



*Linking Services, Solutions, Communities*

# **Introduction to the Online Data Collection (OLDC) System**

COE Partner Services Training Department

**Support Navigators Grantors**

December, 2013

# Agenda

- Introduction to OLDC
- Login
- OLDC Home
- Accessing Report Forms
- Report Forms
  - Initialize Report
  - Save
  - Validate
  - Certify
  - Submit
- Review Report Forms
- Approve or Reject Report Forms
- 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

# LOGIN

# Login

- Federal staff login to OLDC with their **PIV** cards
- User Names and Passwords are sent to all users (Federal and Grantee) 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**
- Federal staff should contact the Support Center if they need to use their User Name and Password instead of PIV card

# Login

- Login to OLDC via **Secure Sign-In (SSI)**
- Navigate to: <https://extranet.acf.hhs.gov/ssi>
- Save the web address as a Favorite for quick access

# Login

- Click the link **PIV Login**

The screenshot shows a web browser window titled "Secure Sign-In - Windows Internet Explorer". The address bar displays "https://extranet.acf.hhs.gov/ssi/". The page features a header with a photograph of the U.S. Capitol building and the text "Welcome to Secure Sign-In".

Below the header, there are three main sections:

- Pop-up Blockers and OLDC:** A section with a dark blue header containing text: "Please turn off any pop-up blockers or 'Allow pop-ups' for this site. OLDC will not display if you have a pop-up blocker."
- SSI (Single Sign-In) Description:** A central text block explaining that SSI is the security gateway to supported applications, providing user account maintenance, access control, and authentication. It includes contact information for the Helpdesk (1-866-577-0771 or app\_support@acf.hhs.gov) and instructions on how to get assistance.
- Sign-in to My Account:** A section with a dark blue header containing a "User Name" input field, a "Password" input field, a "Login" button, and links for "Forgot Login Info?", "Login Help", and "PIV Login". The "PIV Login" link is highlighted with a red rectangular box.

At the bottom of the page, there is a "Warning:" section with a red header and a list of three red bullet points regarding the use of the U.S. Government information system.

The browser's status bar at the bottom shows "Local intranet" and a zoom level of "105%".

# Login

- The AMS screen displays. Click the HSPD-12 Access Cards **Login** button

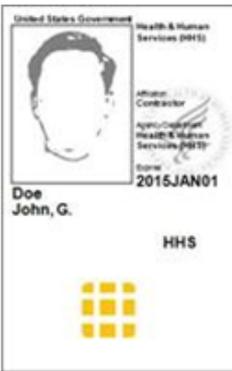
**HHS.gov** Imp

**iAM@HHS** **AMS**  
IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES

**Login Methods to AMS** [Unsure which login method applies to you?](#)

### HSPD-12 Access Cards ?

Insert your HSPD-12 Access Card in your smart card reader before you try to login.



### OpDiv Network C

Applies to: ACF, ACL, AHRQ, CD  
NIH, OIG, OS, PSC, SAMHSA

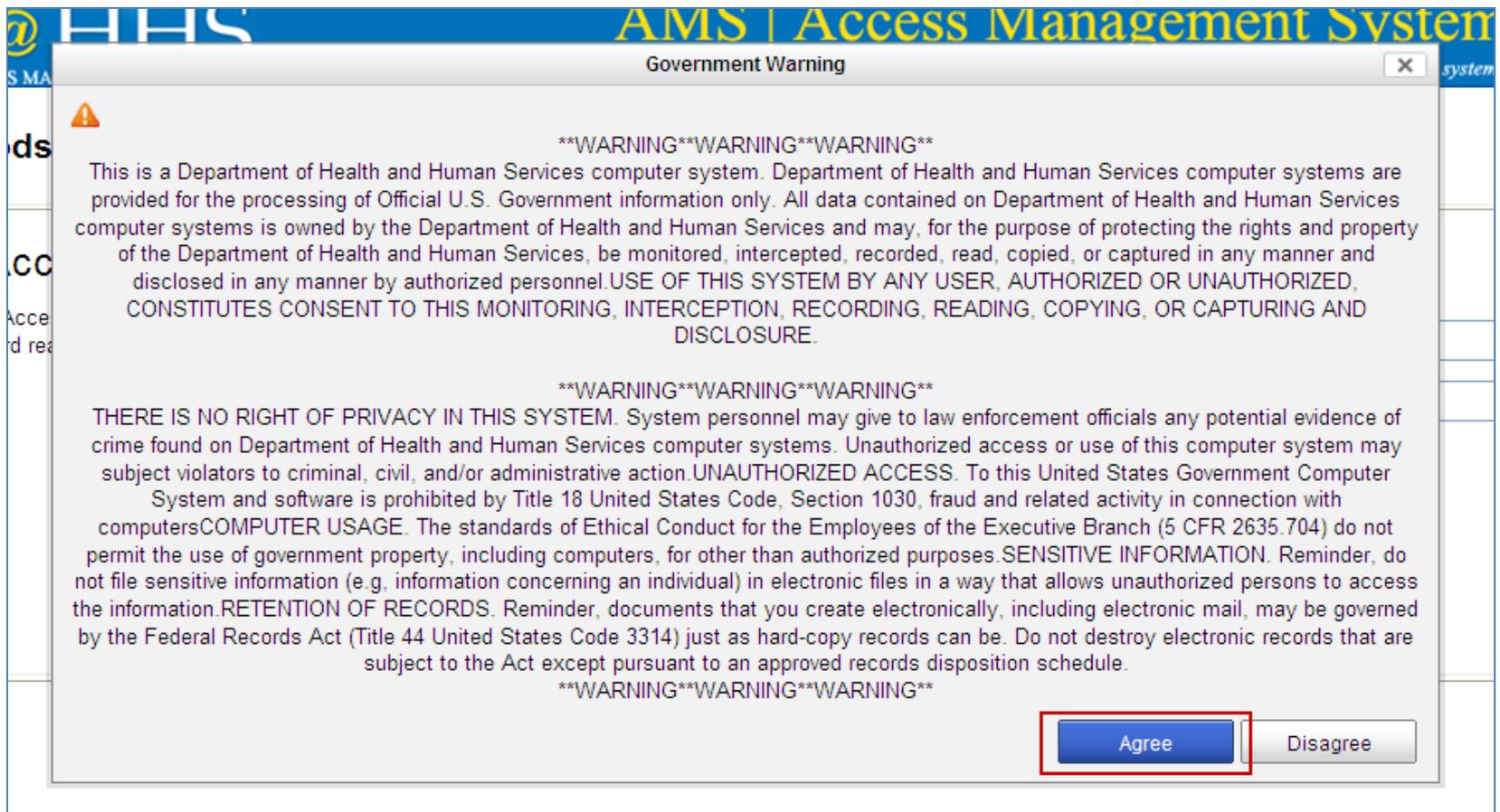
Select OpDiv:

Network Username:

Network Password:

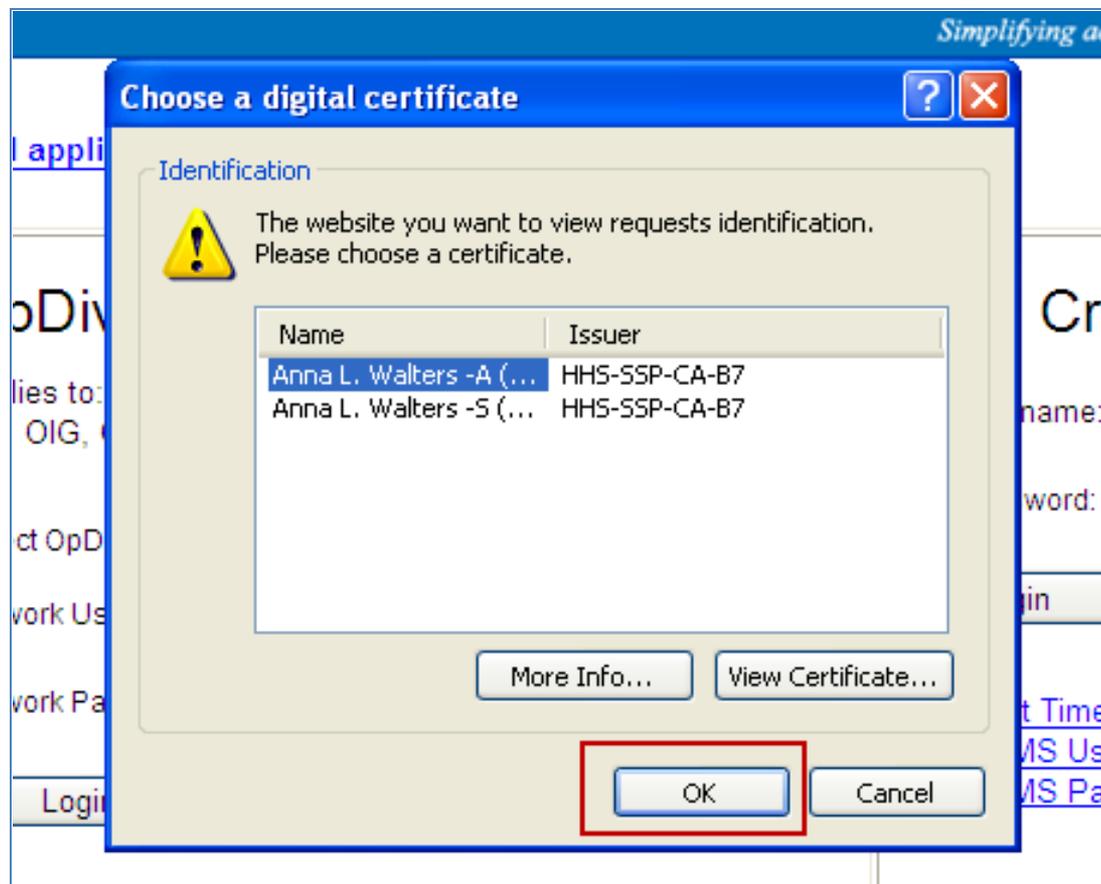
# Login

- The Government Warning Message appears. Click OK



# Login

- Select a Certificate and click **OK**



# Login

- If necessary, enter your PIV Pin and press **OK**



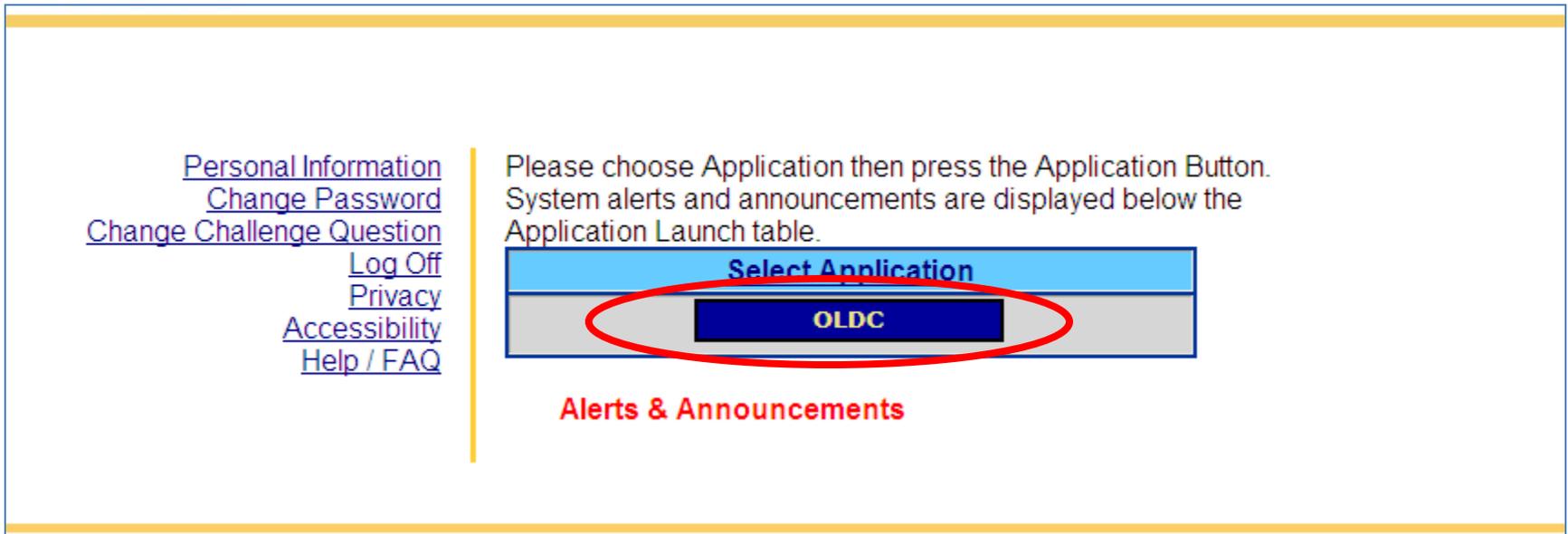
# Login

- 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. 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 "Select Application" button with a light blue header and a dark blue body containing the text "OLDC". Below the button is a red text label "Alerts & Announcements".

# Login

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



The screenshot shows a user interface with a navigation menu on the left and a main content area on the right. The navigation menu includes links for Personal Information, Change Password, Change Challenge Question, Log Off, Privacy, Accessibility, and Help / FAQ. The main content area contains instructions to choose an application and press the Application Button, followed by a table with a 'Select Application' header and an 'OLDC' button highlighted with a red oval. Below the table is a section for 'Alerts & Announcements'.

[Personal Information](#)  
[Change Password](#)  
[Change Challenge Question](#)  
[Log Off](#)  
[Privacy](#)  
[Accessibility](#)  
[Help / FAQ](#)

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

Select Application
<b>OLDC</b>

**Alerts & Announcements**

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.

# Login

- The OLDC Home screen displays



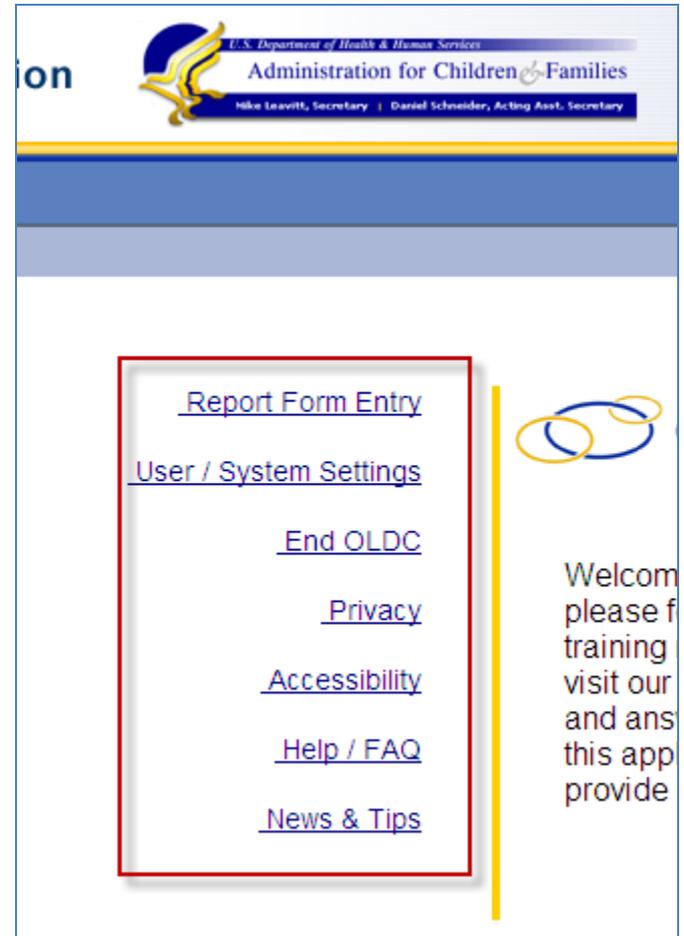
The screenshot shows the OLDC Home screen. At the top, there is a header with the OLDC logo and text: "On-Line Data Collection", "U.S. Department of Health & Human Services", "Administration for Children & Families", "Name: Antonio Robinson", "Last Login:", "Help / FAQ", and "End OLDC". Below the header, the main content area is titled "OLDC Home" and contains a list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of these links, there is a vertical yellow line 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

# 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*

On-Line Data Collection

U.S. Department of Health & Human Services  
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](#)

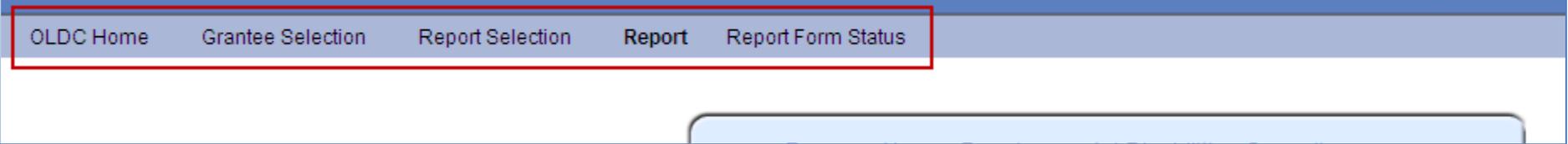
[News & Tips](#)

 **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

- 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 the OLDC Home navigation bar. The bar is light blue with a darker blue header. A red rectangular box highlights the navigation links: OLDC Home, Grantee Selection, Report Selection, Report, and Report Form Status. Below the navigation bar, a light blue rounded rectangle is visible, likely representing a report card or form.

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 shows the OLDC website interface. At the top left is the logo and text "On-Line Data Collection". To its right is the logo and text for the "U.S. Department of Health & Human Services Administration for Children & Families", with names "Mike Levitt, Secretary" and "David Schneider, Acting Asst. Secretary" below. Further right, it displays "Name: Anthony Pellegrino" and "Last Login:". At the top right are links for "Help / FAQ" and "End OLDC". Below the header is a blue bar with "OLDC Home" on the left. The main content area features a list of 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 list 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."

# 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

On-Line Data Collection

Name: CMS Navigators  
Last Login: 12/09/13 10:52:29 PM

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

OLDC Home Grantee Selection

### Program & Grantee Selection

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

Step 1: [Program Name:](#) Select Program: ▾

Step 2: [Grantee Name:](#) Select Grantee: ▾

Step 3: [Report Name:](#) Select Report Type: ▾

**Enter**

# 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 (00113057) ▼

Step 2: Report Period:

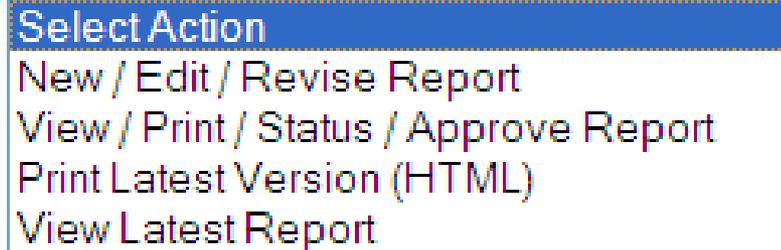
Select	Reporting Period	Status
<input type="radio"/>	10/01/2013 - 12/31/2013	Initialized
<input checked="" type="radio"/>	07/01/2013 - 09/30/2013	
<input type="radio"/>	04/01/2013 - 06/30/2013	
<input type="radio"/>	01/01/2013 - 03/31/2013	
<input type="radio"/>	10/01/2012 - 12/31/2012	
<input type="radio"/>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

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

# 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. 00  
[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**

<b>Grantee Organization name</b> North Carolina Health Information Exchange		<b>Grant number</b> 90HT0057	<b>Grantee Organization DUNS#</b> 900116126 -
<b>Project period start date</b> 01/01/2010	<b>Project period end date</b> 02/07/2014	<b>Reporting period start date</b> 07/01/2013	<b>Reporting period end date</b> 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 used 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 (30HT0057)  
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



# 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 con in the award documents.</u>		
<u>10a. Typed or Printed Name and Title of Authorized Certifying Official</u>		<u>10c. T</u>
		<u>10d. E</u>
<u>10b. Signature of Authorized Certifying Official</u>		<u>10e. I</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>Section 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				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	12/11/2013	<a href="#">Unsubmit Report</a> <a href="#">Review</a>	Print as PDF <input type="button" value="Go"/>
Original File Attachments				
Attachment Type:	File Name:		Date Received:	
Form Attachment	<a href="#">TEST.PDF</a>		12/10/2013	
Report Status History				
Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):

# 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>
<a href="#">View Original</a>	Submitted	12/11/2013	<a href="#">Unsubmit Report</a> <a href="#">Review</a>	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

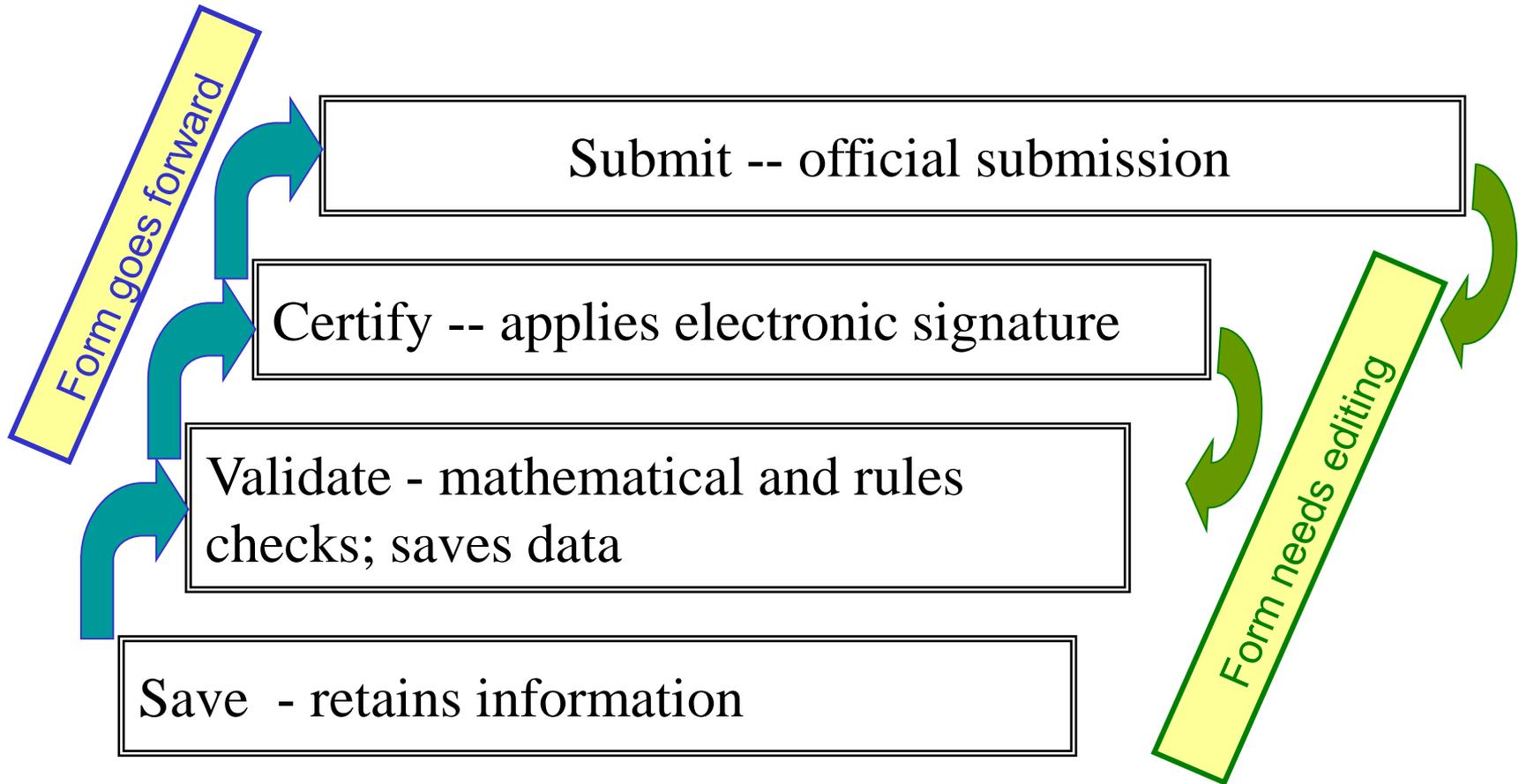
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
Mohammad Ronosentono2	Not Available	<a href="mailto:mohammadr@smdi.com">mohammadr@smdi.com</a>
Jyothi Sakhamuri	Not Available	<a href="mailto:jyothis@smdi.com">jyothis@smdi.com</a>

# 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*

# REVIEW REPORT FORMS

# Review Report Forms

- After an OLDC Report Form is Submitted, Federal Staff must click the Review button from the "Status Page" to take ownership
- Once the Report Form is under Review, the Grantee can no longer make changes

# Review Report Forms

- From the “Report Form Status” page, under the *Action* category, click the **Review** button

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
<a href="#">View Original</a>	Submitted	12/11/2013	<a href="#">Unsubmit Report</a> <a href="#">Review</a>	Print as PDF <input type="button" value="Go"/>

Original File Attachments

# Review Report Forms

- The “Report Sections” screen appears and the status is *Submission in Review by CO*
  - The Report may now be either Approved or Rejected

### 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 (90HT0057)  
Report Period: 07/01/2013 - 09/30/2013  
Report Status: Submission in Review by CO

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

s may include:

new browser window with the report in a print-friendly version.  
the form section in a read-only version.

View Attachments
Approve
Reject
Print Full Report

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

# APPROVE OR REJECT REPORT FORMS

# Approve or Reject Report Forms

- The Report Form may be approved or rejected from the “Report Sections” screen or the “Report Form Status” screen
- Once the review has taken place and the report for ready to be approved, click the **Approve** button

**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 (90HT0057)  
Report Period: 07/01/2013 - 09/30/2013  
Report Status: Submission in Review by CO

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

s may include:

new browser window with the report in a print-friendly version.  
he form section in a read-only version.

[View Attachments](#) [Approve](#) [Reject](#) [Print Full Report](#)

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

# Approve or Reject Report Forms

- The “Report Form Status” page appears. The status is *Submission Accepted by CO*
- To return the form to the submitted status so the grantee can Unsubmit, Uncertify, and make changes, click the **Reject** button

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
<a href="#">View Original</a>	Submission Accepted by CO	12/11/2013	<a href="#">Reject</a>	Print as PDF <input type="button" value="Go"/>

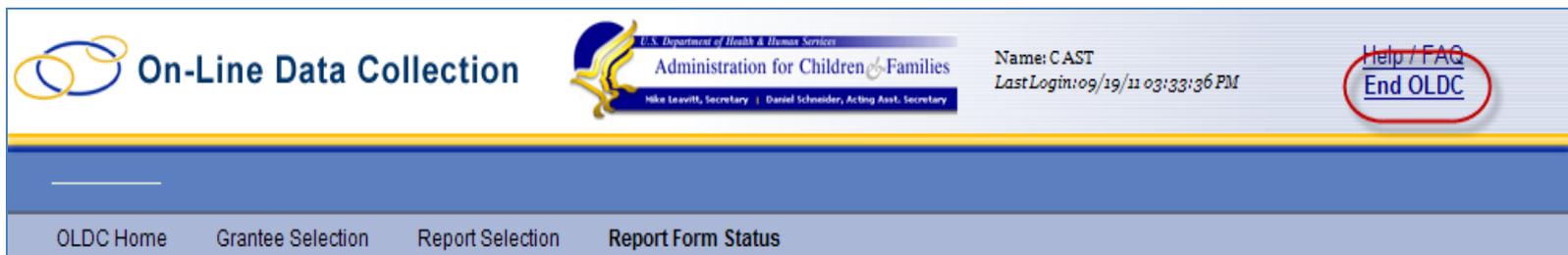
# Approve or Reject Report Forms

- The “Status Page” refreshes and the Unsubmit and Review buttons display. The status is *Submission Returned by CO*

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
<a href="#">View Original</a>	Submission Returned by CO	12/11/2013	<a href="#">Unsubmit Report</a> <a href="#">Review</a>	Print as PDF <input type="button" value="Go"/>

# 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. The header includes the OLDC logo, the text "On-Line Data Collection", the U.S. Department of Health & Human Services logo, the text "Administration for Children & Families", the name "Name: CAST", the last login time "Last Login: 09/19/11 03:33:36 PM", and a red circle around the "End OLDC" link. The navigation bar contains the following links: OLDC Home, Grantee Selection, Report Selection, and Report Form Status.

On-Line Data Collection

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

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

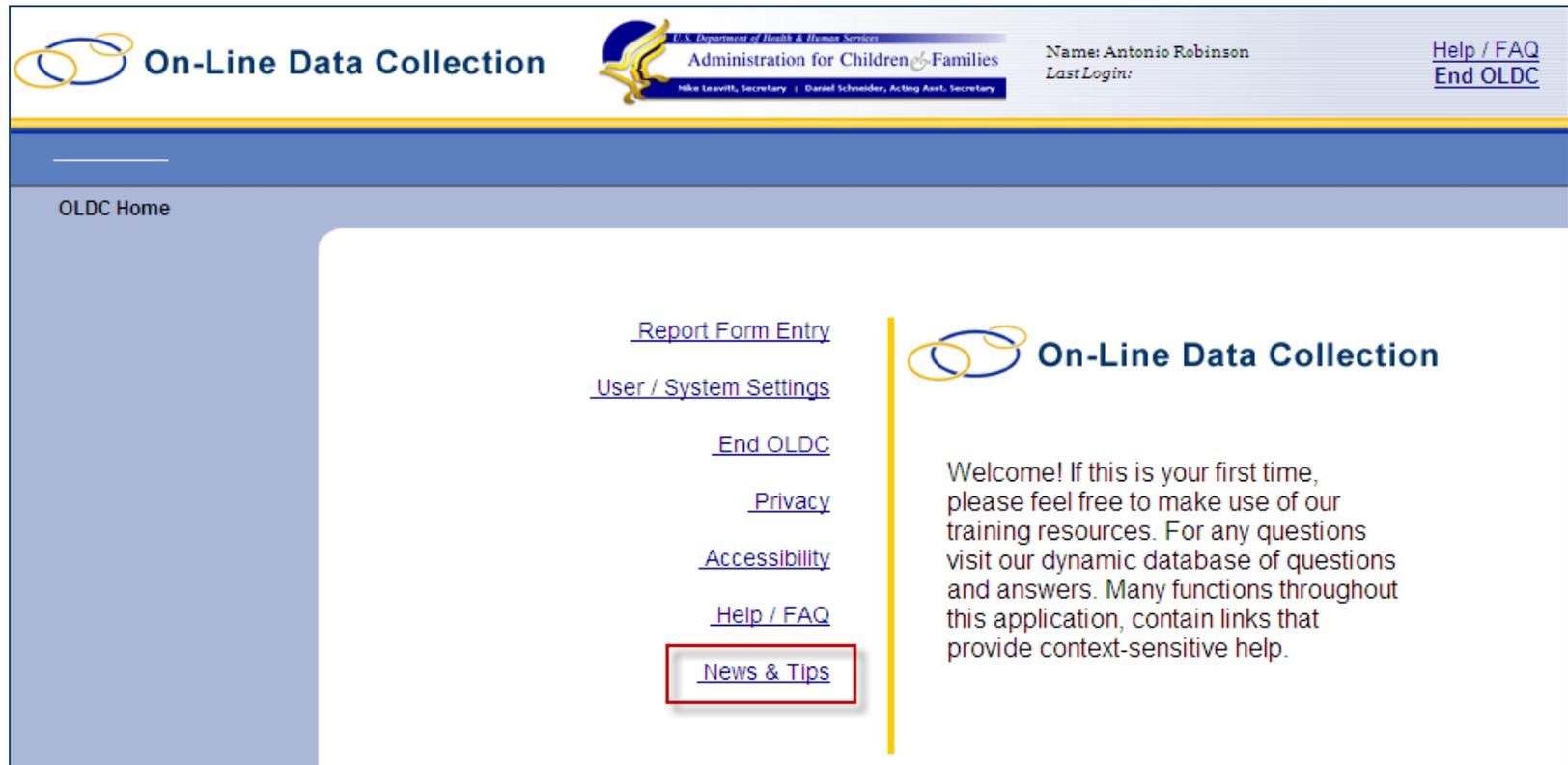
[Help / FAQ](#)  
[End OLDC](#)

OLDC Home   Grantee Selection   Report Selection   Report Form Status

# RESOURCES

# Resources: OLDC Documentation Site

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



On-Line Data Collection

U.S. Department of Health & Human Services  
Administration for Children & Families  
Mike Leavitt, Secretary | David 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](#)

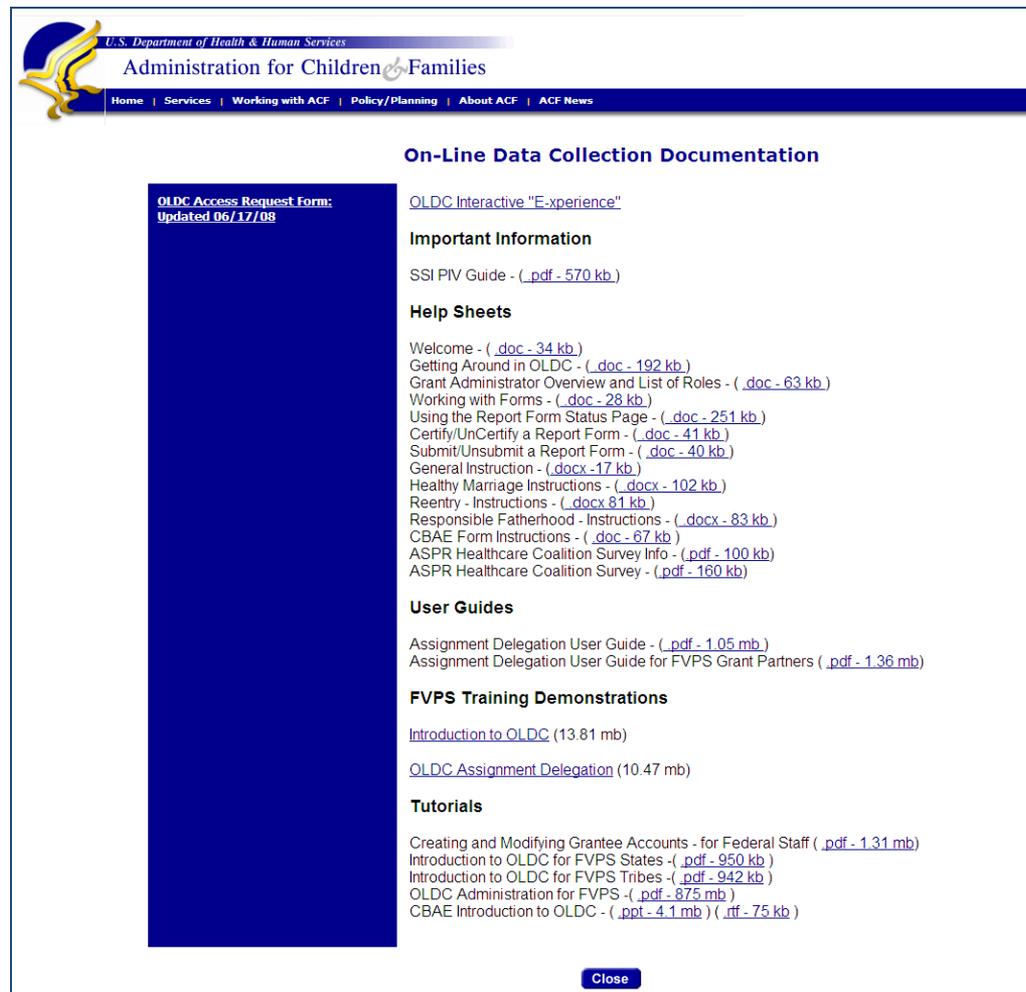
[News & Tips](#)

 **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.

# 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" (highlighted in a dark blue box), "OLDC Interactive 'E-xperience'", "Important Information" (with a link to the SSI PIV Guide), "Help Sheets" (with multiple links to various guides and instructions), "User Guides" (with links to Assignment Delegation User Guides), "FVPS Training Demonstrations" (with links to Introduction to OLDC and OLDC Assignment Delegation), and "Tutorials" (with links to various instructional documents). A "Close" button is located at the bottom right of the 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](mailto:app_support@acf.hhs.gov)
- 866-577-0771

# QUESTIONS AND ANSWER SESSION