Introduction to the Online Data Collection (OLDC) System

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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
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

• 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

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

On-Line_Data_Collection_System@acf.hhs.gov and

Secure_Sign-In_System@acf.hhs.gov
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

• 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
• Enter current password, a new password, and confirm new password
• Click the **Change Password** button
Log In

• Select a Challenge Question and enter an Answer

Change Challenge Question

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

Challenge Question*: What is your mother’s maiden name?
Answer*: 

Save Q and A
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
From the Secure Sign-In main screen, click the **OLDC** button

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.
• Begin working with report forms by selecting Report Form Entry
REPORT FORM
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 “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.
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
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
The Report Sections screen displays

- The Family Violence Prevention & Services State Grants PPR contains 6 sections (including the Cover Page)
- Each section’s data is entered separately and sections may be saved individually

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.
To begin entering the form, click the drop-down arrow next to a section, select **Edit Section**, and click **Go**.
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.
The Report Form Information box displays all the selections used 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.
• 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 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

<table>
<thead>
<tr>
<th>A-01</th>
<th>Total domestic violence program budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-02</td>
<td>FVPSA grant amount</td>
</tr>
<tr>
<td>A-03</td>
<td>Number of shelter facilities</td>
</tr>
<tr>
<td>A-04</td>
<td>Number of non-shelter service sites</td>
</tr>
<tr>
<td>A-05</td>
<td>Number of volunteers</td>
</tr>
<tr>
<td>A-06</td>
<td>Number of volunteer hours</td>
</tr>
<tr>
<td>A-com</td>
<td>Comments (Optional)</td>
</tr>
</tbody>
</table>
• 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.
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.
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 area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.” Click OK.
Report Form: Certifying

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

<table>
<thead>
<tr>
<th>Cover Page - Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>12a. Typed or Printed Name and Title of Authorized Certifying Official</td>
</tr>
<tr>
<td>12b. Signature of Authorized Certifying Official</td>
</tr>
<tr>
<td>12e. Date Report Submitted (Month, Day, Year)</td>
</tr>
</tbody>
</table>
Report Form: Submitting

Submit -- official submission to ACYF or FYSB

Certify -- applies electronic signature

Validate - mathematical and rules checks; saves data

Save - retains information

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
Report Forms: Submitting

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

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.
Resources: Find Answers

• OLDC Find Answers screen
  – Search the Frequently Asked Questions for more information about OLDC
Resources: Ask A Question

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