorized Certifying Official</u>		<u>10c. Title</u>
		<u>10d. E-mail</u>
<u>10b. Signature of Authorized Certifying Official</u>		<u>10e. Date</u>
		

Report Forms: Submitting

- Using the navigation links towards the top of the screen, go to the “Report Sections” screen. The status is Certified
- The report form is now ready to be submitted. Click the Submit button
 - An UnCertify button is available in case there is a need to return to the report for editing

[Report Status](#): Certified

form and the status of each. Return to this screen to Validate, Certify, or Submit.

Download with the report in a print-friendly version.
a read-only version.

View Attachments **UnCertify** **Submit** **Print Full Report**

<u>Report Name:</u>	<u>Perform Action:</u>
	Select Action: <input type="button" value="Go"/>
	Select Action: <input type="button" value="Go"/>

Report Forms: Submitting

- A message appears stating the report is officially submitted. Click **OK**
- The “Report Form Status” screen appears

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

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	12/11/2013	Unsubmit Report Review	Print as PDF ▾ Go
Original File Attachments				
<u>Attachment Type:</u>	<u>File Name:</u>	<u>Date Received:</u>		
Form Attachment	TEST.PDF	12/10/2013		
Report Status History				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>

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				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	12/11/2013	Unsubmit Report Review	Print as PDF <input type="button" value="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				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
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

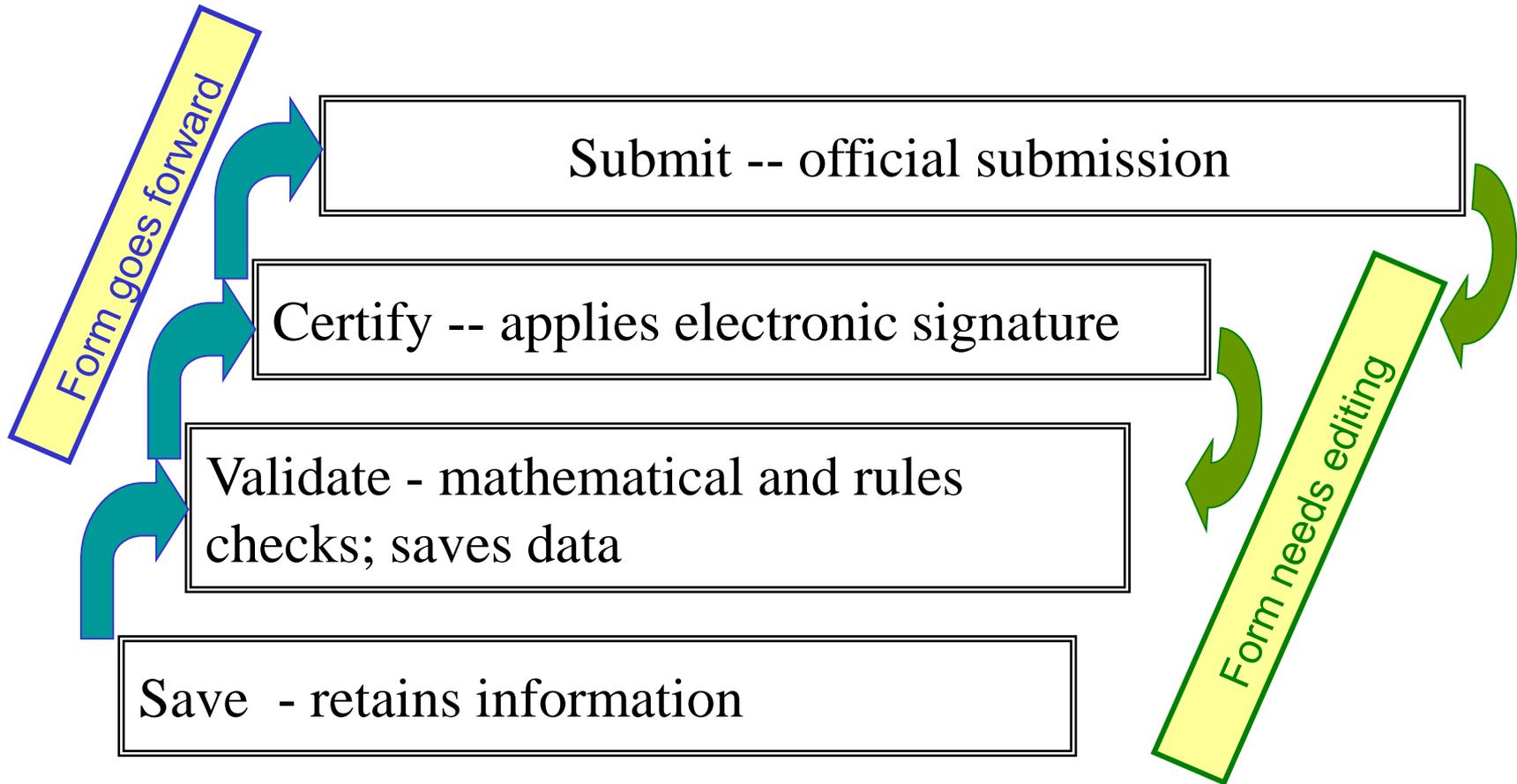
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
Mohammad Ronosentono2	Not Available	mohammadr@smdi.com
Jyothi Sakhamuri	Not Available	jyothis@smdi.com

Report Form: Status Page

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

Remarks History			
<u>Remark ID:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Remarks:</u>

Report Form: Submitting



To edit a form, it must be Unsubmitted and UnCertified

Report Form: End OLDC

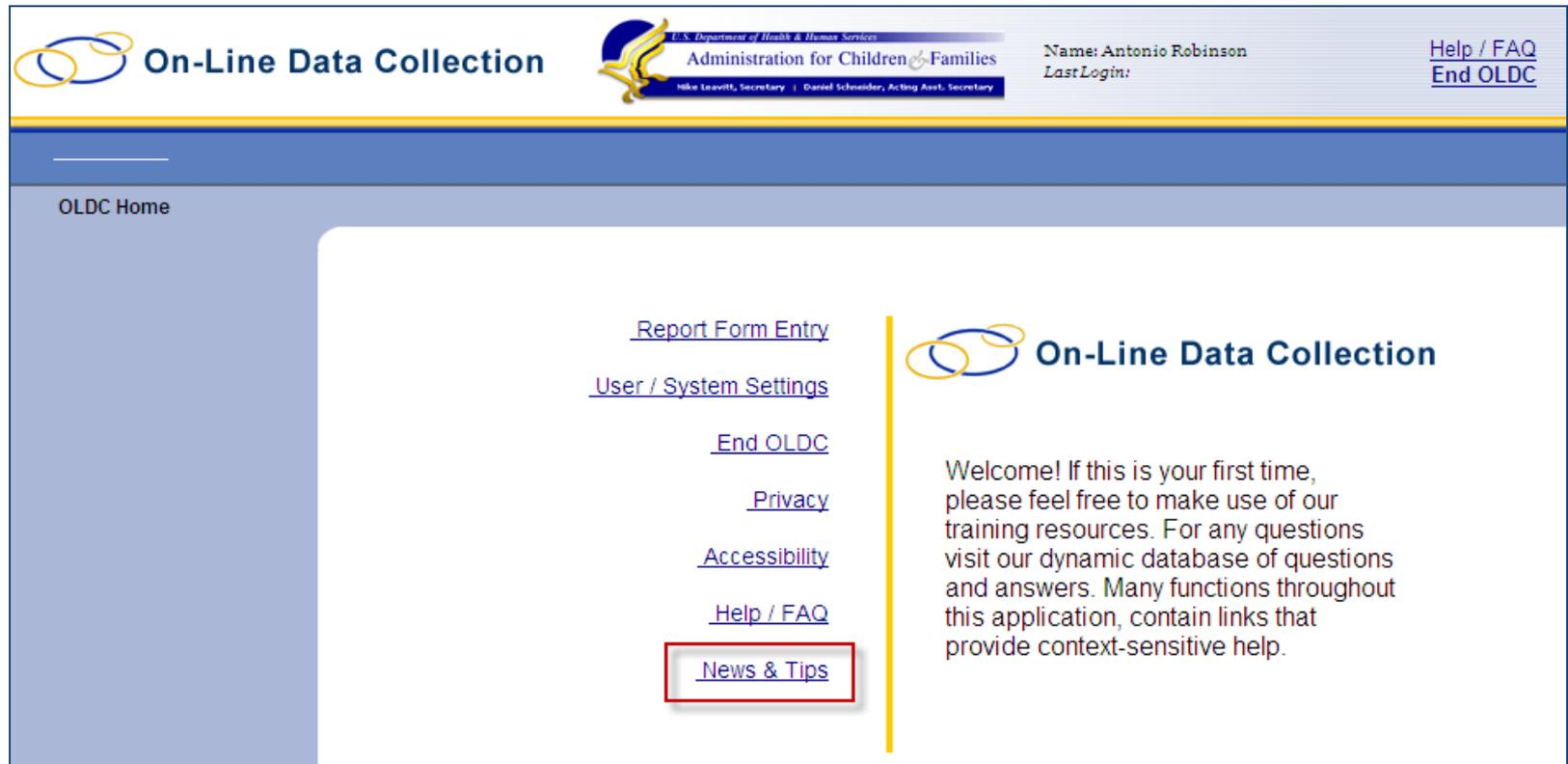
- After each use, **End OLDC**
 - A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking End OLDC
 - When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked

The screenshot shows the header and 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 "Daniel Schneider, Acting Asst. Secretary" listed below. On the right, the user information "Name: CAST" and "Last Login: 09/19/11 03:33:36 PM" is displayed. A red circle highlights the "Help / FAQ" and "End OLDC" links. Below the header is a blue navigation bar with the following links: "OLDC Home", "Grantee Selection", "Report Selection", and "Report Form Status".

RESOURCES

Resources: OLDC Documentation Site

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



OLDC Home

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

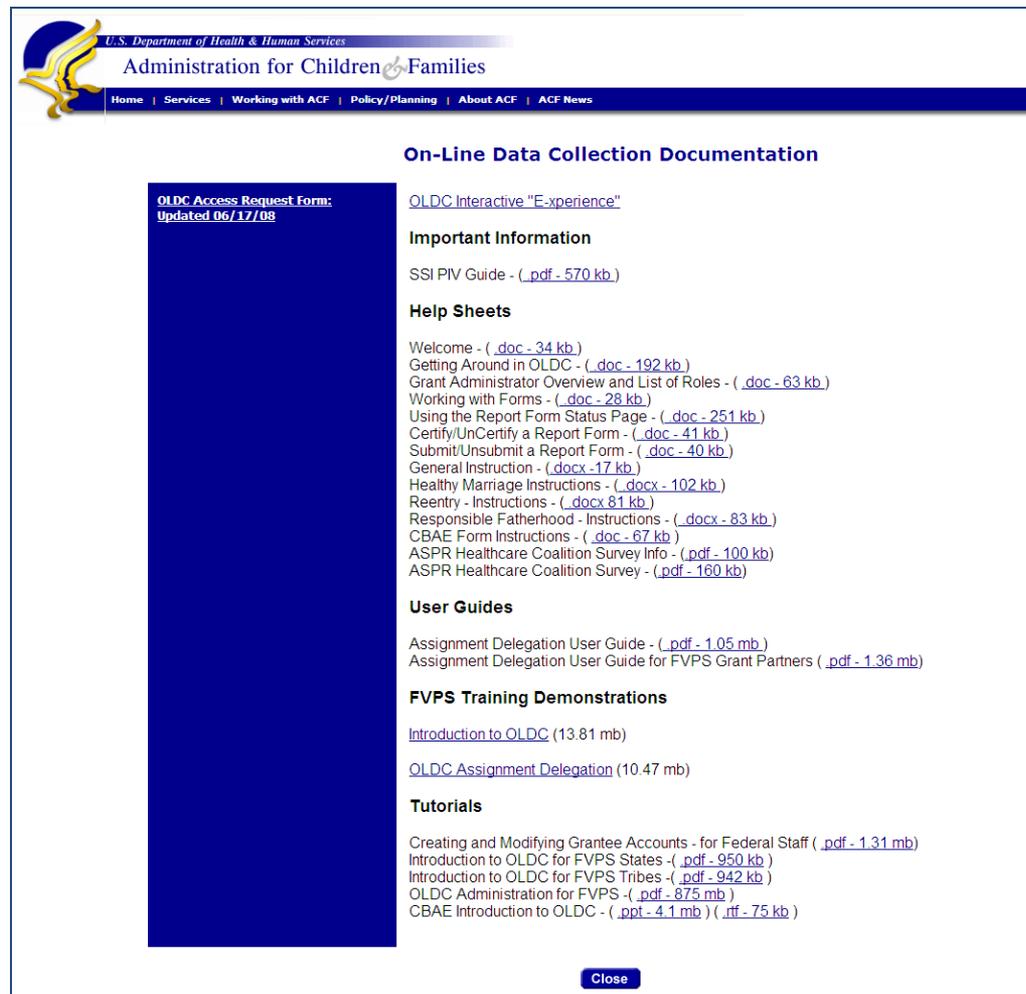
[News & Tips](#)

 **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.

Resources: OLDC Documentation Site

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



The screenshot shows the OLDC Documentation site within a browser window. 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. The main content area is titled "On-Line Data Collection Documentation" and is organized into several sections: "OLDC Access Request Form" (updated 06/17/08), "OLDC Interactive 'E-xperience'", "Important Information" (SSIV Guide), "Help Sheets" (various guides and instructions), "User Guides" (Assignment Delegation), "FVPS Training Demonstrations" (Introduction to OLDC and Assignment Delegation), and "Tutorials" (Creating and Modifying Grantee Accounts, Introduction to OLDC for States and Tribes, and CBAE Introduction).

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

[SSIV 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

QUESTIONS AND ANSWER SESSION