



Linking Services, Solutions, Communities

Introduction to the Online Data Collection (OLDC) System

Anna-Lisa Walters, *Instructor*
COE Partner Services Training Department

Family Violence Prevention & Services

October, 2012

Agenda

- Introduction
- User Name and Password
- Log In
- Report Form
- 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)
 - New forms are added and form modifications made continuously
 - Rule validation and checks can be added or modified in concurrence with policy changes

Introduction

- **Advanced Help Resources**
 - Interactive FAQs include keyword and topical searches
 - On-screen definitions and tips for every field
 - Submit a question to support center staff using Ask A Question

USER NAME AND PASSWORD

User Name and Password

- The initial FVPS OLDC User Names and Passwords are created by technical staff and come from [Secure Sign-In System@acf.hhs.gov](mailto:Secure_Sign-In_System@acf.hhs.gov)
- The Subject lines will contain the text “SSI username notification for PACF2” and “SSI password notification for PACF2”
- New User Names and Passwords are sent via two e-mails
 - 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 will not receive new IDs and passwords. Instead, they may use their existing account information to access the FVPS form.

User Name and Password

- Subsequent accounts created by Grant Administrators are sent from

[On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov)

- 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](mailto:On-Line_Data_Collection_System@acf.hhs.gov) and

[Secure Sign-In System@acf.hhs.gov](mailto:Secure_Sign-In_System@acf.hhs.gov)

User Name and Password

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

LOG IN

Log In

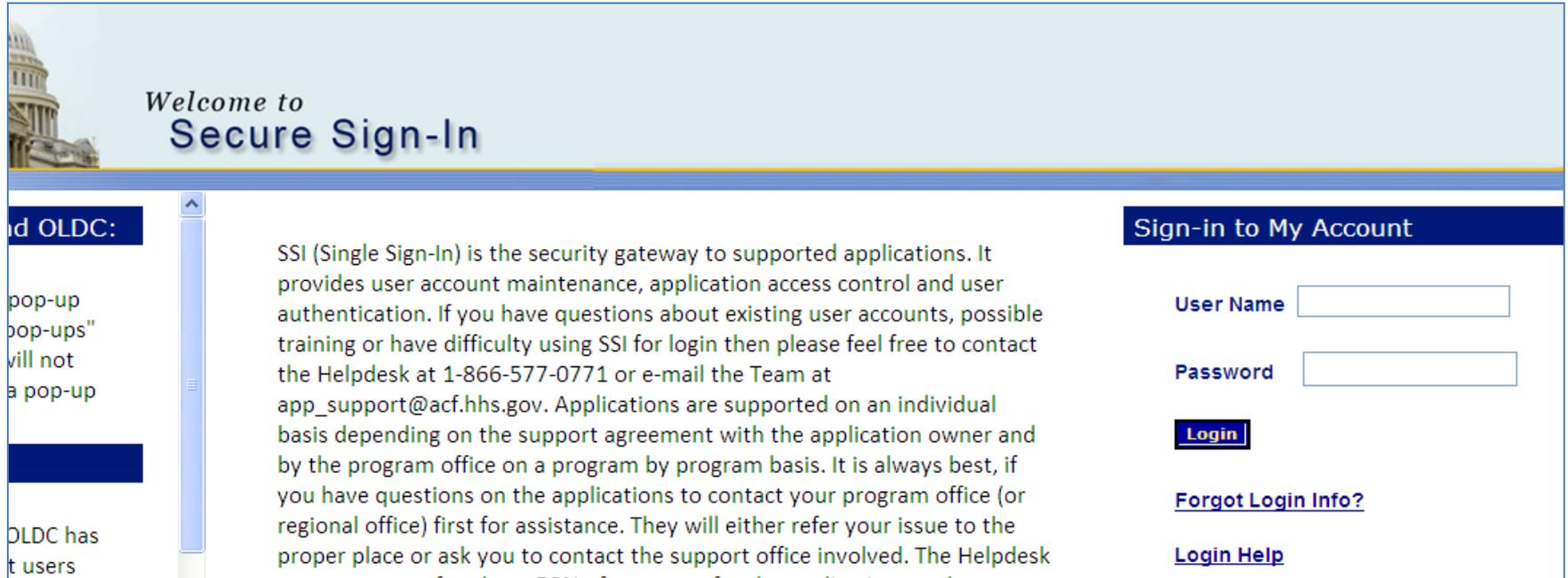
- Enter the secure web address in your browser Address line (Internet Explorer recommended)

<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

The screenshot shows a web browser window displaying a 'Secure Sign-In' page. At the top, it says 'Welcome to Secure Sign-In'. A blue dialog box with a yellow warning icon is overlaid on the page. The dialog box contains 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 webpage has a blue header and a main content area with text and links. The text includes 'app_support@senhoge.in' and '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'. There are three links on the right side: 'Login', 'Forgot Login Info?', and '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

- Select a Challenge Question and enter an Answer

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

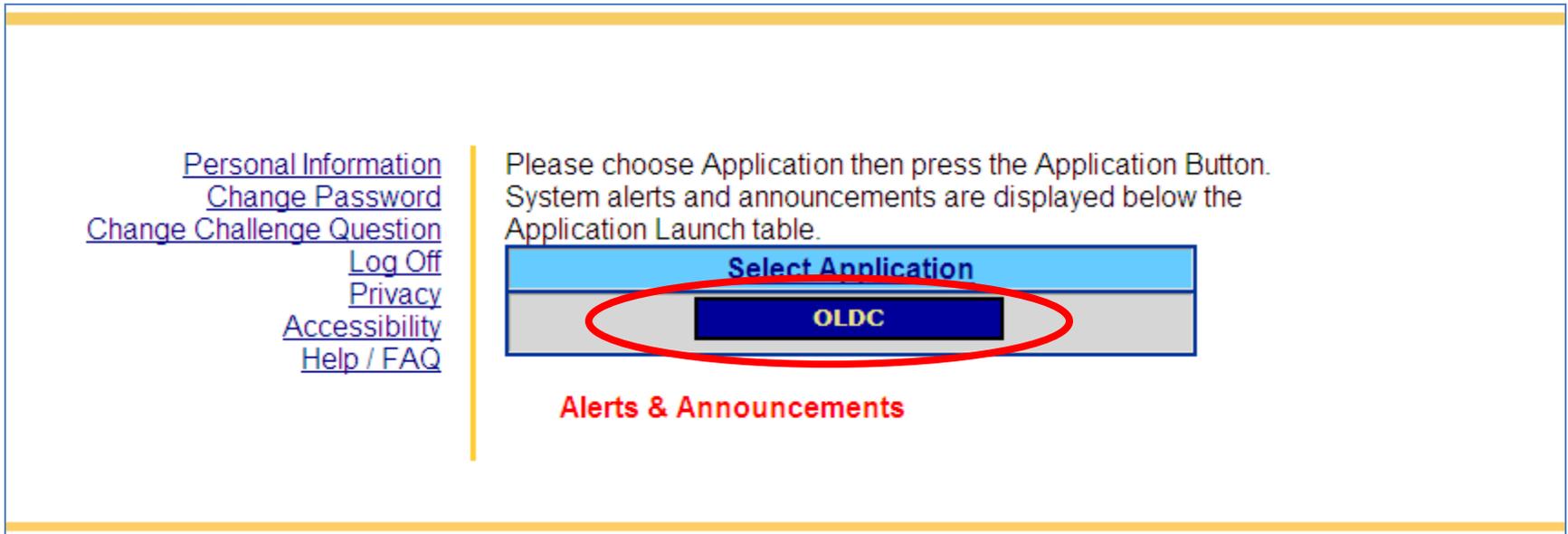
Log In

- 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 a user interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following links: [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. 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 button labeled "Select Application" with a sub-button labeled "OLDC". At the bottom of the main content area, the text "Alerts & Announcements" is displayed in red.

Log In

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



The screenshot shows the Secure Sign-In main screen. On the left, 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 vertical yellow line. Further right, there is a text block that reads: "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 light blue header labeled "Select Application" and a grey body containing a dark blue button labeled "OLDC". A red oval highlights the "OLDC" button. Below the "Select Application" box, the text "Alerts & Announcements" is displayed in red.

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

Log In

- Begin working with report forms by selecting Report Form Entry

On-Line Data Collection

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

Name: Smith John
Last Login: 09/20/12 01:36:47 PM

[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.

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

REPORT FORM

Report Form: Program & Grantee Selection

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 a web application interface with a blue header bar containing 'OLDC Home' and 'Grantee Selection'. The main content area is titled 'Program & Grantee Selection' and includes a blue instruction: 'Please use the drop-down lists below to make selections. Steps must be completed in order.' Below this are three steps, each with a label and a dropdown menu:

- Step 1: Program Name: Family Violence Prevention & Services State Grants
- Step 2: Grantee Name: CT [1 061274678 A1] (2007-2013) CONNECTICUT
- Step 3: Report Name: Program Performance (States Only) (FVPS SF-PPR)

At the bottom center, there is a blue 'Enter' button, which is circled in red in the image.

Report Form: Grant & Report Period Selection

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: Family Violence Prevention & Services State Grants
Grantee Name: CONNECTICUT
Report Name: FVPS SF-PPR State

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

Step 1: Funding / Grant Period: 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS) ▼

Step 2: Report Period:

Select	Reporting Period	Status
<input type="radio"/>	10/01/2011 - 09/30/2012	
<input checked="" type="radio"/>	10/01/2010 - 09/30/2011	

Step 3: Select Action:

- Select Action
- Select Action
- New / Edit / Revise Report
- View / Print / Status / Approve Report
- Print Latest Version (HTML)
- View Latest Report

Report Form: Grant & Report Period Selection

- 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**

OLDC Home Grantee Selection Report Selection

Grant & Report Period Selection

[Program Name:](#) Family Violence Prevention & Services State Grants
[Grantee Name:](#) CONNECTICUT
[Report Name:](#) FVPS SF-PPR State

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

Step 1: [Funding / Grant Period:](#) 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS) ▾

Step 2: [Report Period:](#)

Select	Reporting Period	Status
<input type="radio"/>	10/01/2011 - 09/30/2012	
<input checked="" type="radio"/>	10/01/2010 - 09/30/2011	

Step 3: [Select Action:](#) Select Action
Select Action
New / Edit / Revise Report
View / Print / Status / Approve Report
Print Latest Version (HTML)
View Latest Report

Report Form: Grant & Report Period Selection

- Actions :
 - **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 HHS
 - Only staff with the Data Entry Job Type are able to Initialize a new form
 - **View/Print/Status/Approve Report:** view the existing report, print the report, view the report form status page

Report Form: Report Sections

The Report Sections screen displays

- The Family Violence Prevention & Services State Grants PPR contains 8 sections (including the Cover Page)
- Each section's data is entered separately and sections may be saved individually

Report Sections

Program Name: Family Violence Prevention & Services State Grants
Grantee Name: CONNECTICUT
Report Name: FVPS SF-PPR State
Funding/Grant Period: 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS)
Report Period: 10/01/2011 - 09/30/2012
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

Section Name:	Perform Action:	Section Status:
Cover Page SF-PPR	Select Action: <input type="button" value="Go"/>	Initialized
Section SP - State Portion	Select Action: <input type="button" value="Go"/>	Initialized
Section A General Program Information	Select Action: <input type="button" value="Go"/>	Initialized
Section B People Served (Unduplicated)	Select Action: <input type="button" value="Go"/>	Initialized
Section C, D, & E	Select Action: <input type="button" value="Go"/>	Initialized
Section F & G	Select Action: <input type="button" value="Go"/>	Initialized
Section H-Narrative Responses	Select Action: <input type="button" value="Go"/>	Initialized
Section I-Service Outcome Data	Select Action: <input type="button" value="Go"/>	Initialized

Report Form: Report Sections

- To begin entering the form, click the drop-down arrow next to a section, select **Edit Section**, and click **Go**

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

Report Sections

Program Name: Family Violence Prevention & Services State Grants
Grantee Name: CONNECTICUT
Report Name: FVPS SF-PPR State
Funding/Grant Period: 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS)
Report Period: 10/01/2011 - 09/30/2012
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.

Actions 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 SF-PPR	Select Action: <input type="button" value="Go"/>	Initialized
Section SP - State Portion	Edit Section <input type="button" value="Go"/>	Initialized
Section A General Program Information	Select Action: <input type="button" value="Go"/>	Initialized
Section B People Served (Unduplicated)	Select Action: <input type="button" value="Go"/>	Initialized

Report Form

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

Home Grantee Selection Report Selection Report Sections Report Report Form Status

Information Box

[Program Name:](#) Family Violence Prevention & Services State Grants
[Grantee Name:](#) CONNECTICUT
[Report Name:](#) FVPS SF-PPR State
[Funding/Grant Period:](#) 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS)
[Report Period:](#) 10/01/2011 - 09/30/2012
[Report Status:](#) Initialized
[Section Status:](#) Initialized

Progress Bar

Report Progress

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

Action Buttons

[Previous Section](#) | [Save](#) | [View/Add Attachments](#) | [Validate](#) | [Next Section](#)

Section SP - State Portion

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 1101CTFVPS	3a. DUNS 807854435 3b. EINI 1061274678A1	4. Reporting Period End Date 09/30/2012
---	---	---	--

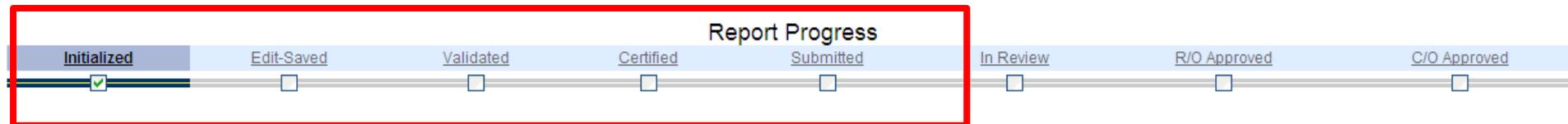
Section SP - State Portion
 Information on FVPSA grants/funds awarded should include any funds awarded by the state during the federal fiscal year reporting period. For example, during the past federal fiscal year (Oct - Sep), the State made awards to subgrantees in July. The State should report on the grants and funds awarded in July and any other funds awarded during the federal fiscal year reporting period. The State's aggregate report of services provided by FVPSA subgrantees should include all services/grant activities that occurred throughout the federal fiscal year reporting period (Oct - Sep).

Label	Additional Information on Grantee or Grant Project	Response
SP-01	Total funds awarded to subgrantees by the State	\$0
SP-02	Total number of subgrants awarded	0
SP-03	Total amount of state administrative costs	\$0
SP-04	Total number of subgrants to programs with shelters	0
SP-05	Total number of subgrants to programs without a shelter facility	0

Data Entry

Report Form

- The Report Form Information box displays all the selections use to create the Report Form. Because no data has yet been saved, the Report Status is Initialized
- Below the Information box is the **Report Progress** bar. The Progress bar is a useful tool for visually displaying the current status of the Report Form. In addition , the Progress bar also displays the steps that have already been finished as well as the steps that need to be taken in order to complete the submission process.
 - Grant Partners follow the Progress Bar to the Submitted status



Report Form

- Just below the Information box and Report Progress bar are the Action buttons.
- If you have the Data Entry Job type, you will be able to Save, View/Add Attachments, Validate, and Print.

Report Progress

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

Previous Section	Save	View / Add Attachments	Validate	Next Section
------------------	------	------------------------	----------	--------------

Section SP - State Portion

<u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 1101CTFVPS	<u>3a. DUNS</u> 807854435 <u>3b. EIN</u> 1061274678A1	<u>4. Reporting Period End Date</u> 09/30/2012
--	--	--	---

Section SP - State Portion
Information on FVPSA grants/funds awarded should include any funds awarded by the state during the federal fiscal year reporting period. For example, during the past federal fiscal year (Oct-Sep), the State made awards to subgrantees in July. The State should report on the grants and funds awarded in July and any other funds awarded during the federal fiscal year reporting period. The State's aggregate report of services provided by FVPSA subgrantees should include all services/grant activities that occurred throughout the federal fiscal year reporting period (Oct - Sep).

Label	Additional Information on Grantee or Grant Project	Response
SP-01	<u>Total funds awarded to subgrantees by the State</u>	\$0
SP-02	<u>Total number of subgrants awarded</u>	0
SP-03	<u>Total amount of state administrative costs</u>	\$0
SP-04	<u>Total number of subgrants to programs with shelters</u>	0
SP-05	<u>Total number of subgrants to programs without a shelter facility</u>	0

Report Form

- Directly following the Action Buttons is the Report Form itself. 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
 - Validation – mathematical checks based on numbers you input and policy requirements

services provided by FVPSA subgrantees should include all services/grant activities that occurred throughout the federal fiscal year reporting period (Oct - Sep).

Label	Additional Information on Grantee or Grant Project	Response
SP-01	Total funds awarded to subgrantees by the State	<input type="text" value="\$0"/>
SP-02	Total number of subgrants awarded	<input type="text" value="0"/>
SP-03	Total amount of state administrative costs	<input type="text" value="\$0"/>
SP-04	Total number of subgrants to programs with shelters	<input type="text" value="0"/>
SP-05	Total number of subgrants to programs without a shelter facility	<input type="text" value="0"/>
SP-06	Total number of subgrants to culturally and linguistically specific services programs	<input type="text" value="0"/>
SP-com	Comments (Optional) <div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div>	

B *I* U ☰ ☰ ↶ ↷ 📎 📧 ABC

Previous Section Save View/Add Attachments Validate Next Section

Report Form

- 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

On-Line Data Collection

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

Name: Smith John
Last Login: 09/20/12 01:36:47 PM

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

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

Program Name: Family Violence Prevention & Services State Grants
Grantee Name: CONNECTICUT
Report Name: FVPS SF-PPR State
Funding/Grant Period: 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS)
Report Period: 10/01/2011 - 09/30/2012
Report Status: Initialized
Section Status: Initialized

Report Form: Validating

- Once data is entered and saved for each section, the entire form must be validated from the “Report Sections” screen
 - **Validate** checks the form for mathematical errors. If there are no errors, the form is validated and ready to be certified
 - **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

The screenshot shows a web interface for managing report sections. At the top, there are four buttons: "View/Add Attachments", "Validate", "Certify", and "Print Full Report". The "Validate" button is circled in red. Below the buttons is a table with three columns: "Section Name:", "Perform Action:", and "Section Status:". The table lists eight sections, each with a "Select Action:" dropdown menu and a "Go" button. The "Section Status:" column for all sections is "Saved -- Validated". The entire table and the "Section Status:" column are circled in red. At the bottom, there are four buttons: "View/Add Attachments", "Validate", "Certify", and "Print Full Report".

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Cover Page SF-PPR	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section SP - State Portion	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section A General Program Information	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section B People Served (Unduplicated)	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section C, D, & E	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section F & G	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section H-Narrative Responses	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section I-Service Outcome Data	Select Action: <input type="button" value="Go"/>	Saved -- Validated

Report Form: Certifying

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

The screenshot displays a report form interface. At the top, there are four buttons: "View/Add Attachments", "Validate", "Certify", and "Print Full Report". The "Certify" button is circled in red. Below the buttons is a table with three columns: "Section Name:", "Perform Action:", and "Section Status:". The table lists eight sections, each with a "Select Action:" dropdown menu and a "Go" button. The "Section Status:" column for all sections shows "Saved -- Validated". At the bottom of the form, there are four buttons: "View/Add Attachments", "Validate", "Certify", and "Print Full Report".

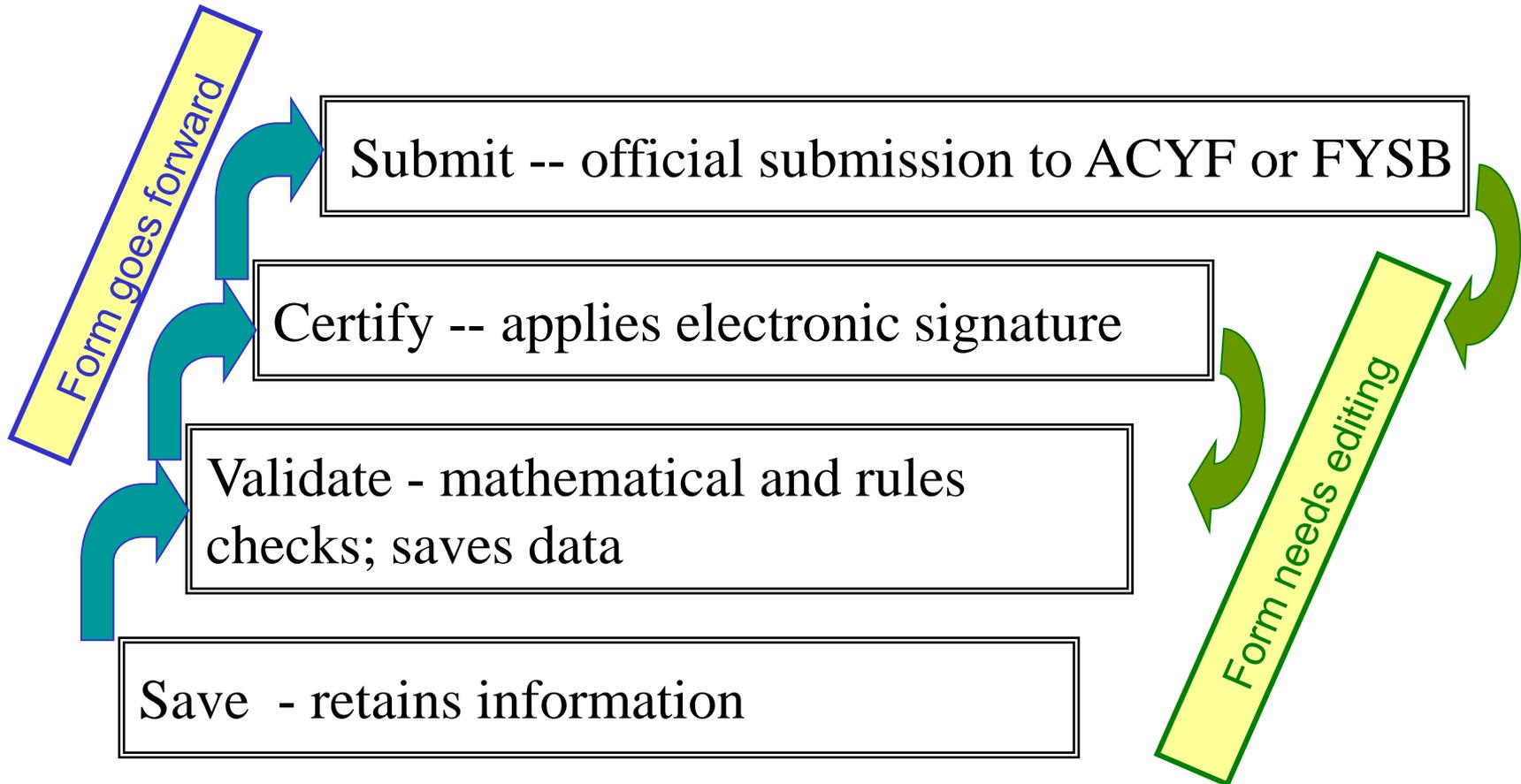
Section Name:	Perform Action:	Section Status:
Cover Page SF-PPR	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section SP - State Portion	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section A General Program Information	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section B People Served (Unduplicated)	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section C, D, & E	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section F & G	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section H-Narrative Responses	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section I-Service Outcome Data	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

iii) Contact phone number iv) Amount of award	
Cover Page - Certification	
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.	
12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone (area code, number and extension)
12b. Signature of Authorized Certifying Official Click to Sign	12d. Email Address
	12e. Date Report Submitted (Month, Day, Year)
Save View/Add Attachments Validate Next Section	

Report Form: Submitting



To edit a form, it must be Unsubmitted and UnCertified

Report Forms: Submitting

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

Section Name:	Perform Action:	Section Status:
Cover Page SF-PPR	Select Action: <input type="button" value="Go"/>	Certified
Section SP - State Portion	Select Action: <input type="button" value="Go"/>	Certified
Section A General Program Information	Select Action: <input type="button" value="Go"/>	Certified
Section B People Served (Unduplicated)	Select Action: <input type="button" value="Go"/>	Certified
Section C, D, & E	Select Action: <input type="button" value="Go"/>	Certified
Section F & G	Select Action: <input type="button" value="Go"/>	Certified
Section H-Narrative Responses	Select Action: <input type="button" value="Go"/>	Certified
Section I-Service Outcome Data	Select Action: <input type="button" value="Go"/>	Certified

Navigation buttons: View Attachments, UnCertify, **Submit**, Print Full Report

Report Forms: Submitting

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

Report Selection Report Form Status

Program Name: Family Violence Prevention & Services State Grants
Grantee Name: CONNECTICUT
Report Name: FVPS SF-PPR State
Funding/Grant Period: 10/01/2010 - 09/30/2013 FVPS (1101CTFVPS)
Report Period: 10/01/2011 - 09/30/2012

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

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	09/20/2012	Unsubmit Report	Print as PDF <input type="button" value="Go"/>

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	09/20/2012 03:33:19 PM	Smith John	
Original	Certified	09/20/2012 03:21:47 PM	Smith John	Signed as Authorized Official
Original	Saved -- Validated	09/20/2012 03:17:06 PM	Smith John	

Report Form

- 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. Any information not saved is lost. Activity includes **Saving, Printing, Validating, Certifying, Submitting,** etc
- Data entry and clicking the on-screen help links are not considered actions

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**.

The screenshot shows the top navigation bar of the OLDC system. On the left is the 'On-Line Data Collection' logo. 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, user information is displayed: 'Name: CAST' and 'Last Login: 09/19/11 03:33:36 PM'. A red circle highlights a button labeled 'End OLDC' with a 'Help / FAQ' link above it. Below the header is a navigation bar with the following links: 'OLDC Home', 'Grantee Selection', 'Report Selection', and 'Report Form Status'.

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

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

RESOURCES

Resources: OLDC Support Site

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



The screenshot shows the header of the OLDC Support Site. On the left, there is a logo of a stylized eagle with wings spread, next to the text "U.S. Department of Health & Human Services" and "Administration for Children & Families". Below this, it lists "Mike Leavitt, Secretary" and "Daniel Schneider, Acting Asst. Secretary". In the center, it displays "Name: Smith John" and "Last Login: 09/20/12 01:36:47 PM". On the right, there are two links: "Help / FAQ" and "End OLDC". The "Help / FAQ" link is circled in red.

Resources: Find Answers

- OLDC Find Answers screen
 - Search the Frequently Asked Questions for more information about OLDC

ACF On-Line Data Collection Help/FAQ

[Close](#)

Help/FAQ Menu **Answers** Ask a Question Your Account ▾

Advanced Search

Search

Find the answer to your question

Results 1 - 10 of 157

Contact Us

Ask a Question
Submit a question to our support team.

[What should I do if the Program drop-down list is incorrect?](#)
The Program drop-down list is controlled through the permissions assigned. Contact the Grants Office for corrections.
Date Updated: 01/23/2007

[How to make changes to a certified report](#)
The report needs to be uncertified before you can edit it. You are correct in going to Report Form Status and clicking "Edit Original". The report form will open and you can click on "uncertify". If...
Date Updated: 05/08/2004

[How do I fill out a report form?](#)
Choose the "Report Form Entry" link in the Main Menu to locate and work with specific report forms. Follow the procedures on screen to locate the correct report form and time period. Enter the data...
Date Updated: 11/18/2009

[What are "User/System Settings"?](#)
"User Settings" are preferences for an individual's account. "System Settings" allows Grant Administrators, ACF Grant Officers, or ACF Program Officers to make

Resources: Ask A Question

- Use “Ask A Question” to submit a question to the support center

ACF On-Line Data Collection Help/FAQ

[Close](#)

Help/FAQ Menu Answers **Ask a Question** Your Account ▾

Submit a question to our support team.

Email Address *

Subject *

Question *

Attach Documents

Find Answers
 Search 

Contact Us
 **Ask a Question**
Submit a question to our support team.

Resources: Support

- The Support Center provides assistance for OLDC customers. Support team personnel are available at app_support@acf.hhs.gov or 866-577-0771 Monday through Friday 8 a.m. to 6 p.m. EST to assist in support issues

Questions and Answers

Thank you!